

“To the Lord, I cry aloud, and He answers me from His Holy Hill.”

ABC Student



Handbook

2022-2023

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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 classrooms 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.

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

Introduction and Purpose



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 supersedes all previous publications.

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 of 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/>.

Mission

“The mission of American Baptist College, a Historically Black College, is to educate, graduate and prepare diverse students with a liberal arts emphasis for Christian leadership, service and social justice in the world.”

Identity Statement

Founded in 1924, American Baptist College (ABC) is a small independent Christian liberal arts college committed to providing educational programs and opportunities to a diverse and growing population within and beyond Nashville, Tennessee. ABC is a denominational affiliate of the National Baptist Convention, USA, Inc. and is an open-enrollment college working to bridge the gap between a public education system that too often fails the poor and African American youth and a higher education system that has grown increasingly expensive. In partnership with the black church denominations, ABC educates and equips students for Christian vocations and social justice leadership in the world.

Through a curriculum emphasizing academic excellence in theological and biblical study, ABC serves as a catalyst for the development of students' spiritual (trans) formation and capacities for servant leadership. Preparing both clergy and laity for the practice of Christian ministry, ABC fosters an academic environment in which students and faculty dialogue about critical global problems, and social and political issues facing church and society.

Through an interdisciplinary undergraduate program of professional education, the College's holistic educational philosophy enhances the emotional, psychological and social development of students and provides them with intellectual and spiritual tools that help them faithfully engage life with a humane and just vision of the World.

ABC welcomes students from diverse ethnic backgrounds, cultures, and denominations to explore approaches to biblical and theological education in preparation for social vocations, leadership, and Christian ministry.

Institutional Goals

The College's Institutional Goals align with the College's Mission Statement and College's SEAL vision. The College promotes SEAL as a theologically grounded vision for civic engagement and learning opportunities for students to connect understandings of the justice of God to transformation of community social problems and quality of public life. It inextricably connects academics, Christian leadership, ministry and preaching to the core meaning of the justice of God in the world. Its goal is to teach individuals how to become advocates for justice in society through collaborative leadership and civic learning and social justice projects for the well-being of vulnerable communities.

1. Academic and Scholarship: Excellence in Education.

Maintain a high quality collegial, supportive, and educational environment to motivate and engage faculty, administration, staff, and students to achieve their personal and professional goals and the expected institutional outcomes.

2. Student Engagement and Success: Excellence in Christian and Ethical Leadership.

Developing practices to support a student-centered and justice-oriented culture of Christian vocation rooted in leadership, service, and ethical living.

3. Institutional Advancement: Excellence in Data and Resource Management.

Utilize best practices in resource management and allocation to support American Baptist College's commitment to sound stewardship. (Includes continuous institutional strategic planning)

4. Strategic Partnerships and Alliances: Excellence in Community Partnerships.

Pursue alignments with business, industry, government, religious and civic organizations to create experiential education to facilitate a pathway to economic, social, and educational success for our students and the advancement of the College.

5. Institutional Sustainability: Excellence in Organizational Rightsizing and Leadership Responsibility.

Incorporate sustainability into business models and institutional decisions by developing an institutional sustainability matrix to monitor and improve institutional performance, and leadership alignment for institutional effectiveness and success.

6. Cyberspace Infrastructure for Digital Humanities: Excellence in digital technologies for archives and disciplines of the humanities.

Prepare students to hone their content knowledge in particular fields of study and to use and design digital tools in areas of history, theology, philosophy, and English.

7. Justice Education: Excellence in Student Civic engagement.

Develop an interdisciplinary program to weave applied scholarship, biblical liberation ethics and theology for student's civic engagement, leadership, and Christian service.

Core Values

In accordance with the mission of American Baptist College, the Board of Trustees has approved a set of institutional core values. The following list of core institutional values guides the administration, faculty, staff and students at American Baptist College in fulfilling the mission of American Baptist College.

Caring

Maintaining an ethic of care that is committed to treating all people with compassion, dignity, sensitivity, empathy, and justice.

Nurturing

We are committed to an educational and academic environment that furthers the professional, spiritual, and personal development of students, faculty, and staff.

Stewardship

We recognize our obligation to safeguard the integrity of our mission by managing the resources of the College in a fiscally responsible and highly accountable manner.

Excellence

We are committed to achieving the highest level of performance in all we do, at all levels of the organization. The College recognizes and rewards excellence in teaching, other scholarly pursuits, and service.

Integrity

We are committed to maintaining the highest standards of justice, ethical, religious, and professional conduct.

Respect

We encourage mutual respect among faculty, staff and students recognizing that each person is a distinct individual with specific needs and concerns.

Teamwork

We work together as a team, recognizing that the whole is greater than the sum of its parts. We encourage active participation in collaborative efforts to enhance the quality and effectiveness of our teaching, outreach, service, and management functions.

Accountability

Accountability permeates every aspect of our organization, with each member of the College accepting responsibility for the consequences of his or her actions. Furthermore, we collectively share responsibility to ensure that all activities are aligned with the College's mission and values.

Quality

We believe in meeting, or exceeding, the expectations for our internal and external constituencies.

EDUCATIONAL OBJECTIVES

Based on our mission statement, American Baptist College establishes a set of specific learning objectives through experiential methods of education. Depending upon a student's academic

concentration and chosen field of study, upon completion of their education at American Baptist College, we expect graduates to:

1. Be able to access, analyze, interpret, and communicate knowledge; possess skills included, but not limited to, effective writing, reading comprehension, critical biblical and theological reflection, quantitative reasoning, educational methodologies, information literacy, critical thinking, and effective oral communication.
2. Understand the methods and practices of theology, biblical hermeneutics, social sciences, arts, and humanities:
 - As a result of their experience with various methods of moral reasoning, graduates will recognize and apply critical tools for their chosen field or professional vocation.
 - As a result of their experiences with a concentration in biblical studies and moral inquiry graduates will possess depth of theological understanding and social ministry skills to serve the church and society.
3. Possess intercultural knowledge and global perspectives and demonstrate an ability to analyze carefully and critically information and ideas from multiple sources.
4. Integrate and transfer knowledge and skills gained from their educational training to their social and professional worlds; and
5. Be cognizant of their responsibility to do justice and be responsible global citizens in their civic and social choices.

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 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. 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

Incidental damages, small or large, to a room and/or furniture are assessed against the student's account 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 a class at ABC during these sessions.

The Susie McClure Library

Susie McClure Library provides safe and inclusive resources and services to support the College's teaching, learning, and public service mission. The library's website is a portal for all its resources and services and can be accessed at www.abcnash.edu/academics/library or through Academics, then click on Library. The library has approximately 21 computer workstations and wireless capabilities for laptops. Off-campus access to subscription-based resources is available to the current academic community (faculty, staff, and students). Students are encouraged to use the library for study and research purposes. All circulating materials must be checked out at the Reference Desk. Destruction of library-owned material will not be tolerated, and offenders will be assessed a fine or replacement charge.

Susie McClure Library Hours:

Monday-Thursday: 10:00 am-9:00 pm

Friday: 9:00 am-5:00 pm

Saturday: Closed

Sunday: Closed

The library begins clearing patrons and closing procedures 30 minutes before the posted closing time.

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 every Tuesday from 5:30 pm to 6:30 pm.

J. H. Flakes 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.

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.

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.

ACADEMICS

2022-2023 ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies beyond the control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

Fall Semester 2022

July 15 Fall Application Deadline

August 08 - 12 Welcome Week

August 12 Last Day for Fall Registration

August 15 Fall Semester Classes Begin

August 15 Term A (8-week term) begins

August 15-19 Late Registration/Add/Drop (Late fees apply)

August 19 Last day to Add/Drop for 100% Refund for Tuition/Housing/Meals fees
Tuition Fee Balance Due/Payment Arrangement
Withdrawal from Class after this date results in an “W” grade

**Financial Aid-Pell, State & Institutional Aid anticipated
disbursement date**

August 26 Last day for 75% Refund for Tuition/ Housing/Meals

August 26 Financial Aid- Direct Loan anticipated disbursement date

August 30 Opening Chapel Service @ 5:30 pm

August 31 Last day to satisfy ““Incomplete” Coursework” for Summer 22

September 2 Last day for 25% Refund for Tuition and Housing/Meals

September 13 Opening Fall Convocation Chapel Service

September 15	Financial Aid 30-day delay 1st-time Student Loan Borrowers anticipated disbursement
September 15	First Deferred Tuition Payment Due (Business Office)
September 17	Constitution Day
October 6 - 7	(Reading Period)
October 8	Term A (8 week term) end
October 10	Term B (8-week term) begins
October 10-14	Mid-Term Exams and Paper
October 15	2nd Deferred Tuition Payment Due
October 17-18	Fall Break
October 19	Spring Registration Opens
October TBD	Fall Board of Trustees Meeting
October 21	Mid-Term Grades Due
October 25	Withdrawal from all courses prior to this date result in Return to Title IV calculation Withdrawal from Class after this date results in an “F” grade
Oct. 31 - Nov. 4	Fall “Discovery Week” (Subject to Change)
November 7	Term B Midterms
November 15	Final Deferred Tuition Payment Due
November 24 - 25	Thanksgiving Break
December 3	Term B Ends
December 3	Last Day of Fall Classes
December 5 - 6	(Reading Period)

December 7-13 Fall Exams and Papers Due

December 20 All Fall Grades Due

Spring Semester 2023

December 16 Last day to apply for Admission for Spring 2023

January 6 Spring Orientation

January 9 Spring Classes Begin

January 9 Term A Begin (8 Week)

Late Registration/Add/Drop (Late fees apply)

January 13 Last day to Add/Drop for 100% Refund
for Tuition & Fees
Balance Due/Payment Arrangement
Withdrawal from Class after this date results in an “W” grade

Financial Aid-Pell, State & Institutional Aid anticipated disbursement date

January 13 Last Day to Satisfy Fall 2022 “Incomplete” Coursework

January 16 Martin Luther King Holiday/No Classes

January 20 Last Day for 75% Refund of Tuition/Fees

January 20 Financial Aid- Direct Loan anticipated disbursement date

January 24 Opening Spring 2023 Convocation Chapel Service

January 27 Last Day for 25% Refund

**February 9 Financial Aid 30-day delay 1st-time Student
Loan Borrowers anticipated disbursement**

February 15 First Deferred Payment Due

March 4	Term A End (8 Week)
March 6 - 7	Reading Period
March 8 - 14	Mid-Term Exams and Papers
March 6	Term B Begins (8 Weeks)
March 15	Second Deferred Payment Due
March 19 - 23	The 65th Annual Garnett-Nabrit Lecture Series
March 20	Summer/Fall Registration Opens
March 21	Mid-Term Grades Due
March 21	Withdrawal from all courses prior to this date result in Return to Title IV (R2T4) calculation
	Withdrawal from Class after this date results in an “F” grade
March 25	Board of Trustees Executive Meeting (TBA)
March 27 - 31	SPRING BREAK
April 15	Final Deferred Payment Due (Business Office)
April 14	Deadline for Application for May 2022 Graduation
April 17 - 21	Senior Final Exams and Papers Due
April 28	Senior Grades Due
May 1 - 5	Senior Exit Exams and Interviews
May 6	Last Day of Spring Classes
May 6	Term B Ends (8 Weeks)
May 8 - 9	Reading Period
May 10 - 16	Spring Final Exams and Papers Due
May 16	Graduation Rehearsal @5pm

May 17 Baccalaureate @7pm

May 17 - 18 Spring Board of Trustee Meeting

May 18 Commencement @ 10am

May 23 All Spring Grades Due

Summer Semester 2023

June 1 -30 Summer 2023 School Session I

June 7 Last day to Add/Drop and for 100% Refund for Tuition & Fees

June 9 1st Financial Aid Disbursement

June 16 Last Day to Satisfy Spring 2023 “Incomplete” Course Work

July 1 - 31 Summer 2023 School Session II

July 7 2nd Financial Aid Disbursement

PROGRAMS OF STUDY

Curriculum

It is the stated goal of all programs of study at American Baptist College to develop to the fullest the God-given potential of the individual student and to prepare him or her for living a life of Christian stewardship that is responsible to God and responsive to the needs of persons. This goal for the individual's development and preparation is in keeping with the injunction of Scripture: "As each has received a gift, employ it for one another, as good stewards of the manifold grace of God; whoever speaks, as one who utters oracles of God; whoever renders service, as one who renders it by the strength which God supplies; in order that in everything God may be glorified through Jesus Christ, to whom be the glory and dominion forever and ever." (I Peter 4:10-11)

To this end, not only the curriculum but also the efforts of the faculty and the total resources of the College are directed. The total curriculum seeks to:

Confront the student with the Word of God proclaiming humanity's alienation from God and God's work of redemption in Christ (Bible) and to explore ramifications of this Gospel for the student's personal life and the work of the Church in the world (theology).

