

AMERICAN BAPTIST COLLEGE

2019-2020

STUDENT HANDBOOK



Letter from the President

American Baptist College and your Future

There are places where people accomplish great things quietly and sometimes with little recognition. American Baptist College is one of those places. Nestled here on the banks of the Cumberland River in Nashville, TN, American Baptist College educates and develops men and women for worldwide leadership and service in the traditions of Martin Luther King, Jr., Rosa Parks, and Nannie Helen Burroughs.

Students who attend American Baptist College soon learn the historical significance of the college. The College's unparalleled purpose and passion for preparing men and women for greatness in leadership attracts students, like Georgia U.S. Congressman, John Lewis, who is a prominent alumnus.

As a new student, you will find American Baptist College to promote lively discourses about important ethical, spiritual, and justice topics that become infectious on campus. If you have a passion for advancing the mission of justice, compassion and reconciliation in the world, your academic home is here at American Baptist College. We see education as a call to the high place of moral thinking, acting, and leadership. Here on the grounds we affectionately call the 'Holy Hill,' in the class rooms with faculty and fellow students, you will gather insight and courage for leading change in the world.

The entire faculty, staff, and administration are dedicated to serving you, our student. Your education is our top priority. When your energy, discipline, and commitment to becoming an educated person meets with our commitment to academic excellence the results will surprise you.

Welcome to our learning community. From here you can launch your dream for a better world.

SINCERELY,

Dr. Forrest E. Harris, Sr.
President
American Baptist College

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The college reserves the right to withdraw, modify, increase or otherwise change the regulations herein contained. Changes will be announced and posted on campus bulletin boards, posted on the College website, and/or emailed to the college community. This handbook is not meant to be interpreted as a complete compilation of every requirement, but is meant to acquaint the community with American Baptist College's rules and regulations. Further, the content contained in this handbook supersede all previous publications.

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Mission Statement

The mission of ABC is educating, graduating and preparing a predominantly African American student population for Christian leadership, service and social justice in the world. The school offers a quality educational program with a liberal arts emphasis, equipping diverse students intellectually, morally, spiritually, socially, and theologically.



Identity

American Baptist College is a Christian College dedicated to educating and developing Christians for worldwide leadership and service. We are committed to providing men and women with an outstanding interdisciplinary undergraduate professional education in Bible, theology, and the social and natural sciences. We train both clergy and laity for the practice of Christian ministry and various professional social vocations.

We believe in fostering an academic environment in which students and faculty dialogue about critical issues facing the church, society and world. Our holistic educational philosophy enhances the spiritual, intellectual, and social growth of our students. American Baptist College is a place where men and women can come to prepare for ministerial vocations in and beyond the church with a Christian theological understanding of the world.

Goals

- Goal 1. American Baptist College will provide a comprehensive interdisciplinary education that emphasizes academic excellence and encourages growth in biblical studies, theological education, ethics and the traditions of the Christian faith.
- Goal 2. American Baptist College will encourage excellence in learning, teaching, research, administration and development.
- Goal 3. American Baptist College will continue to manage the resources of the College in a fiscally responsible and highly accountable manner.
- Goal 4. American Baptist College will achieve the highest levels of institutional effectiveness through evaluation and implementation of programs that safeguard the integrity of our mission.
- Goal 5. American Baptist College will graduate quality students who are committed to Christian standards of social justice and the full humanity of all persons.
- Goal 6. Provide a safe environment for learning and to enhance the welfare of students; to assist in the “holistic” development of students by providing powerful learning connections between curricular and co-curricular activities; and to provide

teaching and learning experiences which foster an educational environment conducive to the development of cultural and ethical values and an appreciation and respect for student diversity.

American Baptist College
1800 Baptist World Center Drive
Nashville, Tennessee 37207
615-256-1463; abcnash.edu

“Light a Flame that Lasts Forever”

Nashville was the "University of Nonviolence...the movement's research laboratory...here the nonviolent sit-in was first methodically theorized, practiced, and tested...An extraordinary number of [Civil Rights] Movement leaders got their start in Nashville...Their organizational energy was felt throughout the South for the next decade." **Weary Feet, Rested Souls: A Guided History of the Civil Rights Movement**

He also notes the leadership of Rev. Arthur Townsend Davis lists graduates of this "University of Nonviolence": James Bevel, Bernard Lafayette, John Lewis, C.T. Vivian (American Baptist Theological Seminary students); Diane Nash and Marion Berry (Fisk University students); Kelly Miller Smith (Pastor, First Baptist Capitol Hill and Professor at ABTS). In the "rolling history lesson" on the 1961 Freedom Rides [January 27-28, 2007], American Baptist College was represented by Bernard Lafayette, John Lewis, C.T. Vivian, four students, and one of our faculty members. Rev. James Lawson spoke of the impact of the Nashville movement on the national movement, from 1959 until now, and of the importance of American Baptist.

A number of people have tried to figure out why so many of the national civil rights leaders came from American Baptist College, a small, four year historically black college in North Nashville. Noting that American Baptist was seldom even mentioned, David Halberstam, author of **The Children** explains:

"It was a place without pretense, without class lines...But at a time when the black church was becoming the driving force of a larger social revolution taking place in the United States, American Baptist had become a magnet for many of the most talented and passionate young blacks in the country. For young blacks in small towns in the South, dreaming of doing something for their own people, did not in those days dream of going to Harvard or Yale or Stanford Law, they dreamt of going into the Baptist ministry. Therefore, the talent and the passion and the innate human strength of the students at American Baptist had nothing to do with the seeming simplicity and relative poverty of the school. It was a place filled with political ferment and passion. Its faculty was gifted and its students, many of them diamonds in the rough, were hungry to learn." [p.65]

This is still true at American Baptist College. We provide an excellent academic education that is open to a wide range of students, while remaining affordable and practical. We are an open access college, working to bridge the gap between public education systems that often fail black youth, and a higher education system that has grown increasingly expensive and elitist. We are committed to educating and training new generations of leaders for Christian service in the world. This commitment entails the

education of women and men who will be influential representatives of the faith that undergirds the Black Christian tradition, and effective agents in working for a more just and humane society, for the development of new and better models of ministry with impoverished and marginalized communities and for leadership in church and society that will help alleviate the oppression of individuals and groups. Our students continue the movement for justice and equality, lighting a flame that lasts forever.

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Student Government

Officers will be elected in Fall 2019

Right to Revise and Amend

The Student Handbook is not a contract. However, students are bound by the policies and community values listed in this book, whether a student chooses to read the handbook or not. Ignorance of the stated policies, procedures, and values is not excused in the case of violation. The most recent handbook supersedes previous versions. American Baptist College reserves the right to revise and amend this handbook. Notices to any changes in this handbook will be sent to students electronically via email, student portal announcements, and/or official social media platforms. It will also be uploaded to the college's website at <http://www.abcnash.edu/campus-life/>.

College Facilities

American Baptist College sits on a 53-acre campus boundary of gently sloping land that looks down on a bend of the Cumberland River in Nashville, Tennessee. It is physically located on the west side of Baptist World Center Drive and off of Interstate 65's Trinity Lane Exit. Along with recreation, shopping and entertainment, students have access to numerous leadership opportunities for growth and development in the capital city of Tennessee.

Campus Housing and Residential Life

American Baptist College has two types of campus living quarters: Residence Halls and Apartments. The campus has two Residence Halls that can house 10 students per building and one traditional hall that is co-ed by floor. In addition, there are three different apartment style units: studio units, 1-bedroom, and 2-bedroom units. When a student is accepted for admission to American Baptist College, the individual does not automatically receive a room or apartment. In order to reserve a room or apartment, students must file an application for campus housing, accompanied by a \$150 nonrefundable deposit. Students must apply for housing each semester. The Housing application can be downloaded from our website: www.abcnash.edu and mailed to:

American Baptist College
Business Office – Housing Application enclosed
1800 Baptist World Center Drive
Nashville, TN 37207

Incidental damages, small or large, to a room and/or furniture are assessed against the student's account in order to repair and/or replace damages to school property. The College is not responsible for damage to or loss of students' personal property due to theft, mischief, fire, etc.

a) **Residence Halls**: Hall space is filled on a "first come, first serve basis" with preference given to out-of-town students. Regular inspections of dormitory rooms are conducted throughout the semester.

b) **Apartments**: Apartments on campus are only open to full-time students who are enrolled

at ABC. Rent is payable one month in advance, and a four-year undergraduate limit is placed on residence.

- c) Summer Housing: Students may stay on campus during the Maymester and Summer Sessions only if they are registered for class at ABC during these sessions.

The Susie McClure Library

The mission of the Susie McClure Library is to support the academic objectives, programs, and curriculum of American Baptist College by providing appropriate resources and services. The Susie McClure Library serves both the entire student body and its surrounding community. The Susie McClure library is a three-floor facility located in the center of campus. The Library provides research and study areas, houses the ABC Chapel and a computer lab.

The Library collection contains more than 14,000+ volumes, over 200 periodicals, and a rare collection of Bibles in over 300 different languages. The collected writings of Mohandas “Mahatma” Gandhi can be found in the library’s reading room. The library has also received generous donations from the private collections of Dr. Renita J. Weems, Harmon Wray, and Dr. Janet Wolf. These donated books cover a variety of topics including ethics, politics, social justice, theology, and Christian leadership.

The Susie McClure Library is a member of Project Athena. This membership enables the library to share resources with other libraries. The library staff also offers one-on-one reference assistance as well as the classroom instruction in research skills and the use of specific electronic databases.

Library hours are: Monday through Thursday from 9:00am until 9:00pm; Friday from 9:00am until 5:00pm; and Saturday from 9:00am until 2:00pm. The library is closed on Sundays.

Fine Arts Room within the Susie McClure Library - Worship/Chapel

As a Christian College, worship is an integral experience at the College. Chapel Services are required and held weekly in the Fine Arts Room. Every service involves students, staff, and faculty with occasional guest preachers, alumni, and scholars in residence. Chapel services are mandatory and held on Tuesday each week from 5:30 pm to 6:30 pm.

J. H. Flakes and J. B. Lawrence Administration Building

The Administration building was completed in 1946 and is named in honor of Dr. J.B. Lawrence, a former Secretary of the Southern Baptist Home Mission Board. In 2011, Rev. J. H. Flakes’ name was added on the administration building in honor of his work and ministry on behalf of the college. This building houses administrative offices and classrooms.

Griggs Hall

Griggs Hall was the first building constructed on the campus in 1924. It was named to honor the legacy of the Griggs family: Dr. Sutton E. Griggs was the first president of American Baptist Theological Seminary (ABTS) and his father, Dr. A.R. Griggs, served as the secretary of the National Baptist Education Board. In 1948, a fifty-foot addition to the structure was completed. Currently, this building has undergone renovation and serves as the College's first Living Learning Space.

Baptist World Center

Baptist World Center is located on the south edge of the campus. It houses administrative offices of the National Baptist Convention, USA, Inc. and is used by American Baptist College for classroom space, events, and workshops.

John R. Lewis and Julius R. Scruggs Leadership Development Center

The Lewis-Scruggs building was opened in 2005 and named in honor of two ABC alumni, Congressman John R. Lewis (D-GA) and Rev. Dr. Julius R. Scruggs, ABC Board Member and former president, National Baptist Convention, USA, Incorporated. The Leadership Center is located behind the Susie McClure Library.

Alumni Hall

Alumni Hall is a single-story structure that was named in honor of the College's alumni. The hall, located near student apartments on the north edge of campus, is used to house the department of Campus Operations.

Campus Safety and Security

American Baptist College is committed to providing an environment that provides security for persons and property with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations. The policies and procedures can be found in the Policy, Procedure, Rules and Regulations section of this document.

If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department by calling 615-862-8600, after alerting Campus Security at (615) 512-1833. In the case of an emergency, a call should be made to 911. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to security at (615) 512-1833.

The President of American Baptist College or designee is responsible for determining the need for and implementing timely campus-wide notification. If the President deems it necessary to notify the Campus community of an imminent threat, the campus community will be notified via social media, email, text message, and other possible quick technology friendly modes. The notification will allow members of the Campus community to be informed about current security and safety activities. Campus Security will make sure that buildings are secured and persons on campus are notified and directed for proper procedures.

If any persons hear any expression of hostility or threats made based on class, race, gender, or sexual orientation that could compromise the safety and security of an individual; or such threats made against the institution of American Baptist College because of its stated mission and commitment, it is to be immediately reported to the Office of the President or any college official.

Access to ABC Campus and Buildings

American Baptist College is a private institution, and as such reserves the right to limit the use of its grounds and facilities as it deems appropriate. Access to any ABC facility by any person is strictly limited to those having legitimate business in that area or facility. Most campus buildings and facilities are accessible to students, faculty, employees, contractors, guests, and invitees during normal hours of business, Monday-Friday, and for limited designated hours on Saturdays and Sundays. Access times will vary depending upon the nature of the building and its activity. Access to all space on the ABC campus is limited to the official occupant of that space and that occupant's officers, employees, students, guests, and/or invitees. Access to the ABC buildings is limited to residents and their guests. Keys allowing entry to ABC buildings and offices are issued by the Office of Operations. The Office of Operations maintains a list of persons holding keys. Unauthorized copying of keys or lending them to unauthorized persons is expressly forbidden. Violation of this policy may result in the loss of access privileges.

Members of the ABC community are charged with the responsibility of safeguarding the spaces under their control. Maintaining custody of the keys to which they have been entrusted, and reporting promptly the loss of any such keys.

No Weapons on Campus Policy

The use or possession of any weapons is prohibited on American Baptist College property or at any College-sponsored activities or events. It is a violation of ABC policy for any person, including students, employees and visitors to possess or carry, whether openly or concealed, any weapon. Any person violating this policy shall be disciplined at the discretion of the ABC administration and reported to the appropriate law enforcement agency. A person found guilty of activity prohibited by this Weapons Policy may also be guilty under state criminal law and upon conviction may be punished at the discretion of the court.

Student Activities

American Baptist College has a variety of organizations, committees, and activities in which students can further develop their gifts and talents. The Office of Student Activities plays an essential role in building the overall foundation of the college experience. The office works with faculty and staff across the campus to link curricular and extracurricular activities to broaden the learning experience in and outside of the classroom. Involvement in these groups and activities allow students to develop their leadership, social justice advocacy, teamwork, and critical thinking skills.

Chapel Services and Spiritual Life

American Baptist College recognizes the vital role of worship and its ministry of encouragement, fellowship, and spiritual development. Chapel Service is the largest community gathering time on campus. Chapel attendance and participation are required of all American Baptist College students. Students will be required to sign in before each Chapel service. Students who arrive more than 20 minutes late will be unable to sign in and counted as absent. Chapel is held weekly on Tuesdays, 5:30-6:30pm in the Fine Arts Room.