Equip the student with the tools of the educated person. These include the ability to write and speak one's native language clearly and effectively (English composition, speech), to think clearly (logic, mathematics, scientific method), and to read in at least one other language than one's own (foreign language).

Bring about the students increased understanding of the world in which one lives, including the world of persons and ideas (literature, philosophy, psychology), the world of nature (natural science), and the world of human affairs (history, and sociology).

Give the student a sense of preparedness through mastery of a field of knowledge and related skills (area of concentration), and Field Education.

Student Learning Outcomes

American Baptist College is committed to ensuring its graduates obtain the knowledge and skills necessary to function as educated individuals, responsible citizens, and life-long learners who can use Christian-centered values in leading their communities to seek social justice.

The student, after completing the course work, should be able to:

1. Demonstrate biblical and theological knowledge, reasoning, and reflection in analyzing historical, social, and ecclesiastical issues.
2. Practice functional ministry skills.
3. Exhibit leadership skills for use in life and ministry.
4. An ability to recognize and appreciate one's own cultural and social traditions as well as the ability to understand and appreciate cultural, religious, and political diversity within the human experience, both locally and globally.
5. Demonstrate an ability to analyze carefully and critically information and ideas from multiple sources and perspectives.
6. Demonstrate an ability to make judgments with respect to values and based on moral reasoning and be able to evaluate the effects of these choices.
7. Articulate their own views while at the same time challenge and embrace the views of others through collaborative, peer-to-peer learning experiences that lead to students learning how to cultivate habits of mind that are the underpinnings of serious self-reflection and critical thinking.

ACADEMIC REGULATIONS

GRADING SYSTEM

The following letter grade and quality point value is used at American Baptist College (**effective Academic Year 2021-2022, beginning Fall 2021**)

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

Other notations that may appear on a student's record are:

I Coursework is Incomplete

W Withdrawn after normal drop period

UW Unofficial Withdrawn

S Satisfactory

U Unsatisfactory

A = 90 – 100 Superior

B = 80 – 89 Above Average

C = 70 – 79 Average

D = 60 – 69 Minimum

F = 59 – 0 Failing

Meaning of Semester Hour

A credit hour is the unit of credit given for one hour of class instruction weekly throughout a semester. For example, a class having three class sessions weekly normally gives the student three credit hours at the end of the semester. The number of credit hours given for each course is indicated in the course description section. In order to receive credit for credit hours completed, a grade of “D” or better must be earned in the course.

Meaning of Grade Point Average (GPA)

Students’ “grade point average” is an important index to his or her academic achievement. The quality point average is figured by dividing the total number of enrolled credit hours into the total number of quality points earned. This average is determinative for the student’s classification, his or her maximum course load, and his or her eligibility for honors.

Assigned Work

Individual study and research in the library complement class lectures and discussions in all courses. Each student is responsible for carrying out his or her own assignments and preparing in advance for class periods. All written work required should be turned in on time, be well organized and legible; proper credit for sources used must be included. The honor code of the College governs work done outside of as well as in class. (See Student Handbook)

STUDENT CLASSIFICATIONS

American Baptist College groups its students into four general classifications: Degree, Special, Conditional, and Unclassified. Students in these classifications may be either full-time or part-time, depending on their course load. A full-time student is one who carries a load of 12 hours or more, and a part-time student is one who is carrying fewer than 12 hours.

Degree

Degree students are those who have been admitted working toward a degree. Class levels are determined as follows:

- Freshman: 0 - 30 credit hours
- Sophomore: 31 - 60 credit hours with 60 quality points
- Junior: 61 - 90 credit hours with 120 quality points
- Senior: 91 - 120 credit hours with 240 quality points

Special

Special students are those admitted to a limited or special program of study for personal improvement but not leading to a degree.

Conditional

Students classified as conditional or transfer from a non-accredited college retain this classification throughout their first year. If the student's work during that year is satisfactory, the condition is removed, and he/she is given full admission to the degree program. This conditional classification shall not continue for more than two terms.

Registration Procedure

The first thing a student must do in the registration procedure is to consult with his or her advisor. The advisor works with the student in reviewing and planning his or her academic program and in counseling the student concerning all matters related to the academic program of the College. The Director of Student Success assigns advisors.

This advisor must approve the student's course schedule, and the student must obtain the advisor's permission to make any course change or to drop courses after registration. The student must additionally complete the registration forms and go to the Registrar; then go to the Financial Aid and finally the Business Office to resolve matters of aid and assistance. A student is not registered in the college until all these steps have been completed.

Time of Registration

No student may expect to register for classes in the College until he or she has been officially admitted. All regularly enrolled students are expected to register for classes on the "registration days" for each semester as designated on the academic calendar. Students who register late must pay a late registration fee. Students may not register for classes beyond 14 days at the start of any semester. (Refer to the current Academic Calendar for deadline dates)

Add/Drop

The add/drop period is identified on the Academic Calendar as the first week of classes for each semester. During this time, students can add or drop classes without academic or financial penalties. It is strongly encouraged that a student meets with their Academic Advisor to discuss the impact, if any, of making changes to his/her schedule. After the add/drop period, student

registration will become official. Any changes to enrollment after this date are subject to the Tuition Refund Policy and the Return to Title IV (R2T4) and Withdrawal Policy as stated in the College Catalog.

Withdrawal Procedures

Official Notification

Official notification of a student's intent to withdraw, either from an individual course or completely from the college, including dismissal, has been provided when the student or faculty has provided written notification on the designated form (Formal Withdrawal Form) to the Registrar's Office and followed all established procedures. An email or verbal communication from either the student or faculty member will also be considered as a form of official notification to withdraw from a course or the college.

Official Withdrawal from a Course or Courses

An official withdrawal from a course occurs when a student withdraws from one or more, but not all, of his or her courses and follows official withdrawal procedures, or via an administrative withdrawal (dismissal) initiated by the College. The timing of an official withdrawal from a course may affect how academic progress is determined for the student, affecting the student's pace for SAP purposes. The student's enrollment status and aid eligibility for Title IV aid purposes may also be affected if the student does not remain enrolled in the minimum number of eligible courses attributable to his/her enrolled program of study. When a course withdrawal affects the amount of aid for which the student is/was eligible, the aid is adjusted based on the revised enrollment status (i.e., $\frac{3}{4}$ time). However, this required adjustment is not considered a Return to Title IV calculation.

Official Withdrawal from the College

An official withdrawal from the College occurs when a student withdraws from all courses by following the Official Notification procedures above, or when a student has been dismissed (administratively withdrawn) by the College. A Return to Title IV calculation is required for Title IV aid (federal financial aid) recipients to determine the amount of aid earned by the student for his/her attendance under these circumstances.

Medical Withdrawal

Medical withdrawal requests are reserved for students who are unable to complete the quarter due to a medical situation. A student can withdraw from their classes and may ask for a 100% refund if they are medically unable to complete the semester.

Documentation must be from a licensed medical professional, and it must be specific to the semester in which the student is requesting the withdrawal.

Administrative Withdrawal

A student who violates any college code of conduct as outlined in the Student Handbook may result in the student being administratively withdrawn from the college.

- When the college dismisses a student for academic misconduct, the student is considered administratively withdrawn and is not required to complete a formal withdrawal form.
- An administrative withdrawal may be warranted in the event a student experiences extenuating circumstances beyond their control that prevent them from completing the official withdrawal process or notifying the college prior to the end of a semester.

Unofficial Withdrawal

A student who does not notify the Registrar of his/her intent to withdraw, or, who stops attending all their courses registered for the current term, will be considered an unofficial withdrawal. The last date of attendance, or last date of an “academic related activity” (see definition of terms at the end of this policy) will be used to determine the student’s date of withdrawal.

A student should be aware of the distinction between withdrawal from a course (“dropping” a class) and complete withdrawal from the college (no longer enrolled at all during that semester). The rules for this R2T4 policy apply only when a student withdraws from the institution (is no longer enrolled at all during that semester); they do not apply when a student drops a course.

Per Federal Regulations, effective July 1, 2021, a student may provide written confirmation that he/she will attend a later module/term in the same payment period or period of enrollment, if that module/term begins no later than 45 days after the end of the module/term the student ceased attending. For this purpose, the student will not be considered withdrawn, if the college obtains written confirmation from the student at the time of withdrawal that he/she will attend a later module/term in the same payment period or period of enrollment.

Students who withdraw officially or unofficially are subject to the tuition refund policy when students withdraw within the time specified and a refund of tuition and other refundable charges will be made according to the refund policy.

Students who are Title IV recipients and officially or unofficially withdraw from all their courses after the tuition refund period but before completing at least 60% of the semester, are subject to the Return to Title IV (R2T4) policy and calculation.

Tuition Refund Policy

Please note the tuition refund policy as outlined in the chart below. Any student who registers for classes, and later drops a course(s), withdraws from a course(s), or never begins attendance will be entitled to a refund for any payment made toward those charges.

During the first week of classes, a student who drops a class or all classes will be entitled to 100% refund. (Please note that the first week of class is also the last week to add/drop classes for the current semester.) Changes to enrollment after this week are subject to this Refund Policy and Return to Title IV and Withdrawal Policy as applicable.

Tuition Refund Policy

First week of class	100% Refund
Second week of class	75% Refund
Third week of class	25% Refund

Grade Change Policy

Student Grade Changes

A student contesting a grade has until the beginning of the academic term following the term the contested grade was received and must not exceed a 30-day period after the end of the term. This request to contest a grade must be made in writing to the professor or instructor of the course. If the change of grade request is not resolved with the professor, the student has 48 hours to report the academic grievance to the VP of Academic Affairs.

The VP of Academic Affairs has 10 business days to decide or appoint a designee to respond to the grade change request and grievance. In the event a designee is selected, the designee has 10 business days to decide and respond to the student grade change request.

Appeals of the Vice-President of Academic Affairs and or designee must be made in writing and directed to the Vice-President of Academic Affairs within 48 hours of receipt of the decision. The Vice-President will review the appeal and will submit the case to the Academic Affairs Review Committee. The Academic Affairs Review Committee will meet within 10 business days of the appeal request. The decision of the Academic Affairs Review Committee will be final and binding.

Faculty Grade Changes

Incomplete grades and letter grade changes should be authorized rarely and only because of extenuating circumstances. Students must complete the missing work within the time specified by the instructor but no later than 30 days after the beginning of the next term. Students are responsible for coordinating with the instructor to make up the incomplete work.

Any changes to letter grades must be fully substantiated. Instructors are responsible for initiating the grade change process. All grade changes must be submitted on the official College Grade Change Form, must include the reason for the change, and must be signed by the instructor, and approved by the Chief Academic Officer or Dean and the College Registrar. Letter grades are considered final grades. The completion of required coursework is a purely academic function and, as such, the coordination for make-up tests, submission of late written requirements, etc., must be between students and instructors.