Chapel Attendance Policy:

- Students who do not have classes on campus on Tuesdays and commute 20 miles or more one-way may request to lower attendance requirements from twelve (12) to six (6) chapel services per semester plus Convocation services by submitting a chapel petition to the President's Office.
- Students taking 6 credit hours or less are encouraged, but not required, to attend chapel. However, they are required to attend Convocation services.
- Students with extended absences from the college due to medical, personal, or family difficulties that prevent class/chapel attendance may receive a chapel modification from the President's Office.
- Provide a letter from your employer stating that you "work during the time of chapel or between the hours of 5:30-6:30pm on Tuesdays." (The statement "Full-time employment" is not acceptable; the number of hours or time of work hours must be specified and the exemption is for employment during the time of chapel.) The letter must be on company letterhead and must be signed by the employer.
- Written or Verbal verification is required from the employer within two weeks of submission of the petition.

Chapel Attendance Graduation: (Spring 2019 and beyond)

Based on your current classification, students must attend the following number of chapel services:

- Seniors 2020 - 24 services
- Seniors 2021 (current Juniors) - 48 services

- Seniors 2022 (current Sophomores) - 72 services
- Seniors 2023 (current Freshman) - 96 services

*****If a student does not meet the minimum chapel attendance requirement they will not be eligible for graduation until they enroll in a 3 credit hour course in the area of worship and liturgy.*****

Christian Service Placements

The Mission Statement of the college reads:

“The mission of ABC is educating, graduating, and preparing students intellectually, morally, spiritually, socially, and theologically for Christian leadership, service and social justice in the world.”

The Christian Service Program allows students to live out the mission of American Baptist College of equipping students for service and leadership through the cultivation of ideas gained in the classroom and activated in the area of their field placement. It is the goal of the Christian Service Program to expand beyond the classroom and allow the student to apply classroom knowledge to real-life situations encountered in his or her field of study.

The Christian Service Placement program bridges the gap between theoretical and practical knowledge producing user-friendly tools for students to provide service to their culture. Through practical experience, students are given an opportunity to discover strengths and weaknesses they were unaware existed. Students will also gain new skills, develop talents and discover new areas of interests as they broaden their worldview to become a moral agent of change in the world in which they live.

Service is integral to the life and work of American Baptist College, students are involved in everything from direct relief to flood victims to ongoing tutoring in after school programs, serving as volunteer chaplains to working at the local food bank, to advocating for equity and justice in the public school system and visiting with those who are imprisoned. Under the supervision of the professor and the student’s faculty advisor, students who register for the service project course will volunteer at a non-profit organization and receive 3 credits for the course and service activity.

The Garnett-Nabrit Lectures

The Garnett-Nabrit Lectures (GNL) is an annual event held each spring to honor the legacy of the former Dean, Dr. J.H. Garnett and Dr. J.M. Nabrit, fourth President of the college. The lecture series, initiated in 1958, grew out of the annual Ministers and Missionary Conference that began in 1937. American Baptist College hosts this annual event on campus at the World Baptist Center. Religious scholars and preachers are selected to address issues relevant for service and leadership. The lecture series provides a forum for church leaders, as well as students, to listen to, interact with, and be inspired by noted scholars, pastors, and laypersons.

The Garnett-Nabrit Lectures is the premier lecture series of the year held at American Baptist College. During the lecture series, alumni return to campus to take part in the rich tradition of

academic enrichment. This time of homecoming allows former students to interconnect with current and prospective students providing a lasting heritage for American Baptist College. Attendance is required for all enrolled students.

Founders Day

Representatives of the National Baptist Convention, USA, Inc. and the Southern Baptist Convention founded the American Baptist Theological Seminary, now known as the American Baptist College, on May 6, 1924. The College observes this day annually with a special service commemorating the event. Generally, special Pre-Founders Day activities are sponsored on campus throughout the week and a Founders Day Memorial Service for the community of American Baptist College including the Alumni Association.

Discovery Week

Discovery Week at American Baptist College is a campus wide engagement with the Nashville at large community and beyond and path seekers who desire vocational guidance for relevant spirituality, biblical studies, and theological education. Discovery Week is an excellent opportunity for prospective students and career adults who are looking for learning options to sample the kind of teaching and critical engagement with prophetic Christianity that occurs on the campus of American Baptist College. It's a time where current students are encouraged to bring someone they know who are seeking such an opportunity to be their guest and sit in the classroom, participate in events, and learn more about the college and community here on campus.

ABC Day(s)

American Baptist College seeks to develop leaders who aspire to become prophetic in their preaching and teaching ministry. Therefore, ABC Day allows for the college to partner up with churches in various cities to provide opportunities for students to go and preach and represent the college as future leaders and preachers. Many of our alumni have hosted our students at their churches during this time and have donated funds for student scholarships to the school. ABC Day is a time for opportunity, fund-raising, and representation of school pride and gifts. Students undergo a selection process to participate through the Academic Vice President's Office. ABC Day is often held in the Spring semester each academic year.

Student Government Association (SGA)

All students at American Baptist College are members of the Student Government Association (SGA). It is the purpose of SGA to promote the welfare of the student body and to maintain high standards of conduct for all students. Each spring the students elect a student council that supervises the student body. The president of the council serves as a liaison between the students and the administration. The SGA sponsors most of the campus-wide social events that are open to all students. These events include parties, game nights, banquets, and annual picnics. SGA Officers includes: President, Vice President, Secretary, Treasurer, Senior Class Representative, Junior Class Representative, Sophomore Class Representative, and Freshman Class Representative. Other student organizations are a part of SGA. Each organization also has a

representative that help plan, promote, and organize the activities of SGA. Currently there are six recognized student organizations: The Southern Christian Leadership Conference, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Baptist Student Union, V.A.S.H.T.I. Sisterhood, Hoi Adelphoi Fraternity. A student must have a grade point average (GPA) of at least 2.5 and be in good community standing to run for office and once elected must maintain a 2.5 (GPA) and remain in good community standing. Elections are held during the Spring semester of each school year.

Baptist Student Union (BSU)

The Baptist Student Union (BSU) is a student run organization that provides a venue for students to grow and fellowship with each other as they participate in the liturgy through: preaching, lecturing, and worship called Vesper. Vesper services are held every Friday at 7:00 pm.

Class Officers

Each of the four class levels are organized to enhance class fellowship and to promote independent class projects. Class officers are elected annually and class meetings are held regularly under the guidance of the student organization adviser. Under the guidance of the student organization adviser, each class sponsors specific projects. Traditionally, the junior class honors the senior class at the Junior-Senior Banquet; and the senior class makes the presentation of its “class gift” to the College.

Greek Organizations

Greek-letter organizations encourage high standards of scholarship, promote programs for cultural and social growth, and stress the spirit of Inter-Greek fellowship. They operate under charters granted by the college and their respective national bodies. Students are encouraged to see Student Services for complete list of sanctioned campus charters. Membership is open to male and female students above first-year classification. Students must meet the academic standards prescribed by the college (i.e., a cumulative average of 2.5 or better), as well as academic or other standards set by the several national bodies.

Honors Day

Honors day is held during the spring semester each school year for the purpose of recognizing distinctive achievement on the part of individual students.

Constitution Day

In compliance with the U.S. Education Department, Constitution Day is recognized as a National holiday at American Baptist College. Constitution Day shall be observed each year on September 17 in commemoration of the September 17, 1787 signing of the United States

Constitution. If September 17 occurs on a non-school day, Constitution Day shall be conducted on the preceding Friday.

Student Services and Information

Student Photo ID Cards

Students are required to have a valid ABC Student Identification Card. ABC Student Identification Cards must be carried by students, at all time, while on campus. Identification cards are not to be used by anyone other than the student to whom it was issued. Violations are subject to disciplinary actions. Student ID cards are the property of the college and should be returned in cases of suspension, dismissals and any other separation from American Baptist College.

Internet Access

American Baptist College students are able to access internet throughout the campus. We have wireless accessibility and Ethernet access. Furthermore, we have a computer lab available to student in the lower level of the library building for usage. If you have any questions or concerns about internet connectivity, please contact the Chief of Campus Operations Officer.

CAMS®

CAMS is the Comprehensive Academic Management System for American Baptist College. It is designed to give faculty, staff, and students fast and simple access to important campus information and a host of essential tools. Students can login to find out what's happening on campus, get email alerts from the business office or the registrar, correspond with professors, register for classes, check financial aid status, keep up with what courses they are enrolled in and required for graduation. The student web portal address is as follows: <http://portal.abcnash.edu/student/index.asp>.

Use of School Email

Your name.abcnash.edu account is ABC's official means of communicating with you. You are required to check this account regularly or forward it to another address (such as your work e-mail or home e-mail) that you check frequently. Important dates, deadlines, and notices as well as communication with various offices and professors come through this account.

Buying Textbooks Online

American Baptist College is currently encouraging all ABC students to purchase their books online. You can buy both new and used books online. You can even rent your textbooks online and download them to read on your personal desktop, laptop, or electronic devices. If you own a Kindle, iPad, or even an iPhone or Android, you can purchase and rent books from online. If

you receive a refund check, you can order your textbooks online by submitting the appropriate booklist to the Librarian, Mr. Robert Spinelli at rspinelli@abcnash.edu.

Disability Support

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ABC will provide reasonable accommodation of all medically documented disabilities. If you would like the college to provide reasonable accommodations of the disability, please notify the Office of Academic Affairs as soon as possible.

Financial Aid

American Baptist College maintains an Office of Financial Aid to work with students who are in need of financial assistance in order to obtain a college education. This office remains committed to administer financial aid regardless of race, national origin or ancestry, age, sex, religion, handicap, color, marital status, or veteran status. The parents and/or the student must assume the primary responsibility of financing a college education. However, for those who are unable to meet the entire cost and who possess demonstrated need, we encourage them to apply for assistance through the Financial Aid Office.

Listed below are links to information for applying for financial aid:

1. [Financial Aid Application and Eligibility](#)
2. [Steps for completing the FAFSA](#)
3. [Cost of College Estimator](#) - Estimate your costs and grant aid for attending American Baptist College
4. [Types of Financial Aid Available at ABC:](#)
 - Grants – PELL, SEOG and TSAC
 - Work Study
 - Scholarships
 - Loans- Direct Subsidized loan, Direct Unsubsidized loan, Parent PLUS loan
5. [Contact Information](#)

Financial Aid Assistance Applications

To make application for federal and state assistance you must complete the Free Application for Federal Student Aid ([FAFSA](#)). You may apply online at www.fafsa.ed.gov, or request a form from your local high school. If you made application for financial aid during the prior academic year, you may also use the Renewal Application mailed to you from the US Department of Education. Both applications provide the same output. Students who wish to be

considered for federal or state financial aid assistance must complete the FAFSA or Renewal Application each year. Our institutional code number is #010460. You are encouraged to file your federal tax return prior to completing the FAFSA or Renewal Application. American Baptist College uses a priority filing date of May 1 when awarding Federal Supplemental Education Opportunity Grants (FSEOG) or Federal Work-Study (FWS) funds. The Tennessee Student Assistance Corporation strongly encourages students to submit the FAFSA as soon as possible after January 1 each year. Awards are made until funds are depleted.

You will receive a Student Aid Report (SAR) approximately four weeks after completing the FAFSA or Renewal Application. You should review the SAR for accuracy and make any necessary corrections.

Eligibility:

- You must demonstrate financial need
- You must have a high school diploma or GED
- You must be a U.S. citizen or eligible non-citizen
- You must have a valid social security number
- You must be a degree-seeking student
- You must be making satisfactory progress

For the spring semester, your FAFSA and all required documents must be received by the Financial Aid Office by 4:30 pm on December 17, in order to have aid processed in time to pay fees prior to the first purge. If you delay in submitting all of the required documents by the priority date, you will need to be prepared to pay your registration fees in full or set up a deferred payment plan with the Bursar's Office in order to keep your classes from purging.

Steps for completing the Free Application for Federal Student Aid (FAFSA):

- Apply by going to www.fafsa.ed.gov
- You will need the following in order to complete your FAFSA:
 - A Personal Identification Number (PIN) to sign your FAFSA. If you are a dependent student your parent will also need a PIN in order to sign the FAFSA.
 - To Obtain a PIN – go to www.pin.ed.gov
- You will need both student and parents (if dependent) current year taxes and w2's, if filed.
- Social Security Number
- Driver's License Number
- American Baptist College School Code – 010460

Financial Aid Contacts

General information about student aid and applying for student aid: Federal Student Aid Information Center 1-800-4-FED-AID (TTY 1-800-730-8913)

Visit www.federalstudentaid.ed.gov to access a variety of student aid publications, including Funding Education Beyond High School: a comprehensive overview of federal financial aid.

For information about the Direct Loan Program visit www.direct.ed.gov

For information related to repayment of your Direct Loan, contact the Direct Loan Servicing Center at 1-800-848-0979 (TTY 1-800-848-0983)

For information about Direct Loan Consolidation and how to apply for consolidation, contact the Direct Loan Consolidation Center at 1-800-557-7392 or (TTY 1-800-557-7395).

For more information regarding financial aid, please contact the ABC Financial Aid Office at 615-687-6903.

Work-Study

Federal Work-Study is a program that provides part-time jobs for students. Priority is given to students with exceptional financial need. The Financial Aid Office will determine eligibility by the Free Application for Federal Student Aid (FAFSA). Students must be enrolled in at least half-time and have completed their FAFSA. The amount of the award is contingent upon availability of funds.

To be eligible to participate in the federal work study program at American Baptist College, students must be enrolled for six (6) or more credit hours during the academic year.

Students who graduate at the end of a semester are eligible to work until the commencement ceremony. Students who drop below enrollment requirements at any point during the academic year will lose their work eligibility. Supervisors will be notified that the student must cease employment immediately upon receipt of the notice from the Financial Aid Office.

Some students may be eligible for the college's Work-Grant/Work-Study program. The Federal Work-Study program is approved through the Financial Aid Office. Eligibility for the Work-Study program does not guarantee a Work-Study position. Positions are given based upon need, availability, student ability, proven desire to work. The college does its best to accommodate as many students as possible through this federal program, however, at times it may not be possible to support every student eligible through this program. The number of positions available may vary between semesters depending on a variety of factors.

It is expected for students who obtain these positions to fulfill their obligations. Failure to do so will result in termination of benefits paid to students or to their accounts.

Disbursement of Refunds

Refund checks are made available through the Business Office. Notices will be posted each semester indicating the dates that checks will be mailed to students. It is important for students to make certain the college has their correct address in CAMS. Address information in CAMS is considered the address of record for mailing purposes. Students are responsible for keeping

this information current through their student portal. For students living on campus, refund checks will be available to be picked up in the Library on the afternoon of the day that checks are mailed to off campus students.

Financial Policies

The registration of a student signifies the assuming of definite relations and obligations between the person and the College. It signifies a contractual agreement upon the student and the student's parents to pay in full the charges assessed at the time of registration within the time stipulated below. All accounts must be paid in full before the end of the semester. Otherwise, grades will be withheld and the Registrar will not record credits. A student will be denied honorable dismissal, transcript of credits, re-enrollment, and a diploma, until all bills are paid in full. The College reserves the right to change charges as stated within this bulletin prior to the registration date for any semester.

No student may make an outside contractual obligation in the name of the College or in the name of any student organization unless authorization in writing is first secured from the President. The College is not responsible for any account or financial arrangements made by any student, student organization or employee, unless authorized in writing by the President.

All fees are due and payable (each semester) at the time of registration. The student becomes responsible for payment of the charges when enrollment is completed. However, for the student who is unable to pay the full amount due at the time of registration, arrangements may be made to pay according to a deferred payment schedule. The standard deferred payment schedule is one half $\frac{1}{2}$ of the balance is due at the time of enrollment and the remaining portion is due in three (3) equal installments. A Promissory Note is signed by the student and the Business Manager with a copy kept on file in the Business Office and a copy given to the student. Payments are to be completed prior to the end of the semester. Due dates for deferred payments is listed on both the Promissory Note and the college's Academic Calendar.

Payments to the college can be made online at www.abcnash.edu through PayPal using debit/credit cards. Other methods of payments include mailing cashier's checks, personal checks, or money orders to the college to the attention of the Business Office. Additionally, payments are received directly in the Business Office. Any checks or money orders mailed to the college should be made payable to American Baptist College. All payments should be clearly marked as to their purpose and for whose account the money is intended. Any other payments for personal use, books, supplies, etc. should be made payable to the student and mailed directly to that student.

The Business Office will not cash checks, nor make change for students (unless there is a need to return change during a formal transaction with the student). Payment by check may be

revoked for students who have checks returned by the bank more than once. A return check is charged back to the students account with a return check fee of \$35.00 added to the account.

TUITION & FEES SCHEDULE 2019-2020

1–Hr.	\$500	8–Hrs.	\$4,000	15–Hrs.	\$6,975
2–Hrs.	\$1000	9–Hrs.	\$4,500	16–Hrs.	\$7,440
3–Hrs.	\$1,500	10Hrs.	\$4,650	17–Hrs.	\$7,905
4–Hrs.	\$2,000	11–Hrs.	\$5,115	18–Hrs.	\$8,370
5–Hrs.	\$2,500	12–Hrs.	\$5,580	19–Hrs.	\$8,835
6–Hrs.	\$3,000	13–Hrs.	\$6,045	20–Hrs.	\$9,300
7–Hrs.	\$3,500	14–Hrs.	\$6,510	21–Hrs.	\$9,665
**1 – 11 Credits = \$500 per credit hour 12 Credits & above \$465 per credit hour					

FEES 2019-2020

Audit–No Credit (Non Transferrable)	\$100
Late Registration Fee	\$365
Application Fee	\$30
Application Fee (International)	\$40
Re--Admission Fee	\$40
Campus Fee	\$657
Technology Fee-Dorm/Apt	\$95
Drop/Add Fee	\$40
Lost Student ID Card	\$25 (each add'l lost \$50)
Graduation Fees:	
Associate Degree	\$200
Bachelor's Degree	\$200
Th.B (Bachelor of Theology)	\$225
Return Check Fee	\$35
Transcript Fee	\$10

RESIDENTIAL HOUSING

HOUSING APPLICATION FEE \$150

DORMITORY SPACE per SEMESTER

Griggs Hall (DBL/SNL)	\$2,120/\$3,168
Lafayette & Turner Halls	\$2,120

Mailbox (per semester)	\$31
Replacement Key	\$100
Meal Plan (On-Campus)	\$2,200 \$1,600
Meal Plan (Off-Campus)	\$300

HOUSING UNITS per SEMESTER

NO MEAL PLAN REQUIRED

Efficiencies (per semester)	\$3,392
1 Bedroom (per semester)	\$3,450
2 Bedroom (per person)	\$3,264

All fees are effective August 1, 2019

Business Holds

A business hold will be placed on any student's account that has not satisfied their balance at the end of any given semester. When a business hold is in effect, the student will not be able to review their grades, request transcripts or participate in the graduation exercises. It is the responsibility of the Business Office to notify students of outstanding balances and work with the student in a manner to resolve their balances. It is the student's responsibility to communicate directly with the Business Office concerning such issues. Business Holds can only be removed by the Business Manager.

Health and Wellness Center

We are happy to encourage students to develop healthy habits for a lifetime. Making good choices about your health and safety that become health and safety habits for your lifetime is the goal of the health and wellness center. Our Health and Wellness Center offers a variety of services and strives to healthier experiences at American Baptist College.

Services:

Our nurse directed health and wellness center provides the following services to all students, staff and faculty at low or no cost:

- first aid interventions (minor injury)
- health information and educational resources
- seasonal flu vaccines
- community health referrals

- illness and injury assessment
- starter doses of over-the-counter medication
- health screenings (e.g., blood pressure checks, height and weight measurements)
- educational presentations or speakers for any health topic, customized to meet the needs of college students.

The center operates Tuesday and Thursday 10 am -4:30 pm, Monday, Wednesday, and Friday by appointment. On Thursday a Nurse Practitioner is available by appointment only.

Though we are pleased to be able to offer some level of care to our students, staff, and faculty there are instances in which a larger medical facility is needed. For urgent care please contact the following facilities.

Community Resources for Urgent Care:

Matthew Walker Comprehensive Health Center (615) 327-9400

Metro Public Health Dept. Nashville and Davidson County (615) 340-5616

Meharry Dental Programs (615) 327-6669 option #1 (new patients)

Lloyd C. Elam Mental Health Center (615) 327-6255

United Neighborhood Clinics (615) 620-7750

Immunization

State of Tennessee Department of Health (1200-14-1, see rule 1200-14-1-29) requires the following to be immunized:

- New undergraduates enrolled in at least 12 semester hours, or equivalent
- New graduate student enrolled in at least 9 semester hours or equivalent

Exempt: full time distance learning students are exempted from immunization requirements

Measles, mumps and rubella immunity:

Proof of immunity to measles, mumps and rubella may be provided by meeting one of the following 3 criteria:

- Date of birth before 1957 or
- Documentation of 2 doses vaccine against measles, mumps and rubella given at least 28 days apart, excluding dose given earlier than 4 days before the first birthday, or
- Documentation of blood test (serology) showing immunity to measles, mumps and rubella. If any one of the three is negative, 2 doses of vaccine must be documented.

Varicella (chickenpox immunity:

Proof of immunity to varicella (chickenpox) is required by meeting one of the following 4 criteria:

- ° Date of birth before 1980 or
- ° History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, or
- ° Documentation of 2 doses varicella vaccine given at least 28 days apart, excluding doses given earlier than 4 days before the first birthday, or
- ° Documentation of blood test (serology) showing immunity to varicella.

Valid exemptions to requirements:

- Medical: Physician or health department indicates that certain vaccine are medically exempted (because of risk of harm) Any vaccines not exempted remain required.
- Religious: requires a signed statement by the student that vaccination conflicts with his or her religious tenets or practices.

Students who need 2 doses of vaccine, but cannot get both doses before classes start: Such students may enroll with documentation of one dose of each required vaccine, but the ABC requires a timely submission of proof of complete immunization (before completion of first semester). Such policies might include not releasing semester grades or not allowing course registration for the next semester until proof of complete immunization is provided.

Location of immunization records: Adults can have difficulty locating childhood immunization records. They should check with family members who may have copies of childhood records. They should try to contact the original immunization provider: if a local health department, contact them directly; if private medical office, contact that office. Schools may have copies of immunization certificates in student files. Persons born after mid-1990s may have records entered in a state-managed immunization registry; such registries now exist in many states, but are unlikely to contain information on people born prior to the 1990s. If records cannot be located, vaccination is recommended- additional doses of vaccine are not harmful.

Health Insurance

Healthy students meet their academic goals. American Baptist College requires all degree – seeking students to have health insurance or purchase the College sponsored plan. Every full-time student new to the university must show proof of health insurance prior to registration once each year either through completion of the “opt out” enrollment or waiver. In order to “opt out of enrollment” of the college sponsored plan, students and families must provide evidence of current enrollment in a health insurance plan licensed to do business in the United States, with a claims payment office and a U.S phone member, and offers a benefits comparable to the student health insurance offered by the college.

The insurance plan sponsored by the college includes medical and mental health care, within the Nashville area that extends beyond emergency-only coverage and covers pre-existing conditions as well as prescription drugs.

Everyone needs health insurance coverage. Good health is essential to your academic success, and adequate insurance makes sure you get the care you need to maintain good health. Unexpected medical bills can threaten your ability to complete your education if you are uninsured or have inadequate coverage.

In order to waive coverage, make sure you have a copy of your current health insurance card, and this card contains the following information:

- Name of your Insurance Company
- Address of your Insurance Company
- Telephone Number (please provide the customer service number if available)
- Group and/or Policyholder Number
- Name of Policyholder
- Policyholder's ID Number
- Expiration Date, if any

International Students

Residential, international students must carry the College's student health insurance unless they have existing health insurance coverage

Tuberculosis (TB) Screening

International students are required by ABC regulations to have TB screening within ten days of their arrival on campus. Through the Student Health and Wellness Center appointments may be scheduled by calling (615-750-2491) to receive immunizations and TB skin test at a community clinic.

Confidentiality

The staff of the ABC Student Health and Wellness Center is bound by the medical ethics of confidentiality. Information provided will not be released to a third party, including parents, without the student's written authorization, unless legally required or permitted.

In an Emergency

If you have a medical emergency or a serious medical condition:

Call 911 from any campus or cellular phone.

Meal Plan

American Baptist College provides food services for its students. The meal plan is **mandatory** for those students living in residence halls. Each student who lives in a residence hall must choose 1 of 2 meal plans: \$2,200 or \$1,600 per semester. Off campus students will be able to participate in the meal plan by choosing the off-campus option to cost at \$300.00 per semester.. This fee is added to their student account at the beginning of each semester. Meals are charged at \$8.75 for a standard meal against the purchased meal plan amount for both residential and non-residential students. Students exhausting their meal plans are allowed to add funds in \$300.00 increments. American Baptist College will not refund balances left on the meal plan for any given semester.

Any items purchased in the Flame Cafe, not included in the meal, will be deducted from the student's discretionary funds or paid directly to the vendor by cash or debit/credit card.

Food Services at the Flame Café

The college provides meals on campus between the hours of 11:00 am-1:30 pm Monday-Thursday (lunch), 4:30 pm- 6:30 pm Monday, Wednesday, Thursday and 5:00 pm-7:00 Tuesday (dinner), and 1:00 pm- 4:00 pm Friday (combined lunch and dinner). The Flame Café is located in the Lewis-Scruggs Center at the entrance to the food service area. The Flame Café is equipped with wireless service, table, lamps and chairs, music and TV. It is an area designed for students to lounge and utilized for studying and fellowship. Our campus café provides a wholesome menu to provide a nutritional meal for students, staff and faculty who would otherwise be subject to unhealthy food choices in light of the institution being located in what is referred to by environmentalist as a food desert.

The café menu changes daily, but features a standard meat and 3 sides hot food plate, cold-cut sandwiches and fresh salads. The café administrators will adapt to an individual's dietary needs upon request. Method of payment includes debit/credit cards, cash, American Baptist College ID. The Flame Café contact information is (615) 687-6943.

Weather Emergencies

American Baptist College rarely cancels or postpones classes because of the weather. However, in the event of inclement weather, there are several sources you can turn to for information about class cancellations and office closings:

- American Baptist College web page www.abcnash.edu
- CAMS and the *Canvas*™ home page for the school closing announcement.
- School Email
- Official American Baptist College social media i.e. Facebook and Twitter.
- ABC Text Alerts, the fastest way to receive emergency information.
- Local media – Campus Operations Office coordinates with the following media outlets to broadcast closing information:

Television:

WKRN-TV, Channel 2

WSMV-TV, Channel 4
WTVF-TV, Channel 5

Because weather and road conditions can vary greatly within our region, students, faculty and staff are urged to use individual discretion when traveling to campus in snow or icy weather. However, should you miss class or be tardy when the College has not closed, you must negotiate that absence with each of your individual professors per the attendance policy in those courses.

Transportation and Parking

Parking on campus is available to students who are currently enrolled each year. Any student who operates an automobile on campus must register it with the Campus Operations Office. Parking on campus is limited to specific parking areas. However, there are specific areas that are not available to students for parking such as grass or sidewalks, marked parking spaces in front of the Administration Building. The college is not responsible for any violations or damages to vehicles parked on campus. The speed limit on campus is 15 miles per hour.

Postal Services

Mail is delivered and picked up from the school once a day, Monday through Friday. Mailboxes are provided for students who live on campus and are available Monday through Saturday during the hours of operations in the library. When a student is no longer enrolled, the College may not be used as a mailing address. Forwarding addresses should be left during summer vacations and at the end of the students' tenure with the College. First class mail only will be forwarded for a reasonable length of time. Other arrangements should be made with the U.S. Post Office substation on Dickerson Road located at 2325 Dickerson Pike, Nashville, TN 37207.

Academic Testing and Placement

All entering students are required to take the English, Writing, Math, Bible, and Computer placement tests.

Graduation

All students must understand that graduation from American Baptist College is earned. There are several requirements that must be met in order for participation in Commencement Exercises, degree conferring, and transcript release.

- 120-126 credit hours (contingent upon degree program)

- No failing grades the semester of graduation

- Good financial standing (**\$0 balance**)

- Good community standing (student should not have needed to appear before Honor or Community Conduct Councils in final semester)

- Submission of application for graduation (pay fee associated as well)

Any student that does not meet one or more of these requirements may not be allowed to participate in Commencement, have his/her degree conferred or transcript released.

Policies, Procedures, Rules and Regulations

American Baptist College has identified the following as core institutional values:

- ✓ Maintaining an ethic of **care** that is committed to treating all people with compassion, dignity, sensitivity, empathy and justice;
- ✓ Commitment to **nurturing** an educational and academic environment that furthers the professional, spiritual, and personal development of students, faculty, and staff
- ✓ **Stewardship**, managing the resources of the College in a fiscally responsible and highly accountable manner

In addition, we are committed to excellence, integrity, respect, teamwork, accountability and quality. In order to provide an environment in which every student, staff and faculty member can succeed and flourish, we ask that students sign both a Community Commitment Statement and an Honor Pledge. For additional information, please refer to the College catalogue.

Student and faculty share responsibility for maintaining a positive educational environment. Disruptive students in the academic setting hinder the educational environment. Faculty has a responsibility to treat students with understanding, dignity and respect. Faculty has the right and the authority to guide classroom discussion and to set reasonable limits on the manner in which students express opinions. Students who fail to adhere to such reasonable limits shall be subject to disciplinary action(s).

Community Commitment Statement: I am committed to upholding the core institutional values of American Baptist College: caring, nurturing, and stewardship. I am committed to excellence, integrity, respect, teamwork, accountability and quality. I am willing to hold myself and others accountable for upholding these community commitments in order to provide a safe and effective learning environment for everyone.