Administrative staff is available for any assistance or information needed; however, the staff must not be used as a primary liaison between the instructor and the student when coordinating make-up work. Incomplete work that is not made up within 30 days after the start of the following term will automatically be assigned a grade of "F." Under special, extenuating circumstances, an extension may be granted by the VP of Academic Affairs, if requested by the instructor, not the student.

Instructors are responsible for providing students with all academic work that must be considered to remove the "I" or change the grade, as well as the time authorized by the instructor to submit all outstanding requirements. Only the Instructor of record may change an "I" or final grade and initiate the grade change process. All students are expected to take tests on the test dates as listed in the class syllabus. All make-up exams are the responsibility of the instructor. Only under unusual circumstances would a student be permitted to take a make-up examination later. Under no circumstances should a student be allowed to take an examination without a qualified monitor in attendance.

All grade changes on the transcript of record or to class rosters after grades have been verified will be made in the registrar's office. To initiate a change of grade, the Change of Grade form must be filled out completely and signed by the supervising instructor, professor, and the registrar.

Reporting and Changing of Grades

Following each term or semester of instruction, all faculty members report grades, including “incompletes”, directly onto electronic rosters which are accessed by a secured PIN number, or the grades are entered from an official paper copy of a class roster by a Registrar. Paper copies are signed by the appropriate faculty member and maintained in the registrar’s office.

Once a set of grades has been keyed into the computer system, there is a two-day period within which faculty members may review their submitted grades. All electronic submissions are accessed by PIN number, while changes to paper rosters require initialing by the faculty member making the changes.

Following final verification by the registrar’s office, any change of grade must be submitted through the Faculty Portal in CAMS or by completing a Change of Grade Form obtained only through that office.

Change of Grades must be approved by Academic VP, after which the form with all signatures is forwarded to the Registrar’s Office where it is signed by the registrar and entered the College computer system by the registrar. Change of grade forms provide an audit trail and become a permanent part of a student’s academic file.

Incompletes

The grade “I” may be assigned if the student’s work in a course has been of passing quality but is incomplete for reasons beyond their control. Prior arrangements must be made with the instructor because in assigning the “I” grade the instructor is required to specify the reasons to the Dean.

Although “I” grades are not counted in computing the GPA, it is important to remove them quickly. A student has one month after the completion of a semester to submit any outstanding assignments, to resolve letter grade “I”. Any “I” grade which has not been resolved within the above deadlines will, at the end of that time, be converted to grade “F.”. After that time, but not retroactively, the grade is counted in computing your GPA.

Exceptions: Within the above deadlines for completing an “I” grade, students may notify the dean that they have not attempted completion and will not complete the work required for removal of the “I” grade, and may request that the grade not be replaced by an F. This procedure is limited to

a maximum of two courses. Once the decision has been made, it is irrevocable; the course cannot afterward be completed by any means, including repetition of that course or any equivalent course.

Repeating Courses Policy

The College academic computer, CAMS, automatically checks and “flags” repeat courses. The last attempt of a course is the course and grade used to compute a student’s grade point average.

The student may repeat any course previously taken at ABC if the student wishes to improve the grade received. The student will not be allowed to repeat the course more than once with the exception of an “F” grade which may be repeated an unlimited number of times. The last grade earned will be posted to the transcript as the officially recognized grade for the course unless it is lower than the first grade. It is the student’s responsibility to notify the Registrar when a course has been repeated in order to have the quality point adjusted. The original grade will remain on the transcript but will not be figured into the cumulative grade average. A repeat course will be designated on the transcript by the Letter “R.” All “repeat” courses, except for grades of “F,” must be taken at ABC.

**When a student has an acceptable reason for failing to complete a course in time to have the grade properly recorded, the instructor will mark the record “I.” Completion of the work should be as soon as possible after the emergency that made the delay necessary, but no later than the end of January (next semester or summer term. An “I” that is not removed by the deadline becomes an “F” whether the student remains in school or not. This does not apply to students who are called into military service.

The notation “W” means that the student withdrew from the course within the appropriate time allowed for withdrawal. “UW” means the student stopped coming to class or neglected to complete the withdrawal procedure. Withdrawal forms may be obtained from the Registrar’s Office and permission to withdraw from the Academic Vice President. Failure to obtain this permission results in an “F” for the course. No student will be permitted to withdraw in the last 30 days of the semester that ends with the final exam. Students who withdraw during this period will receive a grade of “F” unless the withdrawal is for extenuating circumstances. In the event of a health matter a physician’s signature is required. “NC” is only offered to students who are auditing courses.

Appeals and Complaints

At American Baptist College the Director of Student Success Services handles matters of student complaints and academic failure. The Director of Student Success works in tandem with the Registrar to maintain academic records and interpret applicable policies. In this vein the Director of Student Success Services interprets and applies the academic policies of the College. The

Director of Student Success schedules and oversees student academic appeals and complaints and is responsible for communicating with the students the decisions of that committee. Students can appeal the decision of the Academic Appeals Committee to the Office of the Academic VP in writing within 48 hours of receiving notification of the committee decision. The decision of the Academic VP is final.

ACADEMIC STANDING

The minimum grade point average required by the College for awarding the baccalaureate or associate degree is 2.00 for all credit work taken by the student as part of an approved program of study. Any enrolled student who meets the minimum academic requirements is in good academic standing at the College.

Retention Procedure

To aid the academic progress, the retention, and the degree progression of American Baptist College students, there are three academic progress check-ins each semester at the 5th, 9th, and 13th weeks. Faculty will be asked to provide to the academic dean the list of students who are performing poorly in the following areas: class attendance, course assignments, and class participation.

- At the 5th week check-in, students will be sent an academic notification listing the academic defaults as well as an encouragement to meet with their professor(s) and/or Student Success to determine a course of action for improving academic performance.
- At the 9th week check-in, students will receive a 2nd notification listing the academic defaults and an encouragement to meet with their academic advisor and/or Student Success to determine a course of action for improving academic performance.
- At the 13th week check-in, if student performance has not improved and failure is imminent, the student will receive a 3rd notification detailing the impact of course failure on degree progression and financial aid.

Academic Probation Policy (Academic Appeal Policy)

The student who fails to meet the standards listed below in any term will receive an academic plan to guide academic improvement.

- Must achieve a term GPA of 1.80 for 0-29 attempted hours.
- Must achieve a term GPA of 2.0 for 30+ attempted hours.
- Must earn a term total of 67% of all attempted hours each semester.
- Meet the academic standards required for graduation within a time frame not to exceed 150% of the time normally expected to complete a degree or certificate program. Please refer to the chart below for time limitations given for each degree type.

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 G.P.A. for that term faces suspension. The suspension may be appealed one time only. If successfully appealed, the student will be on probation for an additional semester and will 1) be evaluated by the Student Success director, will 2) successfully participate in a not for credit tutorial under the auspices of the Student Success Office, and 3) will not be allowed to take more than 6 credit hours during that probationary period. The students' progress will be evaluated after the period of probation (one semester) and will be allowed to resume a full load of 12 or more credit hours the following semester if the student earns a GPA of 2.0 or higher that semester. **Students failing to meet these standards may not enroll in a subsequent semester, excluding summer sessions.**

Suspended students are eligible for reinstatement for the semester in which they plan to return to the College provided that falls within one 12-month period.

ACADEMIC DISHONESTY

American Baptist College acknowledges the need to preserve an orderly process regarding 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. Academic dishonesty includes the following examples, as well as similar conduct aimed at making false representation with respect to academic performance:

1. Cheating on an examination.
2. Collaborating with others in work to be presented, contrary to the stated rules of the course.
3. Plagiarizing, including the submission of ideas, papers or information from the internet, (whether purchased, borrowed, or otherwise obtained) as one's own. When direct quotations are used in themes, essays, term papers, tests, book reviews, and other similar work, they must be indicated; and when the ideas of another are incorporated in any paper, they must be acknowledged, according to a style of documentation appropriate to the discipline.
4. Stealing examination(s) or course materials(s).
5. Falsifying records, laboratory results, or other data.
6. Submitting work previously presented in another course.
7. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students accused of academic dishonesty may appeal through the Student Academic Dishonesty Procedures in effect at American Baptist College.

Academic Dishonesty Procedures (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.

- I. The hearing must occur within ten working days of the Vice President of Academic Affairs receiving the accusation.
- II. The professor or instructor charging the student and the student charged must be present at the hearing.
- III. If the student charged with violation refuses or fails to appear before the council, the accused will be tried in absentia.
- IV. Both the student charged and the person bringing the charges will be dismissed while the council deliberates in private.
- V. The council will decide guilt and disciplinary action.
- VI. 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.
- VII. 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.
- VIII. Hearings are closed to the public and the proceedings held in confidence.
- IX. 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.
- X. If these procedures are not followed the student may ask for the charges to be dropped.
- XI. 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.
- XII. The Vice President of Academic Affairs will then review the case and will decide which will be final and binding.

GRADUATION

Specific graduation requirements for each program of study are described under “Programs of Study.” Each student should be familiar with and assume personal responsibility for meeting requirements for graduation from the program in which he or she is enrolled.

Honors and Awards

Honors will be awarded for academic excellence as indicated by overall cumulative grade point average as indicated below:

To be eligible for honors, a degree student must have been in residence at the College at least two years. This requirement does not apply to Bachelor of Theology students.

3.25 - 3.49 Cum Laude

3.50 - 3.74 Magna Cum Laude

3.75 - 4.00 Summa Cum Laude

Theta Alpha Epsilon Society

This society was organized on the American Baptist College campus in 1958 for the purpose of encouraging high standards of scholarship within the student body. Membership in the Society is open to any student who is enrolled at the College in his or her sixth consecutive semester with a scholastic average of 3.25 or above and with no grade below “C.” The student must be of sound character and one who has shown noteworthy initiative in leadership and service.

Delta Epsilon Chi

American Baptist College participates in Delta Epsilon Chi, the honor society of the Association for Biblical Higher Education. The name Delta Epsilon Chi means “Approved in Christ” and is taken from the first Greek letter in each word of the phrase found in Romans 16: 10. There are two classes of membership--scholastic and honorary. Qualifications for scholastic membership are a scholastic average of not less than 3.3, Christian character, and leadership ability. Not more than 7 percent of the graduating class for any one year may be nominated. Alumni may be nominated for honorary membership in Delta Epsilon Chi. Qualifications include having manifested outstanding intellectual achievement, approved Christian character, and evident leadership ability in some area of Christian work. The alumni so nominated must have graduated for at least ten years, and the number so nominated cannot exceed those nominated for scholastic membership.

OTHER ACADEMIC INFORMATION

Examinations

Examinations are given in most classes at the midpoint and end of the semester.

Late or Make-up Exams

The student who has missed taking his or her exam at the scheduled time must understand that there is a difference between a valid excuse for not taking an exam and one that is not valid. Sickness, death, or emergencies constitute a valid excuse. Students must talk with their instructors. Offering a make-up or late exam is at the discretion of the instructor.

Time Frame

Full time students will be allowed six (6) years to complete their program of study. Students who are considered 3/4-time students will be given eight (8) years to complete their program of study. Students who are considered ½ time students will be given twelve (12) years to complete their program of study.

Credit Hour Limit

“Credit hour limit” refers to the number of semester hours carried by a student during one semester. The minimum full-time load for a semester is 12 credit hours. The maximum number of credit hours a student can take is 18 credit hours per semester. A student must have a GPA of 3.0 or better to take more than 12 credit hours in a semester. A student must have a GPA of 3.4 or better to take 18 credit hours in a semester. First semester freshmen are limited to 12 semester hours.

Students must have permission from the Academic VP to take more than 18 credit hours. Based on the premise that a well-balanced relation between the student’s intellectual ability, his or her academic load, and his or her occupational workload results in the student’s academic progress, the following limitations are placed on student course loads:

Residence Requirements

We do not offer online degrees currently. All degree programs include a rich mixture of in-person, online, and hybrid classes with an emphasis on face-to-face learning.

Class Attendance

Regular attendance at all classes is expected. Each instructor is required to keep an accurate record of class attendance, including late arrivals. The class attendance policy is as follows:

Unexcused absences may not exceed ten percent of synchronous instruction time scheduled for a course. Absences exceeding this threshold may result in progressively lower course grades, up to and including failure of a course.

Tardiness

Any student arriving up to (15) minutes late will be marked tardy. Three tardies may equal an absence from the class for attendance purposes.

Although we understand that emergencies occur that may cause a student to come to class late or have to leave early, students are still expected to attend class regularly.

Excused Absences

Students may receive an excused absence due to participating in programs, activities, or events that are sponsored by the College, or when students are confronted with an extenuating circumstance (e.g., death or illness in immediate family, judicial case, or electronic connectivity issues). Official documentation of the situation must be submitted for absences to be excused. All documentations must be submitted to the Registrar's Office in a timely manner.

Instructors shall set forth in writing at the beginning of the semester their expectations regarding make-up policy, class participation, tardiness, absences, and other factors that may influence grades.

Class Cancellation

If within one week of the registration date for the semester fewer than eight students have registered for a course being offered, the Registrar reserves the right to withdraw the course and arrange for the registered students to meet any requirements attached thereto in some other way. In such cases, the Academic Vice President makes the final decision.

Approval of Summer Study

A student who desires to study at an accredited institution during the summer, may upon advance approval from the Academic Vice President transfer those credits to his/her record here. In every case where a transfer of credits from study elsewhere is anticipated, the Academic Vice President should be consulted prior to the study so that specific courses might be approved as eligible for transfer.

Independent Studies

An independent study course consists of a course involving independent research conducted by a student and supervised by a professor or the independent study on a specific topic not readily available through conventional course offerings.

Students must have a minimum cumulative GPA of 2.85 to engage in independent study work and must have at least a letter grade of “B” in the core course of that particular field of study.

Before taking an independent study, a student must have completed 30 credit hours if enrolled in the A.A. degree program or 60 credit hours if enrolled in the B.A. degree program. Students may only engage in one reading course per faculty during course of study while faculty may supervise no more than 2 reading courses per semester. Students in the A.A. degree program can take no more than two independent study courses (equivalent to not more than 6 credit hours) and students in the B.A. degree program can take no more than three independent study courses (Equivalent to not more than 9 credit hours) during their degree program.

Programs of Study

American Baptist College offers five undergraduate degree programs:

The Associate of Arts (A.A.) degree is a sixty-hour (60) program designed to give students the opportunity to explore a variety of fields, including psychology, history, literature, social science, human services, math, and computers. Students are required to take a variety of courses to become better prepared to enroll in a bachelor's degree program. This 2-year degree program is designed for students who have not decided on a particular field of study or career path yet. The Associate of Arts in General Studies also prepares graduates to enter the workforce through the acquisition of writing and interpersonal skills, use of online technology, a grasp of general concepts for critical thinking and problem solving; all of which can prepare them for careers in fields as diverse as customer service, office management, teaching assistants, community workers, and sales.

The Associate of Arts (A.A.) degree in Music and Arts is a sixty-hour (60) program designed to give students the opportunity to explore a variety of options related to the field of music. Educate students of the anatomy of the voice and build the students up to a performance level where they can perform a small recital at the end of the school year. Students will learn the fundamentals of Music Theory, how to hear major and minor key/modes, scale degrees in addition to basic piano training.

The Bachelor of Arts Bible and Theology (B.A.) degree is a 120-hour program designed for students who desire to build a solid biblical and theological framework through in-depth study,

analysis, and practical experiences to allow preparation for vocational or academic opportunities within or outside of the church.

The Bachelor of Arts Behavioral Studies (B.A.) degree is a 126-hour program that prepares students for a wide variety of careers in clinical, social, educational, industrial and law enforcement environments. Graduates of the program become eligible for careers as addiction counselors, caseworkers, police officers, customer relations specialists, community activists and human resources personnel. Similarly, graduates are prepared for advanced training in the fields of psychology, counseling, social work, sociology, criminal justice, and law.

The Bachelor of Arts in Entrepreneurial Leadership Studies (B.A.) is a 120-hour interdisciplinary program based on areas of organizational and international leadership development designed within a Christian ministry framework. Through its integrative program style, the leadership program will combine courses from Business, Bible and Theology, and Behavioral Studies students will learn how skills learned in each area, combined with Christian ethical principles can transform their work into commercial and social ventures.

The Academic Teaching Philosophy of American Baptist College

The teaching philosophy at American Baptist College will help students develop a rigorous spirit of curiosity that connects theory to praxis, promotes community and inclusion as well as cultivates habits of life-long learning through continuous self-reflection and self-evaluation. To accomplish these aims we will teach our students to grow ethically and spiritually by expanding their vision to include the principles of social justice, equity, advocacy, and leadership in order to build their analytical and interpretative skills in both faith communities and the broader society.

General Studies Program Mission Statement

The mission of the General Studies Program at American Baptist College is to help students develop the moral, intellectual curiosity, abilities, and knowledge required for lifelong learning. The College will accomplish this aim through a curriculum and matriculation program that builds character development, ethical reasoning, and social justice leadership among students.

General Studies Program Design

The Associate of Arts (A.A.) degree is a sixty-hour program designed to give students the opportunity to explore a variety of fields, including psychology, history, literature, social science, human services, math and computers. Students are required to take a variety of courses in order to become better prepared to enroll in a bachelor's degree program. This 2-year degree program is designed for students who have not decided on a particular field of study or career path yet. The Associate of Arts in General Studies also prepares graduates to enter the workforce, through the acquisition of writing and interpersonal skills, use of online technology, a grasp of general concepts for critical thinking and problem solving; all of which can prepare

them for careers in fields as diverse as customer service, office management, teaching assistants, community workers, and sales.

Transfer Credit Procedure

ABC accepts transfer credit from institutions accredited by an agency approved by the United States Department of Education. Credits from other institutions are subject to the College's Transfer Credit Procedure. Transfer decisions are applied consistently. Decisions are not made solely on the source of accreditation of a sending program or institution.

If ABC offers an equivalent course to one taken at another institution, the transfer credit may be substituted for the ABC course requirement. Lower division transfer credits will not satisfy upper division course requirements. Students may be required to submit documentation as to course content and duration of course prior to transfer credit being approved.

Undergraduate Students

- American Baptist College requires undergraduate students to complete all courses required by their selected program. ABC may allow for substitution up to 9 credit hours in the major at the time of admission. Any student receiving a bachelor's degree from American Baptist College must earn a minimum of 30 semester credit hours at this institution.
- Transfer credit is only granted for courses in which a grade of "C" or better was earned. Courses not repeated at the same institution will be calculated in the overall GPA for admission. Transfer credit is not granted for developmental courses or for continuing education units.
- International transcripts must be in English or be accompanied by an acceptable English translation. If you need translation services, contact World Education Services (WES) at <http://www.wes.org>.

Transfer Credit Escrow Procedure

Credits earned from unaccredited colleges, universities, and institutions are conditionally accepted. Students are required to maintain a minimum GPA of 3.0 during the first 12 Transfer Credit Procedure Page 2 of 2 credit hours taken at American Baptist College. These conditional credits are then formally accepted by the College Registrar. Formal acceptance under the escrow policy is not guaranteed but is determined by an institutional review of the transcript/grade

reports and institutional materials such as academic catalogs, syllabi, and other pertinent materials that document the course content and duration.

Transferability of American Baptist College Credits

The acceptance of courses taken at American Baptist College is subject to the discretion of the receiving institution. It is the sole responsibility of the applicant to ensure transferability of ABC credits to other institutions.

TUITION COST PER CREDIT HOUR 2021-2022

Credit hour up to and including 11 credit hours in each semester	\$500
Credit hour for 12 or more credit hours in each semester	\$465

Fees 2021-2022

Late Registration Fee	\$100
Application Fee	\$30
Application Fee (International)	\$40
Re--Admission Fee	\$20
Campus Fee	\$657
Technology Fee-Dorm/Apt	\$80
Drop/Add Fee	\$40
Lost Student ID Card	\$25 (each add'l lost ID \$50)

Graduation Fees:

Associate Degree	\$200
Bachelor's Degree	\$200
Th.B. (Bachelor of Theology)	\$225
Duplicate Diploma	\$50
Return Check Fee	\$35
Transcript Fee	\$10

Housing Fees 2022-2023

Housing Application Fee	\$150
Dormitories (per semester)	
Griggs Hall Fee (DBL/SNL)	\$2120/\$3168
Lafayette & Turner	N/A
Housing Units	\$3,392 No meal plan required
Efficiencies (per semester)	\$3,450 No meal plan required
1 Bedroom (per semester)	\$3,264 No meal plan required
2 Bedroom (per person)	
Mailbox (per semester)	\$31
Replacement Key	\$100
Meal Plan (On-Campus)	\$2200
Meal Plan (Off-Campus/Commuter)	\$300

FINANCIAL AID INFORMATION

American Baptist College maintains an Office of Financial Aid to work with students who require financial assistance 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.

Any student who plans to enroll at American Baptist College is strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) as early as October 1 every year, at www.studentaid.gov. This application is used to determine a student's eligibility for financial aid in the form of grants, loans, and work-study from federal, state, institutional and some private institutions. Unless otherwise noted, the FAFSA is the primary application used at ABC to determine a student's eligibility for aid. The following types of financial aid are available at ABC for students who qualify and meet other eligibility criteria.

Federal Pell Grant (PELL)

The **Pell Grant** is awarded to undergraduates based on financial need and the number of hours enrolled each semester. Regulations and provisions of the Pell Grant Program are subject to change by federal legislative action. Students have limited Pell Grant eligibility based on the total number of years received, not to exceed 600% or six years. For the 2022-2023 year, the

maximum award is \$6,895, with an Expected Family Contribution (EFC) range between 0-6206. The EFC is calculated from your FAFSA information.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant program is awarded on a limited basis to undergraduate students with exceptional financial need until funds have been exhausted. Additionally, this grant may be reduced if students are awarded additional scholarships after initial packaging of financial aid awards.

Award: based on funding availability

Federal Work-Study (FWS)

The Federal Work-Study program is a work program through which students earn money to help pay for school. Funds are awarded on a limited basis to undergraduate students and graduate students based on financial need. Please contact the Financial Aid Office for more information.

Award: based on funding availability

Undergraduate Federal Direct Loans

Subsidized Loans are available to students that demonstrate need. The federal government pays the interest on the loan while the student is enrolled at least half-time in an eligible degree program. Repayment begins six months after you cease to be enrolled at least half time. **This is a loan and must be repaid. See chart below for amounts.**

Unsubsidized Loans accrue interest while you are in school. Your loan awards may differ from the estimated amount on your Award Letter, so please familiarize yourself with your CAMS Student Portal Web account for the latest updates. Your grade level, prior loans and other resources may impact your actual eligibility. You must repay all loans after you withdraw, graduate, or fail to enroll at least half-time (6 credit hours). **This is a loan and must be repaid. See chart below for amounts.**

Federal Direct PLUS Loans are unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS, loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Parents and graduate/professional students must apply separately for this loan. Loan amount varies and cannot exceed the cost of attendance (COA).