Honor Pledge: I am willing to be held accountable to the standards for academic excellence and integrity. I understand that academic dishonesty of any kind, including plagiarism, cheating, falsifying records or turning in duplicate assignments without permission, will not be tolerated. I pledge to uphold the spirit and letter of these policies.

Violations of the Community Commitment Statement or Honor Pledge:

The judicial system at American Baptist College is designed to foster responsible Christian conduct and to uphold professional and academic standards in keeping with institutions of higher learning and the training of Christian leaders and moral individuals. Toward this end, the College has established two judicial entities.

1. **The Honor Council (HC)**: reviews matters pertaining to the academic activities.
2. **The Community Conduct Council (CCC)**: reviews matters pertaining to violations of the dormitory regulations, community policies and conduct codes.

Honor Council

The Honor Council (HC) is chaired by the Associate Dean of Academic Affairs and includes two student representatives appointed by the Student Government Association and additional faculty member(s) appointed by the Vice President of Academic Affairs. The Honor Council hears charges of infractions of the Honor System which all students agree to abide by when they sign the honor pledge upon enrollment at the college. Council proceedings are kept confidential, and decisions may be appealed to the Vice President of Academic Affairs who may sustain, dismiss, or increase the penalty assigned by the Council.

Types of Violations the Honor Council Reviews

- Plagiarism: Plagiarism is using other people's words and ideas as your own without giving credit. This includes failure to use quotation marks and list references as well as failure to cite sources of paraphrased sections.
 - Cheating: Copying of papers, examinations, tests, etc., when it does not represent the student's work.
 - Falsifying Records: Any attempt to alter, amend or otherwise change official documents or the results of academic work will not be tolerated.
 - Duplication of Assignments: A student may not submit the same or similar work in two courses simultaneously unless he or she obtained prior approval from both instructors. Neither may a student resubmit a previously completed paper, even if modified, unless prior approval is obtained.
 - Deceptive Action: Any action designed to deceive a member of the faculty or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
 - "Disruption," as applied to the academic setting, is defined as: verbal and other behavior in the classroom that a reasonable faculty member judges as interfering with normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, intimidation, physical threats, harassing behavior, personal insults, and refusal to comply with faculty direction.
- Disabilities that cause disruptions will be handled on a case-by-case basis.

Academic settings are defined as: classroom, community forums, panels, conferences, commencement, convocation, graduation, baccalaureate services, and service learning opportunities that receive academic credit.

Penalties Imposed by the Honor Council

Penalties assigned by the Honor Council may range from reprimand, reassignment of obligation, loss of credit for a course, academic probation, disciplinary probation and dismissal from school.

Procedures of Honor Council

1. Should a faculty member suspect a student of violating the Honor System, s/he may choose to meet with the student to see if the matter can be resolved.

1a. If the matter is not resolved satisfactorily, the faculty member should provide a brief written summary of the issue to the Vice President of Academic Affairs.

1b. The student may also submit a written report to the Vice President of Academic Affairs.

The Vice President of Academic Affairs (or designee) will notify the student in writing as to the nature of the charges, the supporting evidence, the possible consequences if guilt is established and the time and location of a conference.

2. If an agreement can be reached between the instructor and the student during an initial conference with the Vice President of Academic Affairs, the matter will be settled.

2a. If neither party is satisfied, then the procedures will follow as given below.

The Vice President of Academic Affairs (or designee) will inform the faculty and student members of the Honor Council that a hearing has been called.

- ~The hearing must occur within ten working days of the Vice President of Academic Affairs receiving the accusation.

- ~The professor or instructor charging the student and the student charged must be present at the hearing.

- ~If the student charged with violation refuses or fails to appear before the council, the accused will be tried in absentia.

- ~Both the student charged and the person bringing the charges will be dismissed while the council deliberates in private.

- ~The council will decide guilt and disciplinary action.

- ~The student charged and the person bringing charges shall be informed in writing of the decision of the council within forty-eight hours of the hearing.

- ~The Vice President of Academic Affairs shall keep a record of the proceedings, charge and verdict of each case and these will be placed on permanent file.

- ~Hearings are closed to the public and the proceedings held in confidence.

- ~The student charged has the right to counsel. The counselor must be obtained at the expense of the student and may not address the council. The counselor can only advise the student.

- ~If these procedures are not followed the student may ask for the charges to be dropped.

- ~Appeals of the council's decision must be made in writing and directed to the Vice President of Academic Affairs within five days of the time of the decision.

- ~The Vice President of Academic Affairs will then review the case and will make a decision which will be final and binding.

The Community Conduct Council

The Community Conduct Council (CCC) is responsible for hearing all non-academic appeals.

The Community Conduct Council shall include two faculty members appointed by the Vice President of Academic Affairs, the Vice President and President of the Student Government Association and a member of the college staff. The Council will be chaired by one of the faculty/staff members, as designated by the Vice President of Academic Affairs.

Non-Academic Settings are defined as: any activities, spaces or properties owned, operated, or under the direct or indirect supervision of American Baptist College. This includes trips, spaces on or off campus, Residence Halls, The Flame Cafe, the yard, student led and organized activities, and volunteer or paid opportunities contracted through the College.

Some disruptive students may have emotional, mental or physical disorders. Although such students may be diagnosed with disabilities and be eligible for accommodation under the Rehabilitation ACT/ADA, they are held to the same standards of conduct within their ability as other students.

Penalties Imposed by Community Conduct Council

Appeals coming before this council may result in recommendations of reprimand, admonition, probation, fines, counseling, suspension, service oriented work for college or dismissal. Counseling may be required by the CCC, however it is the student's responsibility to pay for any fees incurred as a result of mandatory counseling. Student must also provide written proof that proper counseling has been completed, as determined by the CCC. A student who is dismissed from the college must vacate the premises within twenty-four hours after dismissal from college becomes final. If the student is under eighteen, his or her parents will be notified of the action.

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

1. College students are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.
2. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non- students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the American Baptist College Board of Trustees has authorized the President of this institution and the Vice Presidents under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment. Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, American Baptist College ("ABC," "the college" or the "institution") has developed the following policy which is intended to govern student conduct on the campuses under its jurisdiction.

3. For the purpose of this policy, a “student” shall mean any person who is admitted and/or registered for study at ABC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policy governing student conduct. Students are responsible for compliance with Institutional policy at all times.

4. Disciplinary action may be taken against a student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. If a student’s violation of applicable laws or ordinances adversely affects the College’s pursuit of its educational objectives, it may enforce its policies, including this policy, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this policy may subject a student to disciplinary measures by the College whether or not such conduct is simultaneously in violation of state local or national laws.

5. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or other applicable federal or state laws, a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts.

Disciplinary Offenses

1. Generally, through appropriate due process procedures, the College’s disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional-controlled property.
2. Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization shall

be subject to all rules and policy of American Baptist College and their Board of Trustees. Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following examples:

- A. Conduct dangerous to others** - Any conduct or attempted conduct which constitutes a serious danger to any person's health, safety or personal well-being (*Bullying*), including, but not limited to the following:
 - 1. Physical and/or verbal abuse
 - 2. Threats and/or intimidation
 - 3. Harm inflicted on self
- B. Hazing. Hazing**, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
- C. Disorderly conduct** – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals.
- D. Obstruction of or interference with institutional activities or facilities** – Any Intentional interference with or obstruction of any institutional activity, program, event, or facilities including the following:
 - 1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
 - 2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
 - 3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty or any institutional official in the performance of his/her duty.
- E. Misuse of or damage to property** – Any act of misuse, vandalism, malicious or Unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials or unwarranted destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment,

elevators, telephones, institution keys, library materials, and/or safety devices; and any such act against a member of the institution community or a guest of the institution.

F. Theft, misappropriation, or unauthorized sale of Property – Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.

G. Misuse of documents or identification cards – Any forgery, alteration of or unauthorized Use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.

H. Firearms and other dangerous weapons – Any possession of or use of firearms, Dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.

I. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that causes damaged by fired or other means or property or possession of any substance which could be considered to be and used as fireworks.

J. Alcoholic beverages – The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.

K. Drugs – The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana) sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property.

L. Drug paraphernalia – The use or possession of equipment, products or materials that are Used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.

M. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.

N. Gambling – Unlawful gambling in any form.

O. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:

1. Use of another person's identification to gain access to institutional computer resources;

2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file;
4. Unauthorized transfer of a computer or network file;
5. Use of computing resources and facilities to send abusive or obscene correspondence;
6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
8. Violation of any published information technology resources policy;
9. Unauthorized peer-to-peer file sharing.

P. Financial irresponsibility – Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity, or failure to pay outstanding bills.

Q. Unacceptable conduct in disciplinary proceedings – Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.

R. Failure to cooperate with College officials – Failure to comply with directions of institutional acting in the performance of their duties.

S. Violation of general rules and policies – Any violation of the general rules and policies of the institution as published in an official institutional publication, such as Student Handbook or Residence Life Campus Living Brochure, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.

T. Attempts to commit, and aiding and abetting the commission of, any offense – Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

- U. Violations of state or federal laws** – Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- V. Failure to notify** – Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.
- W. Violation of imposed disciplinary sanctions** – Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.
- X. Discrimination, Harassment or Retaliation** – Any act by an individual or group against another person or group in violation of College policy, as well as federal and/or state laws prohibiting discrimination.
- Y. Sexual Violence and Sexual Harassment** – Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Acts falling into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature.
- Z. Academic Misconduct. Plagiarism, Cheating, Fabrication** – For purposes of this section, the following definitions apply.
1. *Plagiarism*. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.
 2. *Cheating*. Shall mean, but is limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
 3. *Fabrication*. Unauthorized falsification or invention of any information or citation in an academic exercise.
 4. *Classroom Misconduct* – Disruptive behavior in the classroom.

Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the College community, to property within the College community or poses a significant threat of disruption or interference with College operations. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Disciplinary Sanctions

1. Upon a determination that a student or student organization has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate college officials include but are not limited to the sanctions referenced below.

a. Restitution. A student who has committed an offense against property may be required to reimburse the college or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the college.

b. Fine – Fine of not more than \$200. This sanction shall apply to violations of the following disciplinary offenses: misuse of documents or identification card and failure to cooperate with college officials. Failure to pay fines may result in further disciplinary action.

c. Warning – The appropriate college official may notify the student or student organization that continuation or repetition of specified conduct may be cause for further disciplinary action.

d. Reprimand – A written or verbal reprimand, or censure, may be given any student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the student in any way, but it does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the college community but that any further violation may result in more serious penalties.

e. Apology – A student or student organization may be encouraged to apologize to an affected party, either verbally or in writing, as an alternate to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.

f. Restriction – A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the college in any way, college sponsored travel, denial of the use of facilities, parking privileges, or participation in extracurricular activities or restriction of organization privileges.

g. Referral to the College Counselor – The student is requested to visit the college-counselor for an initial evaluation and follow-through on any prescribed treatment program.

h. Community or Educational Project – A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the student is guilty of violating.

i. Assignment of work hours – A specified number of supervised hours of work to be

completed on campus may be assigned. This work will be commensurate to the offense the student is guilty of violating.

j. Probation. Continued enrollment of a student or recognition of a student organization on probation may be dependent upon adherence to the Code of Student Conduct. Any student or organization placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.

k. Suspension. If a student is suspended, he or she is deprived of student status and is separated from the college for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether or not such student is successfully readmitted.

l. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission or student organization to the institution. American Baptist College policy requires that any student or organization receiving a penalty of expulsion shall be restricted from the campus of American Baptist College during the period of expulsion unless on official business with the College verified in writing by the Assistant Vice President for Campus Life.

m. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

n. Revocation of Admission, Degree or Credential

o. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to this policy as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).

p. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to

forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record. A student may be immediately removed from campus or student housing for violations of the College's housing policy or residence agreement under the interim suspension standards set forth in paragraph m. above.

q. Grade Reduction in a course.

r. Interim Suspension. Though, as a general rule, the status of a student accused of violations of the Code of Student Conduct should not be altered until a final determination has been made in regard to the charges against him or her, an interim suspension may be imposed upon a finding by the Vice President for Campus Life or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, an alleged victim or of any other member of the university community or its guests, destruction of property, or the orderly operation of classroom or other campus activities. In the case of an interim suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension. If the student contests the suspension, the Vice President for Campus Life or a designee shall articulate the findings associated with the interim suspension decision and the student shall be given an opportunity to further contest those findings by requesting a hearing on the Chairperson of the Community Conduct Council's determination.

During an interim suspension, the student shall be denied access to campus facilities, classes, and/or all other college activities or privileges unless prior approval has been granted by the Vice President for Campus Life.

Involuntary withdrawals or suspension for violation of Student Conduct Code will not result in any refunds of tuition, fees or housing cost.

Procedures of the Community Conduct Council (Non-Academic Setting)

1. When infractions of community conduct codes, including violations of the housing policies, occur, attempts should be made to resolve the conflict directly.
2. If the conflict cannot be resolved, students and/or faculty and staff will report them to the Vice President of Campus Life (or designee) within 3 days by writing and signing an *Incident Report* of the alleged incident.
 - a. Upon receipt of the alleged incident the Vice President of Campus Life shall respond within 3 business days to the alleged violator, accuser, and members of the CCC.
 - b. The response is to determine the appropriate sanctions.
 - i. If the CCC is to convene it should do so within 5 business days of written appeal by the accused student.

- ii. At meeting of the CCC it will hear evidences and statements from primary participants in alleged incidents as well as any other relevant witnesses.
 - iii. After hearing, viewing, conversing with all evidences and parties involved the CCC will deliberate to decide whether or not any further disciplinary action is warranted or to grant an appeal.
- 3. The meeting will consist of members of the CCC (above for specifications), the alleged violator, accuser, relevant witnesses, as they are needed.
 - a. The alleged violator is allowed one person who may act as counsel for him/her.
 - b. However, counsel is not allowed to speak directly with the CCC or any other participant but may only confer with alleged violators.
- 4. In the case of an infraction in which it is determined by the Vice President for Campus Life or designee that a disciplinary action be taken immediately the CCC will act as an appellate body. Its decision can only be appealed to the President of the College.

Procedure for Community Conduct Council (Academic Setting)

If a student is disruptive in an academic setting at any point in a semester subsequent to being asked by a faculty or staff member to stop being disruptive, the faculty or staff member is authorized to exclude the student from the classroom or other academic site for the duration of the semester or any portion thereof until the matter is resolved.

Upon excluding a student from an academic setting, the faculty or staff member shall file an *Incident Report* with the Vice President of Academic Affairs (or designee) and provide a copy of the *Incident Report* to the Academic VP (or designee) within 3 days of the incident prompting the exclusion.

Nothing in this policy prohibits an immediate call to the appropriate authorities.

The Academic VP (or designee) will inform the student charged with a violation in writing at least three days before the disciplinary hearing. The notice will include the specific regulation or policy alleged to have been violated.