ANNUAL FEDERAL STUDENT LOAN LIMITS

(As set by the Federal Government)

COLLEGE GRADE LEVEL	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and Dependent undergraduate students whose parents are unable to obtain PLUS loans)
FRESHMAN (0-29 credits)	\$5,500- No more than \$3500 of this amount may be in Subsidized loans. (\$2,750 per sem.)	\$9,500-No more than \$3500 of this amount may be in Subsidized loans. (\$4,750 per sem.)
SOPHOMORE (30-59 credits)	\$6,500- No more than \$4500 of this amount may be in Subsidized loans. (\$3,250 per sem.)	\$10,500-No more than \$4500 of this amount may be in Subsidized loans. (\$5,250 per sem.)
JUNIOR/SENIOR (60+ credits)	\$7,500- No more than \$5500 of this amount may be in Subsidized loans. (\$3,750 per sem.)	\$12,500-No more than \$5500 of this amount may be in Subsidized loans. (\$6,250 per sem.)
Graduate/Professional (Master's and beyond)	-----	\$20,500 Unsubsidized Loans Only

***Lifetime (Aggregate) Loan Limits for Undergraduate Dependent and Independent Students**

§ Lifetime Federal Direct Loan limit for a Dependent undergrad is \$31,000 (no more than \$23,000 of which can be Subsidized),

§ Lifetime Federal Direct Loan limits for Independent or Dependent with PLUS denial is up to \$57,500 (no more than \$23,000 of which can be Subsidized).

For loan interest rates and origination fees, please refer to the ABC Financial Aid Handbook located <https://abcnash.edu/admissions/financial-aid/>

TYPES OF STATE SCHOLARSHIPS AND GRANTS

Tennessee Student Assistance Award (TSAA) Grant [for TN RESIDENTS ONLY]

Tennessee's State grant program is awarded to eligible Tennessee residents whose Expected Family Contribution (EFC) is 5846 or less. Funds are limited and awarded on a first come first served basis by completing the Free Application for Federal Student Aid (FAFSA). You will receive an award notification directly from the Tennessee Student Assistance Corporation if you qualify. For more information, please visit www.collegepaystn.com

Application: FAFSA and State Aid Residency Verification Form-contact Office of Financial Aid for more information

Award: up to \$2,000 per year

TYPES OF INSTITUTIONAL SCHOLARSHIPS

American Baptist College is pleased to offer scholarship funds provided by generous donors and various scholarship fundraising events to assist eligible students with funding their educational goals. These funds vary in amount and are awarded based on merit, financial need and the availability of funding. Scholarship criteria and consideration is determined by the American Baptist College Scholarship Committee. For more information, please email the Office of Financial Aid at finaid@abcnash.edu

Class Attendance

Students receiving Federal Title IV Financial Aid must attend class on a regular basis. If students cease to attend class, they should officially withdraw from the College. If students fail to begin attendance in their courses and/or unofficially withdraw from the College, a determination must be made regarding possible repayment of funds received. Total withdrawals from the College prior to the 60% point of the semester will affect your award for that term and could result in a balance due to the College. Please contact Financial Aid for more information.

Return to Title IV

If a student receives Federal Financial Aid assistance and withdraws, the college, student or both will be required to return any unearned funds to the appropriate Student Financial Aid Program. The institution calculates the amount of funds that were unearned, up through the 60% point in each payment period or period of enrollment. A prorated schedule will be used to determine how much Student Financial Aid Program funds a student has earned at the time of his or her withdrawal. For more information, please refer to the Financial Aid Return to Title IV and Withdrawal policy.

NOTE: The amount of refundable institutional charges (or balance outstanding) will be set by the college policy. If there is an owed balance from these adjustments, the student is responsible for payment.

Satisfactory Academic Progress Policy (SAP)

Federal regulations require that all student financial aid recipients make satisfactory academic progress in their program of study. The review of satisfactory academic progress must include both quantitative and qualitative components. This is measured by the student's cumulative grade point average and pace of credits earned in relation to those attempted and the length of the academic program.

This policy shall apply to the Federal Pell Grant Program, Federal Direct Loan Program, Federal Supplemental Educational Opportunity Grant Program, (SEOG), Federal Work Study, State of Tennessee or TSAC Awards, and any other Title IV or Higher Education Act (HEA) approved programs. Please note this policy is taken into consideration for American Baptist College Institutional scholarships. For more information, please refer to our ABC SAP Policy located in the College Catalog or online at [Financial Aid - American Baptist College \(abcnash.edu\)](http://abcnash.edu) Federal and state regulations require that students meet certain academic standards to be eligible for financial aid. The basic standards are:

- Students are expected to maintain a satisfactory grade point average.
- Students are expected to successfully complete at least 67% of the classes they attempt;
and
- Students are expected to complete their program in a timely manner.

All coursework is evaluated for financial aid purposes whether financial aid was received for that work. These standards will be evaluated at the end of each academic year. Students attending summer semester will be evaluated at the end of term.

Following is more information on each of the standards listed above.

PROCEDURES FOR MEASURING SAP

Qualitative: Cumulative Grade Point Average Requirement

Students are expected to achieve the minimum CUMULATIVE GPA as mentioned below based on earned hours and grade level to meet SAP requirements.

Undergraduate/Freshman students who have attempted 0-29 credit hours must maintain at least a minimum cumulative grade point average of 1.8 for each term. All other undergraduate students are required to maintain a minimum cumulative grade point average of 2.0 or better.

Quantitative: Pace

This component is a measure of the extent to which a student is successfully completing his/her coursework and is calculated by dividing the cumulative earned credit hours by the cumulative attempted credit hours. For example, a student who enrolled in eight 3-credit hour courses (24 credits), successfully completes six of the courses (18 credits) due to withdrawing or failing the other two courses, would have earned 18 out of 24 credits for the year, or, 75%. Students are expected to successfully complete at least 67% of all attempted credit hours enrolled for each academic year at American Baptist College. Failed courses (F), Incompletes (I), withdrawals (W), repeated courses (R), Unofficial Withdrawal (UW), are included in this assessment.

Maximum Time-frame Limit: Reasonable Length of Time Requirement

A reasonable length of time for completion of an educational program is defined as no longer than 150% of the length of the program. For example, a student enrolled in a degree program that requires 60 credit hours must complete all requirements by the time they have attempted 90 hours (60 hours x 150% = 90 hours). It is important to note that transfer credit hours accepted by the college count toward the attempted hours.

Repeated Courses

A repeated course along with the original attempt must be counted as attempted credits. Repeated coursework is counted as attempted with each occurrence but earned only for passing grades. Students can only repeat completed courses one time and still have the course covered by Title IV funding. If a student retakes a course in which they received a passing grade the first time, and then fails the repeated course the second time, he/she will not be eligible for Title IV funds for retaking the course a third time. Students who retake a course in which he/she initially failed (received a grade of F) can receive Title IV funds to pay for repeating the course. If the student withdraws from the repeated course, then this will not count as their allowed one-time retake for that course. Students wanting to improve grade point averages, or obtain a better grade for transferability, may be required to pay for those courses out of pocket. All repeated courses do affect financial aid satisfactory academic progress calculations.

Transfer Students

All academic transcripts must be received and evaluated by the institution prior to determining Satisfactory Academic Progress Standards for financial aid. Only transfer credits officially accepted by American Baptist College will be counted in determining Satisfactory Academic Standards.

GENERAL ABC SAP REQUIREMENTS

- Must achieve a cumulative GPA of 1.80 for 0-29 attempted hours.
- Must achieve a cumulative GPA of 2.0 for 30+ attempted hours.

- Must earn a cumulative total of 67% of all attempted hours each semester.
- Meet the academic standards required for graduation within a time frame not to exceed 150% of the time normally expected to complete a degree or certificate program. Please see below for time limitations given for each degree type.

Associate degree	2 years or 60 credit hours	60*150%=90 max attempted credit hours
Bachelor's Degree Bible and Theology Entrepreneurial Leadership	4 years or 120 credit hours	120*150%=180 max attempted credit hours
Bachelor's Degree Behavioral Studies	4 years or 126 credit hours	126*150%=189 max attempted credit hours

EVALUATION PERIOD

SAP is measured at the end of each *academic year (spring)* using the quantitative and qualitative methods to ensure completion within the 150% timeframe. Students attending summer semester will be evaluated at the end of term.

Notification

Based on the student's transcript and information received from the Registrar's Office, the OFA will notify Title IV student recipients via email and regular mail, if email is invalid or not applicable, of the effect of the SAP evaluation on eligibility for financial aid. This notification can be in person but will also be followed up in writing to the student.

SAP STATUS CHART

SAP STATUSES	DEFINITION	ELIGIBLE FOR AID (This includes federal, state, and institutional)	APPEAL NEEDED
SUSPENSION	<i>Assigned to a student who was on Warning and failed to meet SAP a 2nd consecutive semester</i>	NO	YES
PROBATION	<i>Assigned to a student for one payment period who failed to meet SAP but granted an approved appeal; for students with an Academic Plan that allows time beyond one-payment period will be evaluated for progress and continued under this status based on plan.</i>	YES	ALREADY APPROVED

Unsatisfactory Academic Progress

Failure to meet these standards results in the loss of eligibility of financial aid, including, but not limited to, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, Parent Loan for Undergraduate Students (PLUS), Federal Work Study, Tennessee Student Assistance Award (TSAA) and institutional aid. Once a student becomes ineligible for financial aid due to Unsatisfactory Academic Progress, they are not eligible to receive these funds until the standards have once again been met or an eligible appeal has been approved. Students must attend classes and pay for these classes from their own resources until the guidelines have been re-established.

Loss of Eligibility

If a student loses financial aid eligibility and does not appeal or if the appeal is denied, he/she will not receive financial aid until eligibility is reestablished at their own expense. Suspension of your financial aid does not mean that you may not enroll at American Baptist College as a paying student if you meet the academic requirements for enrollment as described in the College catalog. Once requirements have been met, the student must contact the Office of Financial Aid and ask for a reinstatement of student aid eligibility consideration. At that time, the student's academic records will be assessed to determine if aid can be reinstated.

SAP Suspension

All students are required to meet at least the minimum cumulative GPA and at least the minimum percentage of cumulative hours successfully earned to demonstrate Satisfactory Academic Progress for federal financial aid. A review will be made at the end of each academic year to determine if the student meets the criteria. Failure to meet the cumulative GPA and the cumulative pace/hours earned will result in the student being in a financial aid category of Suspension, meaning they are ineligible to receive federal financial aid. They will be notified of this status in writing.

A student's financial aid eligibility will be suspended if any of the following occurs:

- The student failed to meet either or both the qualitative and quantitative standards at the time of the annual SAP review; AND/OR
- The student has attempted 150% of the required credits for graduation, or,
- It becomes mathematically impossible for the student to meet SAP requirements (e.g., the student has successfully completed 100 of the 120 credits needed for graduation but has

attempted a total of 165 credits. The student cannot earn 20 additional credits because only 15 more credits can be attempted before reaching the aggregate maximum credits attempted allowed).

A student in Suspension status must submit their appeal to the Office of Financial Aid, if they wish to have their financial aid eligibility restored. If there is no approved appeal, the student in this status is ineligible for federal, state, or institutional aid.

Financial Aid Appeal Process

Students who wish to appeal, must submit a completed Financial Aid Satisfactory Academic Progress (FASAP) Appeal Form, documentation supporting the extenuating circumstance and a plan of action of how SAP requirements will be met in future terms. The appeals form can be obtained from the Office of Financial Aid. Appeals must be typed and submitted with supporting documentation via in-person or email to the Office of Financial Aid finaid@abcnash.edu, or mailed and addressed to:

**American Baptist College
Office of Financial Aid
1800 Baptist World Center Drive
Nashville, TN 37207**

Typical reasons for an appeal may be but are not limited to death of a relative or close friend, injury or illness to the student or close relative, or other special circumstances. The (typically typed) SAP appeal letter should include the following:

- Mitigating circumstances that prevented the student from meeting the requirements of academic progress (e.g., death in the family, student illness or injury, other personal circumstances). Mitigating circumstances do not include withdrawing from classes to avoid failing grades, pursuing a second major or degree, etc.
- Documentation that supports the student's basis for the appeal.
- Steps the student has taken/will take to ensure future academic success.

If it is not possible for the student to achieve satisfactory academic progress with one successful probationary semester, the student must also submit an academic plan signed by their academic advisor. This plan should outline the student's academic goals for each semester (e.g., number of credit hours and cumulative GPA) that will enable the student to meet the requirements of academic progress at a specified future point in time.

Academic Plans

Currently, any student identified as SAP non-compliant is required to submit an Academic Plan as part of their supporting documentation with their appeal. This plan must include the following:

- Number of credit hours completed toward their program of study.
- Number of courses/credit hours needed to complete their program of study.
- Clearly articulate that the academic plan ensures that the student can meet the SAP requirements by a specific time (this can include an estimated term and cumulative GPA calculation or grades that the student would need to achieve to reach the minimum SAP requirements).

Students are encouraged to meet with their Academic Advisor to develop this plan and to ensure they are on track for meeting the program degree requirements.

Appeal Deadlines

Appeals and supporting documentation must be submitted by the following dates. Appeals submitted after the deadline are not guaranteed to be reviewed prior to the start of classes and therefore, the student will be responsible for making payment arrangements for his/her tuition and fees. Appeals submitted without supporting documentation will be pending a decision and the student will be notified accordingly.

Fall Semester	Aug 1
Spring Semester	Jan 5
Summer Semester	Jun 1

Financial Aid Probation

An approved appeal places a student on financial aid probation and allows them to receive student aid for one payment period after the appeal. During this probation period, the student must work to regain compliance with the SAP requirements for continued aid eligibility. Failure to regain SAP requirements will cause a student to lose eligibility for student aid again. At that time, a student must submit a new appeal for a financial aid probation and/or academic plan of action which reflects how he or she plans to regain compliance with the SAP policy.

DEGREE PROGRAMS

Associate of Arts in General Studies Degree Program

Associate of Arts in General Studies Program Description

The Associate of Arts (A.A.) degree is a sixty-hour (60) program designed to give students the opportunity to explore a variety of fields, including psychology, history, literature, social science, human services, and business. Students are required to take a variety of courses to become better prepared to enroll in a bachelor's degree program. This 2-year degree program is designed for students who have not decided on a particular field of study or career path yet. The Associate of Arts in General Studies also prepares graduates to enter the workforce, through the acquisition of writing and interpersonal skills, use of online technology, a grasp of general concepts for critical thinking and problem solving; all of which can prepare them for careers in fields as diverse as customer service, office management, teaching assistants, community workers, and sales.

Student Learning Outcomes

- Integrate intellectual and practical skills for civic engagement, ethical reasoning, teamwork, and problem solving.
- Communicate information and concepts using credible sources to support a topic or argument orally or in writing.
- Distinguish the ways in which quantitative literacy, art and culture, and the scientific process influence human experience and perspective.

Course of Study

The requirements to fulfill the curriculum for the Associate of Arts are included under the core courses curriculum and as necessary students can also take enhancement courses.

Core Courses. Core courses are required and count towards the Associate of Arts degree. These courses are organized into six (6) Core Clusters: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, Foundation Studies, and Electives.

Total hours required to complete the Associate of Arts degree is 60 semester credit hours.

Core Curriculum for Associate Degree Program

GENERAL STUDIES CORE (Required for all Programs at American Baptist College)

First Year - Fall	First Year - Spring
EN-101 English Composition I	EN-102 English Composition II
TH-101 Intro to Theology (prerequisite for all theology courses)	SO-112 Intro to Sociology
GS-150 Natural Science	PY-101 Intro to Psychology
PS-150 Foundations of Critical Thinking and Social Responsibility	TH-115 Intro to the Academic Study of the Bible (prerequisite for all bible courses)
HI-101 Development of Western Culture	
Second Year - Fall	Second Year - Spring
OT-201 Old Testament Survey	NT-201 New Testament Survey
CE-410- Sexuality in The Black Church	CS-322 Field Education
	TH-102 Survey of Christian Doctrine
	HI-250 African American History
	EN-301 Public Speaking

Humanities Courses Select two (2):

- EN 201 Intro Literature
- EN 304 African, African American & Caribbean Literature
- EN 212 Fundamentals of Speech
- EN 310 Spiritual Autobiography

Elective Courses

A total of two (2) Electives can be chosen from any Core Course Cluster.

Associate of Arts Degree in Music and Arts

Associate of Arts in Music and Arts Program Mission Statement

The mission of the Music and Arts Program at American Baptist College is to help students develop the moral, intellectual curiosity, abilities, and knowledge required for lifelong learning. The College will accomplish this aim through a curriculum and matriculation program that builds character development, ethical reasoning, and social justice leadership among students of the Music and Arts Program.

Associate of Arts in Music and Arts Program Design

The Associate of Arts (A.A.) degree in Music and Arts is a sixty-hour program designed to give students the opportunity to explore a variety of options related to the field of music. Educate students of the anatomy of the voice and build the students up to a performance level where they can perform a small recital at the end of the school year. Students will learn the fundamentals of Music Theory, how to hear major and minor key/modes, scale degrees in addition to basic piano training.

- Train their students to hear major and minor keys/modes, intervals between scale degrees, and ultimately use these skills to sight read scores of music.
- Teach conducting techniques needed to conduct any type of ensemble effectively in the classical and gospel style.
- Foster a greater appreciation of music through a survey of its origin, evolution through history.
- Broaden students' horizons as it pertains to the sub-genres of church music.

Student Learning Outcomes

American Baptist College is committed to ensuring its graduates obtain the knowledge and skills necessary to function as educated individuals, responsible citizens, and life-long learners who can use Christian-centered values in leading their communities to seek social justice.

- Educate students of the anatomy of the voice and build the students up to a performance level where they can perform a small recital at the end of the school year.

- Train their students to hear major and minor keys/modes, intervals between scale degrees, and ultimately use these skills to sight read scores of music.
- Teach conducting techniques needed to conduct any type of ensemble effectively in the classical and gospel style.
- Foster a greater appreciation of music through a survey of its origin, evolution through history.
- Broaden students' horizons as it pertains to the sub-genres of church music.
- Learn the technology that is used for performances in and out of the church.
- Teach students the fundamentals of Music Theory and how to analyze music and eventually how to score their own music.
- Learn the proper fingering when playing the piano and will learn piano performance.

The student, after completing the coursework should be able to:

- Demonstrate a general knowledge of the fundamentals of Music Theory including major and all three minor scales, building major and minor chords, and major and minor keys.
- Ability to evaluate and analyze music scores including recognizing key signatures, tempo markings, dynamic markings, expression markings, and provide a harmonic analysis.
- Ability to sight sing a piece of music after given starting pitches.
- Provide an accurate historical analysis of music.
- Demonstrate a general knowledge of sub-genres of Church Music including anthems and hymns as well as gospel music.
- Work a soundboard and visual media for a church and/or secular performance effectively.
- Perform a voice and/or piano recital in the presence of faculty, staff, and student body.
- Demonstrate a general knowledge about the history and evolution of popular music.

Core Courses: Core courses are required and count towards the Associate of Arts degree. These courses are organized into six (6) Core Clusters: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, Foundation Studies, and Electives.

Total hours to complete for Associate of Arts degree is 60 semester credit hours.

Please note:

Students will not be able to use one course to satisfy all three requirements. A course can only be used to satisfy one area of requirement.

The classes listed here as substitutions/equivalent classes are not exhaustive; and probably do not represent all the classes that have been offered here at American Baptist College. Any class on a student’s transcript not listed here should be brought to the attention of the Academic Dean for approval.

Associate of Arts Degree in Music and Fine Arts Core Curriculum

First Year - Fall	First Year - Spring
EN-101 English Composition I	EN-102 English Composition II
MU- 102 Music Fundamentals	SO-112 Intro to Sociology OR PY-101 Intro to Psychology
GS-150 Natural Science	MU-134 Music Appreciation
PS-150 Foundations of Critical Thinking and Social Responsibility	TH-115 Intro to the Academic Study of the Bible (prerequisite for all bible courses)
CM-103 Introduction to Church Music	CM-110 Aural Skills
Second Year - Fall	Second Year - Spring
OT-201 Old Testament Survey	NT-201 New Testament Survey
CE-410- Sexuality in The Black Church	CS-322 Field Education
EN-301 Public Speaking	HI-250 African American History
HI-101 Development of Western Culture	CM-251 Music Theory II
CM1250 Music Theory I	

Note: MU-101 Survey of Music in Arts is taught in the Summer.

Fine Arts Description Courses

CM 110 Aural Skills (Required, Third and Fourth Semester)

A major aspect of music is the use of one's ears. The ears are used profusely to detect what is missing in music and what may be wrong to correct along with simple listening throughout the average day. This class will take students one step further. Students will train their ears to hear major and minor keys/modes, intervals between scale degrees, and ultimately use these skills to sight read scores of music. This class will be very involved and will require an entire school year for each student to become proficient in the skill. This class will be worth 3 credits.

CM 111 Media Management (Elective, Any Semester)

This course is designed to expose students to technology that is used for performances in and out of the church. This includes sound boards, video equipment, power point, etc. This class will be very hands-on. Students will be able to work with equipment once the instructor feels they have learned enough basic information about it. In a city that has a great appreciation for the arts, there are always shows and productions happening around town. Students who take this course will be qualified to be the Media Technician. This course is an elective (3 credits).

MU 101 Survey of Music in Arts (Elective, Any Semester)

This course focuses on popular genres and performance mediums of music. This course is a thematic class that will change under the discretion of the instructor each semester it is taught. The course may survey Musical Theatre one semester, Classical Music the next, Jazz the next, then R&B, and then Hip Hop. Survey of Music in Arts is offered as an elective course (3 credits).

CM 263 Gospel Choir (Required, All Semesters)

Gospel Choir is the sole ensemble at American Baptist College that performs every Tuesday in the chapel. Attendance and participation in the ensemble are mandatory of all students in the program. (3 credits).

Bachelor of Arts in Bible and Theology Degree Program

Bachelor of Arts in Bible and Theology Program Description

The Bachelor of Arts in Bible and Theology is an academic degree of 120 hours that prepares students for seminary or other graduate school possibilities. This program prepares studies for Christian in leadership in the 21st century, preparing students for a variety of ministries. In addition to spiritual formation and exegetical skills essential to Christian Studies, graduates will be able to employ communication, leadership, and organizational skills necessary for effective ministry.

Student Learning Outcomes

- Apply biblical and theological concepts, reasoning, and reflection to analyze historical, social, and ecclesiastical issues.
- Differentiate between historical and contemporary contexts when interpreting the Bible.
- Demonstrate leadership in the form of efficient oral & written communication skills, cultural competence, fiscal responsibility, and attention to audience.
- Compare and contrast one's own cultural and social traditions to that of others.
- Make judgements with respect to values based on moral and ethical reasoning to evaluate the effects of these choices.

Course of Study

This section provides students with the necessary requirements to fulfill the curriculum for the Bachelor of Arts in Bible and Theology. It is organized into three major subsections that describe the following:

Section One - Core Courses. Core courses are required and count towards the Bachelor of Arts degree. These courses are organized into six (6) Core Clusters: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, Foundation Studies, and Electives. Students must complete 60 hours of Core Courses.

Section Two - Bible and Theology Major Courses. There is only one Bachelor of Arts in Bible and Theology major at American Baptist College, therefore all Bachelor of Arts students are required to fulfill these major course requirements. Th 101 Intro to Theology and Th 115 Intro to the Academic Study of the Bible are both prerequisites for all Bible and Theology courses. Students must complete 42 hours of Major Courses.

Section Three – Concentration Courses. Concentration courses allow the student further opportunities to individualize his/her course of study through more focused learning in an area of interest. Students must complete 18 hours of Concentration Courses.