Upon exclusion from an academic setting, the student shall make every reasonable effort to resolve the matter with the faculty or staff member.

If an excluded student and the faculty or staff member who excluded that student cannot resolve the matter, either the student or the faculty member or Vice President of Academic Affairs shall ask the Community Conduct Council to mediate a resolution of the dispute.

The Chairperson of this council shall call the council together and hear the alleged offense within five days of receiving the notice.

The Council will meet with the student, faculty or staff members, and any other witnesses to the incident and make a determination and a recommendation on how the matter may be resolved. All resolutions of student conduct problems shall be in writing and shall be binding on all parties.

After a student appears before the council twice it will be assumed that stronger measures are needed to control behavior and the matter will be sent directly to the Vice President of Academic

Affairs. The student shall have the right to appeal the decision of the Community Conduct Council to the Vice President of Academic Affairs.

The Vice President of Academic Affairs (or designee) shall review the exclusion with the excluded student and the faculty or staff member. If, upon review of the exclusion, the Academic VP (or designee) determines that the student's exclusion from the class is warranted, the Academic VP or designee shall, in writing, so inform the student and the faculty or staff member.

A typed copy of the review shall be forwarded by the Academic VP to the President of the College. The President's determination on this matter shall be final. All records of the council meetings will be placed in the permanent file and kept in the office of Vice President of Academic Affairs.

Student Appeal Policy and Procedures

Only the recipient of a disciplinary sanction(s) has the right to appeal. It is the responsibility of either the CCC or school official who has issued the sanction to inform the disciplined student of the appeals process which shall include 1) the right to appeal, 2) to whom the appeal should be presented 3) the deadline by which the appeal should be requested.

Submission of an Appeal

Any student subject to sanction has the right to appeal. All appeals must be submitted in writing within 48 hours after receiving written notification of sanction. In the event that a sanction is levied on a Friday, appeal must be submitted by the following Monday. If the time period includes a holiday, the 48-hour period will be calculated to exclude any official holidays. Sanctions not appealed within the specified time will be deemed as final.

Grounds for Appeal

All appeals must specify the grounds which would justify consideration of the appeal. An appeal will only be granted if one of the following is applicable.

- 1) Reasonable Person Standard- A sanction was levied which no reasonable person would find understandable. However, simple disagreement with the sanction does not make it unreasonable. To apply this standard, you must provide substantive argumentation as to why no reasonable person could have arrived at the sanction given.
- 2) New Information or Evidence-There is new information or evidence that was not available at the time of the sanctioning. This new evidence must be of enough substance that it would sway any decision that was made related to the case. However, if it was information was available at the time of original decision, and was not used or referenced by the disciplined student, it will not be considered.
- 3) Disproportionate Result- the sanction levied is grossly disproportionate to the severity of violation.

Results of Appeal

The appellate body or the President of the college may take the following actions upon hearing an appeal. The appellate body or President are not limited to these actions.

- 1) To affirm or amend the recommended sanctions.
- 2) To reverse the sanctions.
- 3) To remand it to the original hearer of the case with instructions.
- 4) To grant a new hearing based on new information and/or evidence.
- 5) To dismiss the case in whole or in part.

Procedure for Dismissal of Students

Students may be dismissed, suspended, or expelled from the college for reasons to be determined by the HC, the CCC, Vice President of Academic Affairs, Vice President for Administration, Finance, and Legal Affairs, Vice President of Campus Life or President of the College or their designee. In the event that a student is dismissed, suspended, or expelled from the College the following will take place.

- 1) Date and time for the effectiveness for penalty will be determined by whichever body or person last met on the case.
- 2) Student communication to College will cease until after the predetermined date of possible reinstatement is possible
- 3) All balances must be cleared by student in full. If student is unable to do so due to exigent circumstances structured arrangement must be made with the Business Office.
- 4) Student must turn in student ID.
- 5) All electronic login information will be discontinued (school email, student portal, Canvas) Student must also submit a change of address form to the local postal service immediately; mail will not be forwarded by the college. Electronic mail will be discarded and physical mail will be returned to the U.S. Postal Service.
- 6) Student is not allowed on campus or to attend any official or unofficial American Baptist College event until the time of penalty is completed.

Procedure of Readmission for Dismissed Students

Students who have been dismissed may apply for readmission after completing the term of suspension determined by the CCC or Honor Council.

- 1) The person seeking readmission must submit a statement detailing how his or her time was spent during his or her separation from the institution.
- 2) Two responsible adults, who provided guidance and support to the student during their separation from the college, must submit letters of recommendation.
- 3) An interview with the President and Academic Vice President.

Readmission procedures will begin only after the three steps above have been completed.

Grievance Procedures for Students Involving Students

Mutual resolution of grievance should be sought by parties involved. However, if the conflict cannot be resolved, students may report the incident to the Assistant Vice President of Campus Life (or designee).

- I. All grievances directed to the Vice President of Campus Life (or designee) must be submitted in writing within 48 hours of the occurrence.
- II. A grievance against another student that cannot be resolved by the Vice President of Campus Life (or designee) will be referred to Community Conduct Council.
- III. Appeals can be made at each level. Final appeal is to the President.

Grievance Procedures Involving Faculty, Staff and Administrators

Mutual resolution of grievance should be sought by parties involved. However, if the conflict cannot be resolved, a complaint may be filed.

- Persons filing a grievance against must write, verbatim, an account of the alleged incident for which the grievance is being filed.
- All copies of the written verbatim account of the grievances must be submitted to the Vice President of Academic Affairs (or designee) within 48 hours of the occurrence.
- The Vice-President of Academic Affairs (or designee) will respond within 5 business days in writing.
- The grievance will first be attempted to be resolved by the Vice-President of Academic Affairs (designee)
- A grievance against a faculty member, staff, or administrator that cannot be resolved by the Vice President of Academic Affairs will be referred to the Community Conduct Council.
- Appeals can be made at each level. Final appeal is to the President.

Housing Policy - (refer to *Campus Living Handbook*)

Residence Hall Room Contract: Contracts for the academic year apply to the fall and spring semesters only. Room assignments made for summer sessions are valid only for that period. The occupying and vacating of rooms must conform to dates posted by the Campus Life Office. The school does not have available space for storage of personal belongings between academic years.

Load Requirements: Those who rent rooms/units from the college must carry a minimum academic load of twelve (12) credit hours for each of the fall and spring semesters.

Priority: In the assigning of rental units, upper class members and out of town students will be given priority. Married student quarters are rented on a first come basis, when available (Children are not allowed).

Housing Deposit: A \$150 non- refundable housing deposit must be received to secure housing on campus.

Damage: Every dwelling is checked before and after occupation. Incidents related to damaged property will be investigated to determine fault. Students will be held responsible for damages, according to the housing contract. A student's guests is the responsibility of that student and will be held responsible for any property damage they cause on campus. A list of damage fees is attached to the housing contract that each student signed upon move-in. Prices are non-negotiable.

Assessments for Damages

Bathrooms

Stall Partition.....	\$200.00
Remounting Commode.....	\$50.00
New Commode.....	\$185.00
Shower Curtain.....	\$10.00
Shower Hooks.....	\$2.00
Toilet Paper Holder.....	\$25.00
Commode Seat.....	\$30.00
Soap Dispenser.....	\$30.00

Cleaning of bathrooms

Tile/Wall.....	\$25.00/resident
Tile/Floor.....	\$25.00/resident
Tub.....	\$25.00/resident
Commode.....	\$25.00/resident
Shelves.....	\$25.00/resident
Stalls.....	\$25.00/resident
Showers.....	\$25.00/resident
Walls.....	\$25.00/resident
Mirrors.....	\$25.00/resident

Bed

Missing.....	\$225.00
Missing Frame.....	\$140.00
Headboard.....	\$50.00
Repair Frame.....	\$40.00
Mattress.....	\$125.00

Window and Blinds (Replacements)

LaFayette and Turner.....	\$25.00
Apartments	\$30.00
Griggs Hall Size 79"x52"x2".....	\$70.00
Griggs Hall Size 39"x53"x2".....	\$35.00
Griggs Hall Size 39"x53"x2".....	\$35.00

Broken Window Glass.....	\$100.00
Window Screen.....	\$55.00/resident

Buildings

Graffiti (Interior).....	Community fine per resident depending on damage
Graffiti (Exterior).....	Community fine per resident depending on damage

Chairs

Desk/Study Chair (Regular).....	\$100.00
Metal.....	\$108.00
Lounge Chair.....	\$295.00
Cushion Repair.....	\$75.00
Two Position.....	\$95.00

Closet Doors

Hinged (Hollow Core).....	\$75.00
Sliding Doors (Each).....	\$200.00

Couches

Replacement.....	\$600.00
Replacement Cushion.....	\$180.00
Repair Cushion.....	\$100.00
Arms Broken.....	\$50.00
Legs Broken.....	\$50.00
Back Broken.....	\$50.00
Bottom Broken.....	\$50.00
Burns.....	\$50.00

Desks and Chest of Drawers

Desk.....	\$350.00
Burns.....	\$50.00
Contact Paper Removal.....	\$20.00
Paint Removal.....	\$20.00
Fingernail Polish.....	\$20.00
Laminate Top Replacement/Repair.....	\$100.00
Veneer Side.....	\$68.00
Drawer Front	\$35.00
Runner.....	\$10.00
Glides.....	\$0.25
Complete Drawer	\$75.00

Vanity (Apartments).....	\$50.00
Night Stands.....	\$125.00
5-Drawer Chests.....	\$300.00
3-Drawer Chests.....	\$240.00

Doors

Room.....	\$300.00
Entrance, Fire Doors, etc	(Call Campus Operations for price quote)
Paint.....	\$50.00
Clean.....	\$25.00
Fill & Paint Nail Holes.....	\$40.00
Remove Plastic Hooks.....	\$10.00
Remove Paint.....	\$10.00/Sq. Ft
Fill & Paint Dirt Holes.....	\$20.00/Sq. Ft
Replacement of Door Seal.....	\$30.00
Unauthorized exit of Emergency Doors.....	\$75.00
Building Doors	(Exterior Doors, Fire Doors, etc., Call Facilities for price quote)
Peep Hole Replacement.....	\$15.00

Locks : Re-key and Keys

Re-Key (Residence Hall).....	\$58.00
Re-Key (Apartments).....	\$275.00
Lost or Stolen Key (Core change).....	\$58.00
Residence Hall door knob/core.....	\$150.00
Apartment door knob/core.....	\$175.00
Deadbolts/Core (Apartment/Griggs).....	\$150.00
FOBs (Students).....	\$50.00
FOBs (Special Programs).....	\$75.00

Fire Extinguisher, Smoke detectors, and Pull Station Covers

Replace extinguisher due to tampering.....	\$100.00
Recharge extinguisher due to vandalism.....	\$20.00/resident
Repair extinguisher.....	\$75.00
Smoke Detectors	\$75.00

Floors

Un-mopped Room.....	\$25.00/roommate
Un-Swept Room.....	\$25.00/roommate
Stained.....	\$20.00
All Tape Removal and Painting.....	\$75.00

Kitchen (Replacement Cost)

Refrigerator.....	\$400.00
Stove.....	\$375.00
Stove Hood.....	\$250.00

Kitchen cleaning (Apartment Residents)

Refrigerator.....	\$50.00/resident
Cabinets.....	\$25.00/resident
Sink.....	\$25.00/resident
Floor.....	\$25.00/resident
Stove.....	\$50.00/resident
Lights	
Exterior.....	\$50.00
Plastic Fixture/bedroom light cover.....	\$35.00
Bedroom Globes (Apartments).....	\$25.00
Ceiling Light	
Cover.....	\$35.00
Fluorescent	
Fixture.....	\$50.00
Dining Room Light Globes (Apartments).....	\$50.00
Mirrors Bathroom.....	\$55.00 each

Smoking

No smoking in the Dorms/Apartments.....	\$75.00
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Room Changes: Requests to change rooms should be made in writing to the Vice President for Campus Life, 615-687-6894 or designee. Students may not change rooms without permission. Room changes should only be made under extreme situations of duress.

Reasonable reasons to request a room change:

- 1) *Handicap accessibility* (If a student undergoes a major mobility transition while on campus)
- 2) *Unsuitable living conditions* (If they are damaged or malfunctioning items in a room, not due to student negligence or maleficence)
- 3) *Roommate disagreeability:* Is a result of a documented lifestyle differences. For this reason, a resident student may apply for a roommate change after three (3) student involving student grievances are filed with the Vice President for Campus Life. A typed report of each incident must be written and filed separately (cannot be done at once). It must not be determined that the student filed was the aggressor or agitator in any incident report. If it is determined that a student is the aggressor this is grounds for automatic dismissal of the request.

All requests must be approved before student can move. All requests are subject to denial.

Room Regulations:

- Rooms should be kept locked when an occupant is not present.
- No student should enter another student's room without knocking and should never enter the room unless the occupant(s) has given permission.
- Items are not to be borrowed from another person without expressed permission.
- Pictures or posters not in keeping with the spirit of American Baptist College should not be hung on rental unit walls.
- Unnecessary noise, loud or boisterous talking or laughing, the loud playing of entertainment systems or radios is not allowed. Radios and music systems should not be placed near open windows where their noise might disturb others. The College encourages the use of earphones for these items.

Check-out Clearance: All students leaving residence at the college must officially check out of rooms and apartments. This is done by having an inspection for cleanliness and damages, returning the room key, and clearing account with the business office.

Termination of Housing: Student quarters are rented subject to the rules and regulations established by the college. If a student is found in violation of school rules and regulations and refuses to comply, the Vice President for Campus Life or designee will provide the required disciplinary sanctions.

1. A student requested to find living quarters off campus or dismissed from school secure passwords for systems that support them and take precautions may not remain as an overnight guest of any other resident student.
2. A student must move out of his or her apartment on the Friday after the last schedule exam if you are not registered for the following semester.
3. A student who is graduating must move out of the housing facility within 24 hours of the commencement exercises.

Vacation: The Residence Halls remain open during Fall Break, Thanksgiving, and Spring Break. The Residence Halls are not open during Christmas Break. Students will need to arrange alternative living arrangements during Christmas Break. In addition to Semester breaks, student occupants are expected to comply with move-in and move-out dates. The Academic Calendar lists the required move-in and move-out dates for each semester. At the end of Spring Semester, student occupants are to remove all personal property. Over-summer storage is not available.

Inspections and Search: All rental units are subject to inspection by the Campus Operations Office to determine status and condition of the property. Inspections of dorm rooms and common spaces will occur three times per semester at random. Inspections are to ensure that no issues go unchecked and student concerns are resolved. For further details concerning the Housing Policy, please visit the ABC website at www.abcnash.edu.

Residential Student Academic Standard Policy

Rationale

At American Baptist College our students' academic progress is foremost. Our dormitories and apartments are an avenue to provide our students with a holistic educational experience. It is very important that our students show progress and signs of health in areas beyond the classroom: socially, spiritually, mentally and physically. However, as an academic institution the intellectual and academic growth and preparation is primary. Thus, following is a policy requiring a high level of academic accountability, with respect to class attendance, classroom performance, and academic progress for all of our residential students. This policy is related to the guidelines outlined in our Satisfactory Academic Progress, Probation and Retention, and Class Attendance policies.