SECTION ONE - CORE COURSES

Core Curriculum for Bachelor’s Degree Programs

First Year - Fall	First Year - Spring
EN-101 English Composition I	EN-102 English Composition II
TH-101 Intro to Theology (prerequisite)	SO-112 Intro to Sociology
GS-150 Natural Science	PY-101 Intro to Psychology
PS-150 Foundations of Critical Thinking and Social Reasoning	TH-115 Intro to the Academic Study of the Bible (prerequisite)
HI-101 Development of Western Culture	
Second Year - Fall	Second Year - Spring
OT-201 Old Testament Survey	NT-201 New Testament Survey
	TH-102 Survey of Christian Doctrine
	HI-250 African American History
Third Year - Fall (Major Courses)	Third Year - Spring (Major Courses)
	CS-322 Field Education
	EN-301 Public Speaking
Fourth Year - Fall (Major Courses)	Fourth Year - Spring (Major Courses)
CE-410- Sexuality in The Black Church	
CS-410 Senior Seminar	

Elective Core Course Cluster

A total of one (1) Core Courses can be chosen from any Elective course.

All Bachelor of Arts students for Bible and Theology are required to fulfill these major course requirements. These courses are organized into four Major Clusters: 1) Bible, 2) Theology/Philosophy, 3) Leadership Studies, 4) Religious Studies.

Bachelor of Arts in Bible and Theology

In addition to the Core Courses offered above, you will need to select courses from the following as noted:

Humanities - Select 2

- EN 201 Intro to Literature (Fall A)
- EN 202 African American Literature (Spring A)
- EN 203 Cultural Writings (Spring A)
- EN 301 Public Speaking (Fall A)

Natural Science/Mathematics - Select 1 Math or 1 Additional Science

- GS 120 Biology (Spring A)
- GS 205 Financial Literacy (Fall A)
- GS 250 Business Finance (Spring B)
- GS 275 Health and the Black Church (Fall B)

Fine Arts - Select 1

- CM 205 Black Church Sacred Music (Fall B)
- MU 102 Music Fundamentals (Spring A)
- MU 205 Music and Cinema (Spring A, Summer)
- MU 210 Music and the Art of Listening (Summer)

Elective - Select 1

You may select an elective core course from any elective core course.

SECTION TWO - MAJOR COURSES

All Bachelor of Arts students for Bible and Theology are required to fulfill these major course requirements. These courses are organized into four Major Clusters: 1) Bible, 2) Theology/Philosophy, 3) Leadership Studies, 4) Religious Studies.

Bible - Required

- NT 301 Life and Teachings of Jesus (Fall A)
- NT 330 Biblical Interpretation and Exegesis (Spring A)
- OT 490 Old Testament Prophets (Spring A)

Bible - Electives: Select 2

- NT 205 The Gospel of Luke (Fall B)
- NT 302 Life and Writings of Paul (Spring A)
- NT 303 The Gospel of Matthew (Fall B)
- NT 310 New Testament Themes (Fall A)

Theology and Philosophy - Required

- TH 205 Foundation of Ethical Reasoning (Fall B)

Theology and Philosophy - Electives: Select 3

- TH 101 Intro to Theology (Fall A)
- TH 205 Foundations of Ethical Reasoning (Fall B)
- TH 207 Theological Studies on Death and Dying (Fall A)
- TH 250 The Book of James (Spring A)
- TH 314 Preachers, Pimps, & Prophets (Summer)
- TH 325 Liberation Theology: The Writings of James Cone (Fall A)
- TH 406 Black, Womanist and Liberation Theologies (Spring A)
- TH 450 Philosophical Development of Racist Ideology (Spring A)
- PH 100 Race, Film, & Society (Spring B)

Leadership Studies - Required: Select 3

- CS 308 Biblical Leadership (Fall A)
- LS 101 Introduction to Entrepreneurial Leadership (Fall A)
- LS 103 Developing the Healthy Leader (Spring A)

- LS 215 Concepts of Organizational Leadership (Fall A)
- LS 260 Effective Leadership Principles for Business and Ministry
- LS 310 Strategic Thinking for Servant Leaders (Spring A)
- LS 350 Foundations of Entrepreneurship (Fall A)
- LS 384 Gender Differences in Leadership (Spring A)

Religious Studies - Select 2

- CS 308 Biblical Leadership (Fall A)
- HI 202 The Black Church (Spring A)
- HI 280 African American Religious Experience (Fall A)

CONCENTRATION COURSES

Concentration courses allow the student further opportunities to individualize his/her course of study through more focused learning in an area of interest. These courses are organized into three (3) areas of Concentration: 1) Black Church Studies, 2) Pastoral Studies, 3) Community & Non-Profit Organization Leadership. Students may choose one area of Concentration.

Black Church Studies - Select 6

- CE 305 Christian Education of Youth and Children (Fall A)
- CE 410 Sexuality and the Black Church (Fall B)
- CE 420 Christian Education in the Black Church (Spring A)
- PS 415 African American Spirituality (Spring B)
- PY 305 Psychology of the Black Male (Spring A)
- TH 215 Hip Hop Theology (Spring A)
- TH 406 Black, Womanist and Liberation Theologies (Spring A)

Pastoral Studies - Select 6

- CE 201 Educational Ministry of the Church (Fall B)
- CE 304 Minister as Educator (Spring B)
- CE 305 Christian Education of Youth and Children (Fall A)
- CS 308 Biblical Concepts of Leadership (Fall A)
- CS 325 Social Ethics for Leaders (Fall A)

- PS 201 Foundations in Pastoral Care/Counseling (Spring B)
- PS 301 Homiletics I (Fall B)
- PS 302 Homiletics II (Spring B)
- PS 402 Pastoral Care (Spring B)

Community & Non-Profit Organization Leadership - Select 6

- CS 202 Leadership Principles
- CS 308 Biblical Concepts of Leadership
- CS 311 Church & Social Welfare

Bachelor of Arts in Behavioral Studies Degree Program

Bachelor of Arts in Behavioral Studies Program Description

The Bachelor of Arts in Behavioral Studies at American Baptist College is a 126-hour interdisciplinary program based on the social, psychological, and behavioral sciences. The program is designed to train students to understand behavior and solve societal dilemmas at the individual, family, and community level. Graduates will be prepared to provide services to enhance personal and social well-being for individuals; promote healthy family and interfamily social development and interactions; and to advocate for healthy development and maintenance of groups and communities.

Student Learning Outcomes

- Articulate behavioral studies concepts for a variety of social service settings.
- Examine current social issues and their impact on the individual, family, and community levels.
- Connect and analyze the intersection of race, class, and gender.
- Apply interpersonal skills in helping relationships, including crisis intervention and group dynamics.
- Apply case management skills, including documentation, assessment, treatment planning, and the ability to make appropriate referrals.
- Adhere to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations and responsibility for professional growth.

Course of Study

This document provides students with the necessary requirements to fulfill the curriculum for the Bachelor of Arts in Behavioral Studies. It is organized into three major sections that describe the following:

Section One- Core Courses. Core courses are required and count towards the Bachelor of Arts degree. These courses are organized into six (6) core clusters: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, Foundation Studies, and Electives. Students must complete 60 hours of Core Courses.

Section Two- Behavioral Studies Major Courses. The Bachelor of Arts in Behavioral Studies requires 30 credit hours of Behavioral studies major courses, 9 hours of Service Learning/Practicum courses, and 15 hours of elective courses. Students must complete 54 hours of Major Courses.

Section Three- Concentration Courses. Concentration courses allow the student further opportunities to individualize his/her course of study through more focused learning in an area of interest ranging from Addictions, Mental Health, and Child Welfare. Students must complete 12 hours of Concentration Courses.

Total hours to complete for Bachelor of Arts in Behavioral Studies is 126 semester credit hours.

Core courses are required and count towards the Bachelor of Arts degree. These courses are organized into six (6) Core Clusters: 1) Humanities, 2) Social and Behavioral Sciences, 3) Math and Natural Sciences, 4) Fine Arts and Modern Language, 5) Foundation Studies and 6) Electives.

Bachelor of Arts in Behavioral Studies (126 semester credit hours)

SECTION ONE - CORE COURSES

Core Curriculum for Bachelors Degree Programs

First Year - Fall	First Year - Spring
EN-101 English Composition I	EN-102 English Composition II
TH-101 Intro to Theology (prerequisite)	SO-112 Intro to Sociology
GS-150 Natural Science	PY-101 Intro to Psychology
PS-150 Foundations of Critical Thinking and Social Reasoning	TH-115 Intro to the Academic Study of the Bible (prerequisite)
BS-101 Introduction to Behavioral Studies	
Second Year - Fall	Second Year - Spring
OT-201 Old Testament Survey	NT-201 New Testament Survey
HI-101 Development of Western Culture	TH-102 Survey of Christian Doctrine
	HI-250 African American History
Third Year - Fall (Major Courses)	Third Year - Spring (Major Courses)
	CS-322 Field Education
	EN-301 Public Speaking
Fourth Year - Fall (Major Courses)	Fourth Year - Spring (Major Courses)
CE-410- Sexuality in The Black Church	
CS-410 Senior Seminar	

Elective Core Course Cluster

In addition to the Core Courses offered in the Core Curriculum for bachelor's degree, you will need to select courses from the following as noted:

Humanities - Select 2

- EN 201 Intro to Literature (Fall A)
- EN 202 African American Literature (Spring A)

- EN 203 Cultural Writings (Spring A)
- EN 301 Public Speaking (Fall A)

Natural Science/Mathematics - Select 1 Math or 1 Additional Science

- GS 120 Biology (Spring A)
- GS 205 Financial Literacy (Fall A)
- GS 250 Business Finance (Spring B)
- GS 275 Health and the Black Church (Fall B)

Fine Arts - Select 1

- CM 205 Black Church Sacred Music (Fall B)
- MU 102 Music Fundamentals (Spring A)
- MU 205 Music and Cinema (Spring A, Summer)
- MU 210 Music and the Art of Listening (Summer)

Behavioral Studies Foundational Course

- BS 201 Introduction to Behavioral Studies

Bible & Theology Courses - Select 10

- NT 301 Life and Teachings of Jesus (Fall A)
- NT 310 New Testament Themes (Fall A)
- TH 205 Foundations of Ethical Reasoning (Fall B)
- TH 207 Theological Studies on Death and Dying (Fall A)
- TH 209 Theology of the Family (Fall B)
- TH 215 Hip Hop Theology (Spring A)
- TH 250 The Book of James (Spring A)
- TH 314 Preachers, Pimps, and Prophets (Spring B)
- TH 317 Contemporary Issues in Theology (Fall A)
- TH 325 Liberation Theology: The Writings of James Cone (Fall A)
- TH 406 Black, Womanist and Liberation Theology (Spring A)
- TH 450 Philosophical Development of Racist Ideology (Spring A)

Service Learning/Practicum

- CS 211 Service Learning I/Sophomore Level
- CS 212 Service Learning II/ Junior Level
- CS 411 Practicum/Senior Level

Electives - Select 5

Choose any five (5) courses above the 100 level from any of the following curricula:

- Leadership Studies Courses
- Religious Studies Courses
- Black Church Studies Courses
- Pastoral Studies Courses

Behavioral Studies Areas of Concentration

Our program provides both theoretical and practical training for professional roles in three major areas of concentration.

Addiction Studies

The Addiction Studies concentration recognizes the need for the chemical dependency professional to establish related competencies in other areas -- particularly that of mental health. The concentration increases job readiness through the addiction studies component.

Mental Health

The Mental Health concentration provides a core of expertise and experience for students who wish to find employment in mental health clinics and centers immediately after graduation. Its addiction studies component increases graduates' job readiness.

Child Welfare

The Child Welfare concentration provides students with the essential knowledge to address the problem of child maltreatment. The areas of abuse and neglect investigation, in-home services, out-of-home placement, adoption, and parenting education will provide job readiness in the Department of Children and Family Services.