Policy

Course Load

Residential students, those living in on-campus housing at the College, must carry at minimum, 12 credit hours per semester. Students who live in campus housing during the summer sessions must carry 6 credits (3 during the June session and 3 during the July session). Students who begin the semester with 12 hours cannot drop or withdraw from a course. Any student who does not carry sufficient hours will be removed from campus housing. Any student who is removed from campus housing after the period of prorated refund will be charged the semester for the room/apartment assignment regardless of occupancy.

Class Attendance

Students who are living in the dormitories or apartments of American Baptist College are expected to attend classes with regularity. The College provides housing with the understanding that giving students access to the campus and learning community is a learning aid. By placing students in relative proximity to classes it helps to remove the burden of transportation and other hindrances to sufficient attendance. It is the expectation that students will attend **ALL** of the courses for which they are registered in any given semester/class session.

Per the Class Attendance policy students are allotted 3 absences per semester for a course that meets once a week. At the 4th absence the student's grade will be dropped a letter grade. Therefore, at the 4th absence the office of residence life will notify the student that he/she is placed on housing probation. Two continuous semesters of a student being placed on housing probation due to absences will result in a housing suspension campus in the subsequent semester.

For classes that meet twice a week, the above holds true with this exception, probation notification will take place on the 5th absence.

For classes that meet once a week at the 7th absence the student will be suspended from campus housing immediately.

For classes that meet twice a week on the 8th absence the student will be suspended from campus housing immediately.

Academic Performance

Students who are living in the dormitories or apartment of American Baptist College are expected to perform at a high level in their coursework. Any student who is placed on academic probation will also be placed on housing probation. Any student who incurs probationary status for two continuous semesters will be suspended from housing in the subsequent semester. Probation will be enacted after the following:

0-24 hours attempted not less than a 1.5 minimum cumulative G.P.A.

25-57 hours attempted not less than a 1.75 minimum cumulative G.P.A

58-120 hours attempted not less than a 2.0 minimum cumulative G.P.A.

Additionally, a student must satisfactorily complete a minimum of **67%** of the registered credit hours. A grade of A, B, C, or D are required for successful completion. Grades of W, I, or F are not considered completions. Students who then are placed on academic probation due to failure of satisfactory academic progress will also be placed on housing probation. Two continuous semesters of probationary status will result in a housing suspension in the subsequent semester.

Any student who receives a **0.00 G.P.A.** for a semester will be placed on probation the subsequent semester.

Return to Campus Housing

Students who wish to return to campus housing after suspension must meet the following requirements:

Complete one non-residential semester (immediately preceding the semester of return) in which he/she meets the minimum semester G.P.A. commensurate with attempted hours and satisfactorily complete 67% of registered credit hours student must demonstrate academic progress at the discretion of the Vice President of Academic Affairs.

And

Complete one non-residential semester (immediately preceding the semester of return) in which he/she attends all classes in a manner commensurate with this policy.

Or (if applicable)

If a student is unable to attend a non-residential semester, due to that student's permanent address being more than **100 miles** from campus the student may write a formal petition (a business form letter, no emails) to the Director of Student Life for a review. If a student is permitted to return to campus housing he/she will be under an intense academic plan calling for weekly accountability to his/her academic advisor. Failure to heed to the terms of the academic plan will result in immediate removal from and expulsion from campus housing. Said student will no longer be eligible to live on the campus of American Baptist College.

Library Policy

The following are important points to know about the library and its services:

The library is open to students, faculty, staff and the larger community for studying, research, tutoring and group work.

An electronic card catalogue is used in the library and may be accessed through the computer network. Information on library materials may be located by author, title, subject, or keyword

Books in the Reference Room, on Reserve, in Special Collections, as well as Periodicals, do not circulate. They may, however, be used in the Reference Room under the supervision of a librarian.

Books from the open collection circulate for a month and must be returned or renewed by the due date. Renewals must be done in person. Renewals will not be allowed if another person has placed a hold on that book.

Students may borrow as many books as they can responsibly use and return within the loan period. No matter when checked out, all books must be checked in by the "Study Day" at each semester's end. A fine of 10 cents per day is charged for overdue books.

Instructors occasionally place books on "Reserve." These may be used in the Reference Room for 2 hours. These may be checked out overnight within 30 minutes (but no later than 10 minutes before) closing time. They must be returned within the first hour of opening the next day. The late fine is 25 cents an hour.

Books which are damaged or lost will be paid for by the person checking them out. The fees will include the actual cost of the book plus a processing fee. Contacting the library early may stop the accumulation of late fines. All fines must be paid and all books returned prior to receiving grades or graduation. Only cash will be accepted and the fine must be paid in the business office.

Do not loan library books to others. You are responsible for the books and should make sure your name is removed from the computer record when they are checked in.

Computers are available in the library for research, taking notes, and typing.

Policies for Student Organizations

Student organizations including fraternities and sororities may not meet during class hours. Each fraternity, or sorority, and other student organizations shall provide the Vice President for Campus Life (or designee) with a complete roster of members, officers, and pledges after the beginning of each semester.

Student members under discipline may be removed from participation in these organizations by the Vice President for Campus Life (or designee) or the Community Conduct Council. Failure to comply with these regulations will make the organization liable and in danger of losing its status.

How to Start a Student Organization

The American Baptist College takes seriously the events, happenings, and activities of its students. As such the school understands all activities that involve portions or the entirety of the student body necessarily require some oversight. In order to ensure that proposed activities, groups, clubs, fraternities, sororities, etc. meet the mission and purpose of the school all new groups must be approved by the Student Affairs Committee and Faculty Advisor for Student Organizations, as well as, senior administration. Before new student groups can be approved they will prove their viability and how they will improve the life of the campus. Each group must submit the proper paperwork to the Student Affairs Committee before they will be approved to meet on the campus of American Baptist College. Each group will be required to write a prospectus that includes the following:

The name of the organization:

Mission statement of the organization/group:

If the organization/group is specific to **ABC** or comes from a parent body:

Proposed faculty/staff sponsor:

A statement explaining why or how this group will contribute to the student life of the College:

A proposed structure of officers and functions:

At least ten signatures from **current** American Baptist students who would like to be a part of such an organization/group:

Once this is submitted to the Student Affairs Committee and viewed by Faculty Advisor for Student Organizations a meeting will be arranged between faculty advisor and student(s) proposing the new organization/group within **10** class days (two weeks) of the submission of the prospectus. Approval is dependent on students associated with the proposed organization being in good academic and social standing with the College. The aforementioned meeting is to discuss any details that might have been omitted from the document and warrant that the student group aligns with the College's mission and purpose. If this receives both Student Affairs Committee and Faculty Advisor for Student Organizations approval the organization must be approved by senior administration of school (Vice President for Campus Life (or designee)).

The organization/group will then have a waiting period of at least **30** days but no longer **45** days to ensure that their representative can meet with SGA before they host their first event.

They must undergo any evaluation process that SGA has in place for the formation of any new student organizations. They will be required to have representation for SGA meetings. After meeting with SGA the group is a member of the American Baptist College experience and should begin fulfilling its stated purpose on the campus and in the student body.

(College) Logos and Wordmarks, Use of by Student Organizations

All logos, seals, names, symbols, and slogans associated with, and used by, American Baptist College are trademarks and are the exclusive property of the College. Reproduction and use of these marks must be approved by the Office of the President. Such reproduction includes all products (e.g., T-shirts, mugs, jackets, etc.) that are used for sale or promotional giveaways to other students. Students can contact the Office of the President at (615) 687-6925.

Copyright Infringement

American Baptist College responds to allegations of copyright infringement in digital and online media in accordance with procedures required by the Digital Millennium Copyright Act. American Baptist College policy prohibits violations of copyright law by use of College networks, equipment, and facilities. Suspected student offenders are referred to the Office of the President, which investigates, and where appropriate, applies disciplinary sanctions consistent with the College policies and regulations. The unauthorized copying, performance, or distribution of materials protected by copyright law may subject individuals to civil and criminal penalties. The distribution of material through peer-to-peer file-sharing networks may constitute copyright infringement if undertaken without authorization of the copyright owner.

Break Policy

The college observes Fall, Thanksgiving, Christmas and Spring breaks as determined in the Academic Calendar. All students are expected to return to their scheduled classes at the conclusion of the assigned break. Students who leave before the break commences or returns late will be counted as absent. Students are responsible for all assigned coursework as outlined in the course syllabus.

Campus Security and Safety Policy

We take very seriously the safety and security of students, faculty, staff, administrators, and welcomed guests. The policy listed here is abbreviated however the full Campus Security and Safety Policy with appropriate procedures can be found at http://www.abcnash.edu/sm_files/2014%20American%20Baptist%20College%20Annual%20Campus%20Security%20and%20Safety%20Policy.pdf

Compliance with Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and

security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to the Act.

The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains three years' worth of crime statistics and certain security policy statements, including sexual assault policies which assure basic victims' rights, and provide locates where the students should go to report crimes.

No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations. If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department at (615-862-8600). In the case of an emergency, calls should be made to 911.

No firearms or weapons are permitted on the campus of American Baptist College. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to the campus Resident Assistant, the Vice President for Campus Life, or any other school official.

Responsibility for Compliance

The President of American Baptist College (ABC) has overall responsibility for compliance with Title II of the Crime Awareness and Campus Security Act. For the purpose of meeting the requirements set forth in the Campus Security Act, all persons who are employed by ABC should be informed and aware of the school's policies and procedures to ensure campus security and safety.

Campus Crime Report and Security

- Campus security shall be supervised by the office of the Vice President for Campus Life. This office shall oversee the gathering and reporting of all statistics as required by state and federal law regarding campus security.
- The Vice President for Campus Life (or designee) shall prepare, publish, and disseminate all required policy statements, operating safety and security procedures and other reports as required by law.
- The VP shall oversee the supervision of campus security and assign primary responsibility to respond to and to take appropriate action on reports of criminal actions and other emergencies.
- The VP shall arrange for student participation in all programs as mandated by campus security laws.
- The office of the VP shall distribute an annual report in printed form each fall on campus crime and security matters. The report shall be available to

current students and prospective students and their families.

Crime Report

- Among the reportable crime(s) listed in this report, there were no occurrences of crime on the campus of American Baptist College for the current three periods required by federal law (2011, 2012, 2013).
- Crimes that are reportable and must be recorded in campus crime statistics are: Murder, Grand Theft Auto, Rape, Statutory Rape, Theft, Forcible Sodomy, Vandalism, Sexual Assault with or without an object, Weapon Violation, Alcohol Intoxication (DUI), Robbery, Possession or distribution of illegal Drugs, Aggravated Assault, Burglary, Hate Motivated Crimes or incidents*

*Criminal offenses that display evidence of prejudice based on race, religion, sexual orientation or ethnicity.

All of the crimes listed above that are committed on the campus of ABC must be reported annually to the U.S. Department of Education, and must be readily available to the public upon request.

Campus and Community Notification of Criminal Activity

It is the policy of ABC to notify members of the Campus community of any reported crime(s) that are determined to pose an imminent threat to the safety of students or employees. Anyone with information warranting a potential timely warning should report the circumstances to the Resident Assistant or to the Assistant Vice President for Campus Life (or designee) or any other college official. In the case of witnessing a crime being committed on campus, the incident should be immediately reported to the Metro Police Department at (615) 862-8600 or by dialing 911. The President, Vice President, or Assistant Vice President for Campus Life is responsible for determining the need for and implementing timely campus-wide notification. If either official deems it necessary to notify the Campus community of an imminent threat, Public Safety Bulletins will be published and posted through social media, phone texts, and on bulletins boards throughout the campus. The social media notifications or bulletins will allow members of the Campus community to be informed about current security and safety activities. If any persons hear any expression of hostility or threats made based on class, race, gender or sexual orientation that could compromise the safety and security of an individual; or such threats made against the institution of American Baptist College because of its stated mission and commitment, it is to be immediately reported to the Resident Assistant, the Vice President for Campus Life, or any college official.

Campus Safety

American Baptist College (ABC) shall inform students and employees annually about campus security and safety procedures and practices through dissemination of the campus security report.

ABC urges persons affiliated with the school to make use of the extensive safety resources at the City of Nashville Metro Police and Fire Departments.

ABC encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the Metro Police and Fire Departments and the Assistant Vice President for Campus Life.

Procedure to Report Criminal Activity and Emergencies

Member of the ABC community, or any other person authorized to be present on the ABC campus, should report any suspected criminal activity or threats of violence made by individuals or any other emergency situation that poses a threat to life or property.

- If immediate danger of life or property exists, dial 911 or the Metro Police Department at (615) 862-8600.
- If immediate danger is not present, call the Resident Assistant at (615) 256-1463 or Director of Facilities and Residence Life at Griggs Hall at (615) 972-4338.
- In all cases, report the incident to the Resident Assistant or Director of Facilities and Residence Life at Griggs Halls.
- It is the policy of the College that all crimes or threats made against the security and safety of the campus or individuals on campus must be reported.
- Such incidents may also be reported to college personnel with responsibility for controlling access to buildings or facilities, or to college staff and faculty having significant responsibility for student life and campus activity.

Annual Testing

American Baptist College conducts annual testing and evaluation of all emergency systems outlined in the above section. Information about the emergency response and evacuation procedures are made available on ABC's website. The announced and unannounced tests, drills, and evacuations are coordinated, monitored, and evaluated through the office of the Assistant Vice President of Campus Life. Announced tests and drills are publicized via email and the American Baptist College website.

Federally Mandated Crime Statistics

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires colleges to publish statistics on certain types of crimes that occur on college grounds and are reported to the Safety and Security Department or designated campus administrators. Crimes confidentially reported to other college offices may not necessarily be reflected in these statistics.

The data that is presented here includes all crimes reported to the American Baptist College Safety and Security Department that occurred on the American Baptist College Campus, in the residence halls on campus, as well as crimes that may have been reported to other campus authorities. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at campus remote facilities, as well as those occurring

near the campus. Hate crime statistics and arrests and/or referrals for campus disciplinary action are also included. Further, the statistics for certain types of crimes, such as sexual offenses, may not be a true reflection of their occurrence due to underreporting. For campus crime statistics, consult the U.S. Department of Education's website or call the director of security at (615) 256-1463.

The same act requires publication of arrest statistics for violation of laws governing the use or possession of alcohol and illegal drugs. The college cannot and will not give members of its community protection from the consequences of violating federal, state, and local law. Students, administrative personnel, staff, and faculty who break any of these laws are also subject to disciplinary action by the college as outlined in College Student and Employee Handbook which are published and distributed to the college community. Possession and/or use of firearms of any kind are prohibited.

Clery Act Crime Definitions

- Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions
Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook:

- Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Criminal Homicide-Manslaughter by Negligence
The killing of another person through gross negligence.
- Criminal Homicide-Murder and Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another.
- Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Motor Vehicle**

Theft The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned), and including joyriding).

- **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

- **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit

any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape- The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy- Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object- The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling- The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

- Incest-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

Active Shooter Procedures

An “active shooter” situation is a circumstance when an intruder enters a building or campus grounds and threatens the personal safety and welfare of the students, faculty, staff and guests. Some of the characteristics of such a situation:

- Involves one or more suspect(s) who, as police respond to the scene, are actively killing or causing serious, life-threatening bodily injury to multiple victims.
- The overriding objective of the suspect(s) appears to be that of mass murder, rather than other criminal conduct such as robbery or hostage-taking.
- Such a threat is not immediately contained and there is immediate risk of death and injury.
- Considered the greatest threat to a campus community.
- Leaves little or no time for proper planning and requires law enforcement to take immediate action
- Active shooter situations can and often develop into hostage situations upon the arrival of law enforcement.

Active shooter situations have increased and are becoming increasingly serious threats to public venues, including colleges and universities. They are usually volatile and evolve rapidly, requiring response decisions that can be influenced by several different variables. Hence, ***it is very important that faculty, staff and students immediately report any potentially threatening persons*** that they see anywhere on campus that appear to be armed and acting strange. This is true even if the person is not currently engaged in any act of violence and this would include anyone armed with a bladed instrument such as a large knife, sword, machete or firearm of any kind. Call 615-972-4338 for Campus Life.

How should you react to an active shooter situation on campus?

Make a decision, trusting your instincts, act to protect yourself to survive the situation. We recommend these three options:

Run: Can you safely escape?

Hide: Is there a good place to hide?

Fight: Will you take out the shooter?

RUN FOR SAFETY

- If you can and you deem it safe, get out and get to a safe place.
- Use common sense.
- Leave personal items behind, but take your cell phone if you can.

HIDE IN A SAFE PLACE

- Find a concealed location.
- Find protection behind furniture if possible.
- Find a room that locks if possible.
- Close and lock the outside door to the room, if possible. Barricade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, make sure your cell phones is on silent, spread out away from other individuals, and find cover, if available.
- Stay on the floor, away from doors or windows, and do not peek out to see what is happening
- Make a plan with others in the room about what you will do if the shooter enters. Be totally commitment to take action as a **team**.
- Do whatever is necessary to survive.
- When you are able and it is safe to do so, report the location of the assailant.

IF OUTSIDE WHEN A SHOOTING OCCURS

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Law enforcement personnel.

IF SUSPECT IS IN CLOSE PROXIMITY

- An individual must use his/her own discretion about when he or she must engage a shooter for survival.
- Make a plan as to how you will survive the situation.
- . Be totally commitment to take action as a **team**.
- Do whatever is necessary to survive the situation.

HELP OUT

- Warn others.
- Help others escape.
- Keep others away from the danger area.

- Help the injured.
- Help others stay calm.

CALLING FOR HELP

- Call 911 to report the appropriate authorities. Don't assume that someone else has reported the incident. Be persistent; phones may be congested.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- When safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known.
- If the suspect is entering a vehicle, note the license plate number, make and model, color, and unique characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

WHEN LAW ENFORCEMENT ARRIVES

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

What is "Shelter in Place"?

Shelter-in-place refers to the need to remain where you are for your own safety. Employees and students generally cannot be forced to shelter-in-place; however, there are circumstances when university officials and emergency personnel will order that everyone must stay where

they are for their own safety and well-being. You should consider how and where to shelter-in-place prior to having to take this measure.

A shelter-in-place order may be issued for several reasons, including:

- Severe weather
- Hazardous materials
- Intruder on campus
- Hostage situation
- Any situation where it is best for you to stay where you are to avoid a threat

The reason for the shelter-in-place order may not be immediately communicated to everyone. If a shelter-in-place order is issued:

1. Stay alert for instructions and updates as they become available from the emergency personnel and university administrators.
2. If class is in session, do not allow any students to leave, if possible.
3. If you are in other buildings such as residence hall, have everyone remain there.
4. Remain calm and attempt to keep other calm.
5. Stay away from windows, doors, and outside walls.
6. **Remain in your location until told everything is all clear by emergency personnel. Do not leave until you are sure of the identity or source of the person making the announcement.**

If you become aware of an intruder:

- Secure doors if possible and get out of sight, away from doors and windows.
- Turn the lights off and close any blinds or curtains.

If you are not able to lock the door for any reason, attempt to barricade the door with furniture without endangering or injuring yourself.

Missing Student Notification Policy and Procedures

All potential missing student reports must be referred to the Resident Assistant, Vice President of Campus Life, and Campus Security for investigation. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, American Baptist College provides each student residing on campus the opportunity to designate a confidential contact. This contact will be notified if the student is missing. Although it is not required to do so, ABC makes the missing student notification procedure available to all students. This confidential contact is in addition to any other emergency contact that the student may identify, although both the confidential contact and the emergency contact(s) may be the same person. In the case of non-emancipated students under the age of eighteen, the HEOA requires that a custodial parent or guardian be notified; however, an additional contact may also be specified. Only the Vice

President of Campus Life can view this information. During the first 24 hours after the American Baptist College has determined that a student is missing, the Vice President of Campus Life or a designee will notify the student's confidential contact. American Baptist College will also notify appropriate external law enforcement agencies and others at the college about the missing student.

For the purposes of this policy a student may be considered to be a "*missing person*" if the person's absence from campus is divergent to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Designation of emergency contact information

a. Students age 18 and above and emancipated minors

Students will be given an opportunity during the registration process to designate an individual(s) to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or withdrawn by the student.

b. Students under the age of 18

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

c. All residential students (both cases above)

If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

Missing Student Procedure

a. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Campus Life immediately.

b. The Office of Campus Life will endeavor to gather all essential information about the missing resident student from the reporting person, from the student's acquaintances and from college personnel and official college information sources. To the extent that it is readily available to the college, such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle

description, information about the physical and emotional state of the student, an up to date photograph, a class schedule, when last attended class, last use of student ID, etc.

c. Appropriate campus staff including the Vice President of Campus Life, Residence Life/Housing Staff and campus security personnel will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messaging, cellular phone calls and e-mail.

d. If search efforts are unsuccessful in locating the student in a reasonable amount of time **or** it is apparent immediately that the student is a missing person (e.g. witnessed abduction), **or** it has been determined that the student has been missing for more than 24 hours, the Office of Campus Life will contact the Metropolitan Nashville Police Department (or other appropriate local law enforcement agency) to report the student as a missing person. The Metropolitan Nashville Police Department will take charge of the investigation with assistance from college officials. No later than 24 hours after determining that a residential student is missing, Vice President of Campus Life will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

Communications about missing students

a. In accordance with established college emergency guidelines procedures, the Vice President for Administration, Finance and Legal Affairs will be part of the college administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.

b. The local law enforcement agency in charge of the investigation will be consulted by the Vice President for Administration, Finance and Legal Affairs prior to any information release from the college so as not to jeopardize any investigation.

c. Information provided to the media to elicit public assistance in the search for the missing person will be handled by the investigating local law enforcement agency.

Policy amendment

This campus security and safety policy shall be amended periodically to ensure it represents the most effective procedures the College will implement for the safety and security of all members of the Campus community.

If a Student is a Danger to Themselves

At times persons may demonstrate behavior that indicates distress and a need for assistance. A combination of several factors more than a single circumstance is most likely to indicate a problem:

- Academic performance concerns, uncharacteristic changes
- Declining grades or reduced class participation
- Incomplete or missing assignments
- Repeated requests for extensions, incompletes, or withdrawals
- Increased absenteeism or tardiness
- Disruptive classroom behavior
- Apparent memory loss or difficulty concentrating
- Cheating, rule breaking, or defiance
- Poor organization skills or trouble with note taking
- Bizarre, aggressive or morbid comments or written content
- Expressions or feeling hopeless, helpless, guilty, and/or worthless
- Self-injury or other self-destructive behavior

Physical and Emotional Signals

- Chronic fatigue, falling asleep in class
- Being easily distracted, “spacey”, excessive daydreaming
- Nervousness or tearfulness
- Changes in regular habits or activities
- Significant weight loss or gain
- Signs of intoxication
- Poor or declining physical appearance, hygiene, grooming
- Hyperactivity or rapid, pressured speech
- Extreme boredom, negativism, defensiveness, and secretiveness
- Erratic behavior, sudden mood swings, inappropriate anger, hostility, and irritability
- Hyper-expansiveness or grandiosity
- Withdrawal from others or loss of pleasure in normal activities
- Talk of suicide or harm to self or others

What to do if a combination of these behaviors is observed:

If a student reaches out to you and exhibits strange behavior, stay close, and call the Director of Facilities and Residence Life, Professor Joseph Tribble (615) 972-4338. If you are located in one of the residence halls or apartments call one of the Resident Assistant first, they will communicate with Professor Tribble.

If unable to reach, call Metropolitan Nashville Police Department at **(615) 862-8600** or **911**.

Information that you will need to communicate:

- Explain if the person is in immediate danger to him/herself or others
- Describe where you are located
- Tell how the person is responding
- Be prepared to fill out an incident report

Please do not try to detain the person physically!

College Code of Conduct

American Baptist College does not discriminate in any form against students, employees, or applicants on the basis of race, gender, sexual orientation, national origin, religion, age, or disability. American Baptist College complies with nondiscrimination laws Title VI, Title IX, Section 504, and the ADA. This discriminatory policy and practice extends to cover all educational programs and activities conducted by American Baptist College. Procedures for filing grievances can be obtained from the college's Affirmative Action Officer.

Students also have the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) if the conduct is related to employment or to the Office for Civil Rights (OCR) of the U.S. Department of Education if the conduct is related to education. The OCR can be contacted 1-800-872-5327. They will investigate the complaint without charge to you. Retaliation against students for reporting sexual harassment or other discrimination, or for filing a complaint with the EEOC or OCR is unlawful and contrary to College policy.

The following standards apply to all students and student organizations as well as other members of the College community. Prohibited conduct includes, **but is not limited to:**

Academic Dishonesty Policy

American Baptist College acknowledges the need to preserve an orderly process with regard to teaching, research, and public service, as well as the need to preserve and monitor students' academic rights and responsibilities. Since the primary goal of education is to increase one's own knowledge, academic dishonesty will not be tolerated at American Baptist College.

Possible consequences of academic dishonesty, depending on the seriousness of the offense, may range from a revision of an assignment, and or a reprimand, a written reprimand, an F or zero for grade work, removal from the course with a grade of F, to possible suspension or exclusion from the College.

Further details of academic dishonesty and Honor Code violations may be located in the Academic Dishonesty section of the college catalog. Students accused of academic dishonesty may appeal by following the procedures of the Honor Council, located in the policies, procedures, rules and regulations section of this student handbook.

American Baptist College shall publish, email, and make freely available to students a copy of the *Academic Dishonesty Policy*, any amendments to the policy that are made, any provisions that have been adopted, and any other supplementary provisions consistent with the policy. Furthermore, this policy will also be published in the college catalog.

Class Attendance

The college seeks to conduct all classes with an emphasis and atmosphere that will promote spiritual growth and maturity along with the attainment of academic goals. Class attendance is required. Students are required to maintain the highest level of respect and self-control when interacting with instructors and classmates. Classroom instruction is at the center of the College curriculum. Therefore, regular attendance and punctuality at all classes are required. Each instructor is required to keep an accurate record of individual class attendance. Attendance is reported electronically to the Records Office throughout the semester.

The college has set the following guidelines:

For a three-hour course that meets once a week, a maximum of 3 absences may be allowed.

For a three-hour course that meets twice a week, a maximum of 4 absences may be allowed.

For a two-hour course that meets once a week, a maximum of 2 absences may be allowed.

For Maymester and Summer School classes, no absences are allowed.

Any student arriving up to ten (15) minutes late or leaving before the end of the class can be marked absent at the discretion of the faculty.

Each subsequent absence above the allotted number in each case above may cause the total grade to be lowered by a letter grade until the grade “F” is reached. Exception to this rule may apply if the faculty member is willing to assign extra work, etc. Faculty is not required to do so.

Classroom Expectations/Etiquette

The classroom is a place of learning; auditory, visual, and even smell and touch. As such, each student is responsible for contributing to a good classroom experience for other students and faculty.

- Eating is not permitted in class. Students with health concerns or who have had long periods of time without eating due to other obligations must make arrangements with faculty to determine an appropriate course of action.
- Children are not allowed in the classroom. The College makes every effort to accommodate students from all walks of life, however, children can disrupt the classroom experience for students as well as faculty. Arrangements should be made so that even if children are brought to campus, they are not in the classroom.
- Computers, tablets, smartphones, and other devices are only to be used for educational purposes. Any student using any device in a manner not consistent with course materials may be asked to shut down, turn off, or if belligerent leave the class.

Respecting College Faculty, Staff and Administrators

The faculty and staff of American Baptist College are here to serve the needs of the total student population. All staff, faculty and personnel of the College shall be afforded full respect and cooperation. Verbal or physical abuse toward college personnel will not be tolerated. If a

complaint/disagreement would arise, student should express their concern with the personnel directly involved. Concerns should be discussed in a non-threatening and non-intimidating manner. Students who refuse to respect faculty, staff and administrators will be referred to the Assistant Vice President for Campus Life (or designee).

Abuse, Misuse or Theft of College Computer Data, Programs, and Computer

It is important for all American Baptist College computer users to practice ethical behavior in their computing activities since they have access to many valuable and sensitive resources, and their computing practices can adversely affect the work of other users. Most users act responsibly, but few who do not, either through ignorance, or by intent, have the potential for disrupting all users work.

ABC has the responsibility of securing its computing systems to a reasonable and economically feasible degree against unauthorized access, while making them accessible for legitimate and innovative uses. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. The list below constitutes a *Code of Computing Practices* for ABC users.

- Users must use only those computer accounts that are authorized for their use.
- Users must identify their computing work with their names so that (1) responsibility for the work can be determined and (2) users can be contacted in unusual situation.
- Users are responsible for the usage of their computer accounts. They should maintain against others obtaining access to their computer resources.
- Users must use their computer accounts only for the purpose for which they were authorized. For examples, special projects like the yearbook should be done on accounts set up for that purpose.
- Users should follow the published procedures for accessing the computing systems.
- Users must not access, search, or copy the programs and data belonging to other users or to American Baptist College unless they have prior, appropriate authorization to do so, even if the protection for the information allows access.
- Users should not attempt to access files for which they do not have authorization.
- Programs, subroutines, and data provided by American Baptist College may not be taken to other computer sites without permission.
- Users should minimize the impact of their work on the work of other users. Users should not attempt to 1) encroach on others use of the facilities or 2) deprive them of resources.
- Users must not attempt to modify system facilities in any way.
- Users must not attempt to subvert the restrictions associated with their computer accounts.

It is the policy of the College to honor software license agreements. Those responsible for computing facilities will not knowingly permit or provide aid in violation of these agreements. Every student should keep in mind, using campus computers at ABC is a privilege, and not a right, and that the College may revoke this privilege at any time.

Campus Life

Residence Life provides an excellent opportunity for American Baptist College students to build on their collegiate relationships with peers, find study partners, and learn about themselves. Every attempt is made to provide a physical environment suitable to meet the academic aims of the College and the student. In general, Residence Halls provide students the opportunity to show responsibility, maturity, and self-control, as well as respect for the welfare of others. Influences and attitudes are very important factors in people's attempts to live together. Furthermore, the College believes there is certain behavior that is unbecoming to the Gospel and seeks to discourage such. With these factors in mind, the following regulations have been adopted:

- Students shall not allow campus-owned properties to be used for any purpose not in keeping with the purposes and standards of the College.
- Theft is strictly prohibited. Items are not to be borrowed from another person without expressed permission.
- Doors and windows wired with alarms or locked are not to be tampered with, or opened except by authorized personnel.
- Vending machines are not to be kicked, hit, or otherwise vandalized.
- Unnecessary noise, loud or boisterous talking or laughing, the loud playing of stereos, radios, is not allowed. Radios and stereos should not be placed near windows where their noise might disturb others. The College encourages the use of earphones for these items. Violators and all noise complaints should be reported to the Assistant Vice President for Student Life and Campus Security.
- Students are prohibited from entering any campus building, attending class or campus function while under the influence of alcohol or controlled substance.
- Students will be prohibited from entering restricted areas, (ie. Buildings, Library, etc.) when college is closed.
- Students are required to observe "quiet hours" 10:00 p.m. - 7:00 a.m., Sunday through Thursday, in order to provide an atmosphere conducive to study.

Violations of these regulations directly interfere with the community atmosphere that the College attempts to ensure. Violations will be tracked through official student files. Every student should keep in mind that attending classes at American Baptist College is a privilege, and not a right, and that the College may revoke this privilege at any time.

Dress Standards

The Christian atmosphere promoted at American Baptist College should be exhibited in students' attire during class attendance and at all campus events and activities. Students are required to dress respectfully and to be neat, clean, and modest in their attire. Student's attire should be representative of the College's mission and values. Appropriate attention should be given to personal cleanliness and good grooming, including hair. Guidelines for acceptable attire include the following:

- Students are expected to wear appropriate undergarments, at all times.

- Shirts and shoes must be worn in all college buildings.
- Provocative clothing, gym shorts, tee shirts, strapless tops, bare midriffs, bathing suits, backless or cut-off shirts, short skirts/dresses/shorts are inappropriate and are not permitted.
- No sagging – the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layers of clothing.
- Pajamas, including bedroom slippers, shall not be worn while in public or in common areas of the College.
- Slogans, pictures and advertisements displayed on hats and clothing shall be in keeping with the College philosophy.
 - Suggestive or derogatory phrases or pictures are not permitted.
 - Advertisements for drugs or alcoholic beverages are not permitted.
- Hats and/or headgear that are not designed for indoor wear are to be removed when entering any campus building. Do-rags and hair rollers should not be worn outside of the residence hall floors. This policy item does not apply to headgear considered as a part of religious or cultural dress.
- Sunglasses or “shades” are not to be worn in class or at formal programs, unless medical documentation is provided to support use.

For chapel, convocation and other worship services, students are expected to dress appropriately in business casual or business attire.

- Males:
 - Casual slacks, shirt (Tie is optional)
 - Jacket, dress shirt, slacks (Tie is optional)
 - Suit
- Females:
 - Dress or skirt and blouse or sweater
 - Dress slacks/blouse or sweater/or jacket
 - Skirt suit/Pantsuit

Students who choose not to abide by this policy will be denied admission into class, and various functions and services of the College if their manner of attire is inappropriate. Students who refuse to cooperate with these guidelines may face sanctions by the Vice President for Academics, the Director of Campus Housing and Life, the Community Conduct Council, or designee.

The College reserves the right to modify this policy as deemed appropriate.

Controlled Substances

Alcoholic Beverages: The possession, use, purchase, or distribution of alcoholic beverages on campus is prohibited. The possession of empty alcohol containers on campus, in any buildings, parking areas and campus houses will be considered strong evidence that alcohol regulations have been violated. Students should leave any situation where alcohol is present on campus in order to not face possible disciplinary action even if not drinking.

Students should be mindful that alcohol consumption for any person under the age of 21 in the State of Tennessee is illegal. It is also a violation for any person to contribute in any way to the consumption or intoxication of any person under the age of 21. Any violation of municipal, state, or federal laws regarding alcohol will be dealt with through disciplinary action by the Assistant Vice President for Campus Life or Assistant Vice President for Student Life and Campus Security (or designee), local law enforcement and local judicial system.

Violators will be subject to disciplinary Vice President for Campus Life (or designee) to include the following:

- 1) Fines (To be assessed to student account. Student will be responsible for any balance incurred as a result of fines.) - Fines to range \$50-\$250
- 2) Suspension from Campus and College
- 3) Expulsion
- 4) Letter to Parent or Guardian, if student is 17 or younger

Either the Vice President for Campus Life will determine the fine based on the severity of the violation.

Any special events hosted on campus that wish to serve alcoholic beverages will need to be approved by the Office of the President.

Drugs: The purchase, possession, use or distribution of illegal drugs, narcotics or paraphernalia, or abuse of prescribed, manufactured, and over-the-counter drugs is strictly forbidden. Drugs include but are not exclusive to the following types or classes: marijuana, cocaine, opiates (heroin, morphine, etc.), barbiturates, amphetamines, hallucinogens, date-rape drugs, bath salts, designer drugs, and any prescription or over-the-counter drugs not used in accordance with the manner in which they have been prescribed. And other substances used for the purpose providing an effect similar to prohibited substances.

Violators will be subject to disciplinary action by the Vice President for Campus Life (or designee) to include the following:

- 1) Fines (To be assessed to student account. Student responsible for any balance incurred as a result of fines.)
 - 1a) Fines to range \$50-\$250
 - 1b) Letter to Parents or Guardians, if violator is under 17
- 2) Suspension from Campus and College
- 3) Expulsion

In addition to sanctions by Vice President for Campus (or designee), violators in this area are subject to state and federal laws and will be turned over to the proper authorities.

Firearms, Fireworks and Weapons: Firearms, fireworks or deadly weapons of any kind (excluding Law Enforcement Personnel and Campus Security) are not permitted on

campus. This includes possession of any open or concealed weapon which could be used to intimidate, scare or harm others, as well as materials used to manufacture bombs, firearms or weapons. This also applies to storage in Residence Hall rooms and automobile. Violations will result in immediate expulsion.

Tobacco: American Baptist College is a smoke-free, tobacco-free campus. The use of tobacco is not allowed on American Baptist's campus (including student housing). Use of tobacco products in any college building is prohibited and subject to fines and/ or disciplinary action by Vice President for Campus Life (or designee).

- 1) First violation \$25.00 fine (To be assessed to student account. Student responsible for any balance incurred as a result of fines.)
- 2) Second violation \$50.00 fine
- 3) Third violation \$50.00 fine and mandatory appearance before Vice President for Campus Life (or designee).

Sexual Harassment

The College's full and detailed policy on sexual harassment policy is available on the college's website under the title "Prohibition of Discrimination and Harassment (including, but not limited to, acts covered by Title IX of the Educational Amendment of 1972) & Complaint and Investigations of 1972) and Complaint and Investigative Procedure." The full version of this document should be read by all students, faculty, and staff.

The follow is a summary of that policy for the sake of the Handbook.

American Baptist College is committed to maintain the college community—as a safe place of work and study for staff, faculty, and students—free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment of any kind will not be tolerated at American Baptist College. Sexual harassment is defined as an unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

Submission to or rejection of such conduct is either explicitly or implicitly a condition of getting a good grade, a good reference or any other benefit; OR avoiding an unfavorable consequence; or
Submission or refusal is used, or might be used, as the basis of employment decision or academic reprisal with effects on the individual; or
The conduct unreasonably interferes with the individual's academic performance or creates an environment that is intimidating, hostile or offensive.

This policy applies to the conduct of a faculty member, administrator, or other employee toward a student as well as to conduct between students and acts of third parties, such as visitors, contractors or the like. Examples of behavior prohibited by this policy include:

- Making unwelcomed comments of a sexual nature about a person's clothing, body, or person.

- Using obscene or sexually explicit language.
- Using a term of endearment or nickname for another that has a sexual meaning or sexual overtones.
- Telling sexual jokes or making sexual innuendoes.
- Touching, hugging, rubbing, patting, pinching, or kissing another person in an overly familiar manner.
- Leering at a person's body.
- Displaying sexually explicit pictures or materials.
- Pressuring a student for a date or sexual contact.
- Making unwelcomed sexual advances or propositions.

Do not assume that behavior of the kind listed above will be acceptable to another person. Be aware of how people respond to what you do and say. If an individual objects to your behavior toward him or her, listen and heed the objections.

Sexual Offense

American Baptist College takes very seriously all reports of any kind of sexual assault and/or offense. These events represent grave improprieties violating the rights of each person to feel safe and to be safe. The College provides a secure environment for all persons on its property: students, faculty, administrators, staff, and visitors. Violation of another person's sexual, physical, mental and emotional space will not be tolerated under any circumstances.

The definition of sexual offense, violent or otherwise, can be found in the Tennessee Codes and Statutes at sections: 39-11-411 through 39-6-1137. Contained within are the definitions of the offenses and proposed sentencing under Tennessee law.

It is the stance of American Baptist College that all responses in a sexual situation that do not give explicit permission should be understood as "no." No means no; the lack of or the inability to give consent also means no. Any reported instances of sexual offense, including but not limited to assault, rape, date-rape, grabbing or touching will be investigated by the Office of Campus Life (or designee).

Reports of any sexual offense should be reported immediately to a College administrator, staff, or faculty member. Once reported to an administrator, staff or faculty member, it is the duty of the staff member to write a verbatim of the alleged incident. The verbatim should be signed and dated by the alleged victim and staff member and shared immediately (24 hours) with the college's Title IX Coordinator.

The Title IX Coordinator has 5 business days to investigate and determine whether it constitutes actions by the Vice President for Campus Life (or designee). If the council is needed, it should convene within 5 business days of the decision for an initial meeting.

American Baptist College takes seriously the safety of all members of its community. To that effect the College may pursue a full investigation and deliberations even if official charges are not filed and sustained through the Metropolitan-Nashville Police Department.

To that effect, the College will be fully compliant with any investigation of various law enforcement agencies in the event that an official charge is filed.

Sexual Offense Safety Procedure

Persons who believe they have been sexually assaulted or who have been the victim of any kind of sexual offense should immediately report the incident to Campus Security or any staff member. The following is strongly suggested.

1. Get to a safe place.
2. Call the police by dialing 911 from any telephone.
3. If you are not sure about reporting the attack, but you might want to later, you are encouraged to immediately file a police report in order to obtain a medical evidentiary examination. You always maintain the right to change your mind and not to pursue a criminal complaint.
4. Do not eat, drink, wash, shower, go to the bathroom, douche or clean up. As difficult as this is, your body is a receptor of physical evidence that needs to be properly collected.
5. If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy. Note: All health care providers are legally required to report to the police all cases of suspected sexual or physical assault.
6. Local Resources for sexual offense:
 - Rape and Sexual Abuse Crisis Line: (615) 256-8526
 - Tennessee Community Services: (615) 741-0380
 - Police Department (MNPd): 615) 862-8600
 - Crime Stoppers: (615) 742-7463 (to give an anonymous tip on a crime)
 - MNPd Sex Crimes Unit: (615) 862-7540
 - MNPd Domestic Violence Division: (615) 880-3000
 - MNPd Victim Intervention: (615) 862-7773
 - District Attorney's Office Victim-Witness Program: (615) 862-5500 (legal questions)
 - Crisis Call Center: (615) 244-7444 (24-hour assistance)
 - Sexual Assault Center of Nashville: (800) 879-1999
 - YWCA Domestic Violence Center: (615) 242-1199

Hazing

Tennessee State Law requires that all colleges and universities include a statement of policy regarding hazing in their student handbooks. Hazing is defined in the law as “any intentional or reckless act in Tennessee on or off the property of any [college or University] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. ‘Hazing’ does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.”

It is the policy of American Baptist College to maintain the college community as a safe place for students free of harm. Hazing of any kind will not be tolerated at American Baptist College. Hazing is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional or physical harm to a person. Hazing is also any act that injures, degrades, harasses or disgraces any person. It is understood as any forced or required intentional or negligent action, situation or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Vice President for Campus Life (or designee). Violators will be charged and adjudicated appropriately by the college and is also subject to further action through local law enforcement if deemed necessary.

Respect for Other Spiritual Traditions

American Baptist College honors the right of all members of the community to observe their chosen religious practices. The college is open and affirming to religious diversity yet maintains the Christian tradition which undergirds the history of ABC and invites all to participate in our ritual practices. It is expected that our students, faculty, staff, and administration will cooperate in respecting this right. ABC invites those in a different religious tradition to participate in the religious services sponsored by or held at the institution.

Visitors on Campus

American Baptist College welcomes visitors to campus. All visitors are requested to observe the following regulations:

***All visitors must obey the signs upon entering the College campus;
While on campus, all visitors are subject to the rules and regulations of the College in the same manner as students who are enrolled in the College; If you do not have an ABC parking decal you are subject to be towed; Students who invite visitors become responsible for them while they are on campus. All visitors who will enter the residential area must be approved by the Office of Campus Life. Overnight guests and visitors must be registered and approved by the Director of Housing and Residential Life prior to 3pm of the day of visitation.***

Damage to Property

Any student, or visitor, who damages, destroys, and/or removes College and/or personal property without authorization will be subject to disciplinary action, will be liable for the cost of repair or replacement, and/or will be subject to civil and/or criminal prosecution. Depending on action and intent persons who damage property may be charged with vandalism, reckless burning, arson, and aggravated arson. Each one of these carries its own penalty under state law including fines and possible jail time separate from any disciplinary action deemed appropriate by the College.

Search and Seizure

Each student grants the college the right to enter, inspect, and search the room of any student in college owned housing, or any student's car, whether or not the student is a residential student, with or without the student's presence. No search will be made without the permission of the Vice President for Campus Life (or designee). All searches will be conducted with no less than two persons present designated by the Vice President for Campus Life. All evidence found within room or automobile will be stored with the Office of the Vice President for Campus Life. A student who refuses permission for a room or automobile search is subject to immediate dismissal.

Complicity

A student present during the commission of an act by another student that constitutes a violation of college policy may be charged if their subsequent behavior constitutes permission or condoning of the violation. Students witnessing any act(s) that constitute(s) a violation of college policy are required to report such incidents to the college administrators, faculty, or staff.