Choose 4 courses within one concentration Addictions Study Concentration

AS200 - Foundations of Addictions AS201 - Drugs and Human Behavior

AS202 – Ministering to Addictive Behaviors AS400 - Intervention and Prevention

CG301 - Group Dynamics

AS400 - Counseling Special Populations CG401 - Special Issues Seminar

Mental Health Concentration

PY111 - Introduction to Psychology

BH 202 - Origins of Mental Illness

SO320 – Conflict Management/Crisis Intervention

SO206 – Sexual Violence in Church and Society BS201 - Case Management

CG305 - Group Counseling

CG405 - Counseling Special Populations CG410 - Special Issues Seminar

Child Welfare Concentration

SO201 - Introduction to Social Work

SO202 - Social Services to Children

CG301 - Counseling Methods

SO104 - Child, Family and Community Services

BS202 - Case Management in Human Service Agencies

CJ205 - Fundamentals of Criminal Investigation

Concentration-Addictions Study, Mental Health, or Child Welfare

A total of four (4) Concentration Courses are required in Addictions Study, Mental Health, or Child Welfare

Bachelor of Arts in Entrepreneurial Leadership Studies Degree Program

Bachelor of Arts in Entrepreneurial Leadership Studies Program Description

The Bachelor of Arts in Entrepreneurial Leadership Studies at American Baptist College is a 120-hour interdisciplinary program based on areas of organizational and international leadership development designed within a Christian ministry framework. Through its integrative program style, the leadership program will combine courses from Business, Bible and Theology, and Behavioral Studies students will learn how skills learned in each area, combined with Christian ethical principles can transform their work into commercial and social ventures.

Student Learning Outcomes

- Demonstrate leadership knowledge founded on biblical and theological principles.
- Practice and exhibit functional leadership skills for practical and ministry use.

- Possess an ability to recognize and appreciate one's own cultural and social traditions as well as the ability to understand and appreciate cultural, religious, and political diversity within the human experience, both locally and globally as it relates to leadership.
- Demonstrate an ability to analyze carefully and critically information and ideas from multiple sources and perspectives.
- Demonstrate the ability to adhere to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations and responsibility for professional growth.

Course of Study

This section provides students with the necessary requirements to fulfill the curriculum for the Bachelor of Arts in Entrepreneurial Leadership. It is organized into two major sections that describe the following:

Section One- Core Courses. Core courses are required and count towards the Bachelor of Arts degree. These courses are organized into six (6) core clusters: Communication, Humanities/Fine Arts, Natural Science/Mathematics, Social/Behavioral Sciences, Foundation Studies, and Electives. Students must complete 60 hours of Core Courses.

Section Two- Entrepreneurial Leadership Studies. The Bachelor of Arts in Entrepreneurial Leadership Studies requires 30 credit hours of Entrepreneurial Leadership Studies major courses, 15 hours of Service Learning/Practicum courses, and 15 hours of elective courses. Students must complete 60 hours of Major Courses.

SECTION ONE - CORE COURSES

Core Curriculum for Bachelors Degree Programs

First Year - Fall	First Year - Spring
EN-101 English Composition I	EN-102 English Composition II
TH-101 Intro to Theology (prerequisite)	SO-112 Intro to Sociology
GS-150 Natural Science	PY-101 Intro to Psychology
PS-150 Foundations of Critical Thinking and Social Reasoning	TH-115 Intro to the Academic Study of the Bible (prerequisite)
LS-101 Introduction to Entrepreneurial Leadership (prerequisite)	
Second Year - Fall	Second Year - Spring
OT-201 Old Testament Survey	NT-201 New Testament Survey
HI-101 Development of Western Culture	TH-102 Survey of Christian Doctrine
Third Year - Fall (Major Courses)	Third Year - Spring (Major Courses)
	CS-322 Field Education
	EN-301 Public Speaking
Fourth Year - Fall (Major Courses)	Fourth Year - Spring (Major Courses)
CE-410- Sexuality in The Black Church	
CS-410 Senior Seminar	

Elective Core Course Cluster

Humanities - Select 2

- EN 201 Intro to Literature (Fall A)
- EN 202 African American Literature (Spring A)
- EN 203 Cultural Writings (Spring A)
- EN 301 Public Speaking (Fall A)

Natural Science/Mathematics - Select 1 Math or 1 Additional Science

- GS 120 Biology (Spring A)
- GS 205 Financial Literacy (Fall A)
- GS 250 Business Finance (Spring B)
- GS 275 Health and the Black Church (Fall B)

Fine Arts - Select 1

- CM 205 Black Church Sacred Music (Fall B)
- MU 102 Music Fundamentals (Spring A)
- MU 205 Music and Cinema (Spring A, Summer)
- MU 210 Music and the Art of Listening (Summer)

Entrepreneurial Leadership Foundation Course

- CS 101 Introduction to Entrepreneurial Leadership

Elective - Select 1

You may select an elective core course from any elective core course.

ENTREPRENEURIAL LEADERSHIP

(30 Credit Hours of Major Courses, 12 Credit Hours of Concentrations Courses, 6 Credit Hours of Service-Learning Practicum and 12 Credit Hours of Upper-Level Electives)

Bible & Theology Courses - Select 5

- NT 301 Life and Teachings of Jesus (Fall A)
- NT 310 New Testament Themes (Fall A)
- TH 205 Foundations of Ethical Reasoning (Fall B)
- TH 207 Theological Studies on Death and Dying (Fall A)
- TH 209 Theology of the Family (Fall B)
- TH 215 Hip Hop Theology (Spring A)
- TH 250 The Book of James (Spring A)
- TH 314 Preachers, Pimps, and Prophets (Spring B)
- TH 317 Contemporary Issues in Theology (Fall A)
- TH 325 Liberation Theology: The Writings of James Cone (Fall A)
- TH 406 Black, Womanist and Liberation Theology (Spring A)

- TH 450 Philosophical Development of Racist Ideology (Spring A)

Service Learning/Practicum

- CS 211 Service Learning I/Sophomore Level
- CS 212 Service Learning II/ Junior Level
- CS 411 Practicum/Senior Level

Upper-Level Electives

A total of five (4) Elective courses are required (12 Credit Hours)

Students may choose any five (5) classes above the 100 level from any of the following ABC curricula:

- Leadership Studies Courses
- Religious Studies Courses
- Black Church Studies Courses
- Pastoral Studies Courses
- Community & Non-Profit Organization Course

Concentration Courses

Four (4) Elective Courses = 12 credit hours

- GS 205 Financial Literacy (Fall A)
- GS 250 Business Finance (Spring A)
- LS 103 Developing the Healthy Leader (Spring A)
- LS 215 Concepts of Organizational Leadership (Fall A)
- LS 260 Effective Leadership Principles for Business and Ministry (Spring A)
- LS 310 Strategic Thinking for Servant Leaders (Spring A)
- LS 350 Foundations of Entrepreneurship (Term A, Online)
- LS 384 Gender Differences in Leadership (Spring A)

COURSE DESCRIPTIONS

UNDERGRADUATE COURSE DESCRIPTIONS

A double letter curricular prefix and a three-digit number classify courses. Prefixes include:

ART Art
BL Biblical Languages
CE Christian Education
PE Physical Education
CM Church Music
CS Church and Society
EN English
FS Foundational Studies
GS General Science and Math
HI History
LS Leadership Studies
MI Missions
ML Modern Languages
BS Behavioral Studies
NT New Testament
OT Old Testament
PH Philosophy
PS Pastoral Studies
PY Psychology
SO Sociology
TH Theology

Its first digit as noted below determines the level of each course.

1 = freshman
2 = sophomore
3 = junior
4 = senior
5 = advanced

For example: OT 101 = Old Testament freshman level course

The credit value of each course is noted in the course description. Some courses described below may not be offered on a regular basis. The college reserves the right to alter or eliminate any course.

ART

ART 102 PHOTOGRAPHY AND ART APPRECIATION

The purpose of this course is to develop a deeper appreciation for art and photography. This course will review concepts, awareness, perception, and aesthetics, creativity of photography and art as well as representational and non-representational forms of art. (3-hrs)

BIBLICAL LANGUAGES

BL 202 INTRO TO BIBLICAL LANGUAGES AND PRINCIPLES OF EXEGESIS*

This course will prepare the student in two areas: first to use the basic knowledge of the Hebrew and Greek languages for future use in preaching and studying. This will require a working knowledge of the alphabets, an understanding of basic grammatical syntax, and word patterns. The second area analysis explains the development of methods for exegesis and different approaches for biblical hermeneutics. (The class is a prerequisite for Greek and Hebrew I). (3-hrs) Spring.

BL 206 THE BIBLE AND ITS TRANSLATIONS

The Bible and Its Translations course will focus primarily on examination of various translations of biblical text. Recognizing that there are more than 34 translations today (i.e., KJV, NRSV, NASB), this course will provide an overview of biblical history and contemporary interpretation and ask: What are some of the problems we face in using translations? How might we determine what translation is best used? Why are Afrocentric and Womanist perspectives crucial to biblical translations? These questions will be addressed through debate, deliberations and written reflections and serve as a sound foundation for any student in the study of church and biblical scholarship. (3-hrs)

BL 311-312 ELEMENTARY NT GREEK*

Introduction to the elements of New Testament Greek. Pronunciation and grammar, fundamentals of syntax, and acquisition of a basic vocabulary. Prerequisite: (3-hrs)

BL 202. (3-3)

BL 321-322 ELEMENTARY BIBLICAL HEBREW*

Introduction to the elements of Biblical Hebrew. Pronunciation and grammar, fundamentals of syntax, and acquisition of a basic vocabulary. Prerequisite: BL 202. (3hrs) Offered on demand.

*Courses not offered for the 2022-2023 academic year.

BEHAVIORAL STUDIES

BS101 - INTRODUCTION TO BEHAVIORAL STUDIES

This course provides students with an introduction and overview of the knowledge, skills, and values needed for those individuals seeking administrative, counseling and casework positions in social service settings such as Addictions Treatment, Mental Illness, Child Welfare. Knowledge, skills, and values provided by this class also serve as a solid foundation for other professions in ministry, law, and health care. Throughout this course, students will be introduced to how societal dilemmas are addressed at the individual, family, and community level from a behavioral studies perspective.

BS202 – CASE MANAGEMENT FOR HUMAN AGENCIES AND SERVICES

This course introduces you to the concept of case management and how it is used to provide services to persons needing assistance from Human Service Agencies. This course is designed to provide you with knowledge regarding the importance of case management as a practice skill for Behavioral Studies professionals, as well as social workers, health professionals, criminal justice professionals and educators. In this course students will also learn how to provide services in micro, mezzo, and macro systems. There is an emphasis on the role of professional values and ethics, the development of practice skills with marginalized populations, and the impact of diversity, oppression, and discrimination in case management. Students will explore the many factors affecting case management today including federal legislation, emerging client groups, technology, shifting demographics, new service delivery models, and the resulting ethical and legal dilemmas.

BUSINESS

BU 100 INTRO TO COMPUTER APPLICATIONS

In this introductory course, the concepts, vocabulary, and techniques that are associated with the proficient use of Microsoft Office Suite will be utilized. This course will provide the students with a broad overview of Word and PowerPoint, and the basic computer concepts that will establish a solid basis for further learning. All course content will be presented in a real-world context, providing concrete opportunities for developing personal and career goals, and effective communication skills via technology. (3-hrs)

BU 100L BASIC COMPUTER SCIENCE

This course is designed to acquaint the student with an overview of the history of computers and the workings of a computer, including such terms as hardware, software, and various business/ministry applications. It attempts to provide the capability of communicating

successfully with more technical computer personnel to attain a basic understanding of what a computer is, what it does, and how it is used in modern day activities, with a particular emphasis on holistic ministry.

This course introduces the student to DOS, Windows, word processing, electronic spreadsheets, and database applications. (3-hrs) On request.

BU 200 CHURCH FINANCE AND BUSINESS MATH

This is a project-based course that will provide instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3-hrs)

BU 307A BASIC COMPUTER (MICROSOFT OFFICE SUITE)

BU 307B BASIC COMPUTER (RESEARCHING & SURFING THE INTERNET)

CHRISTIAN EDUCATION

CE 201 EDUCATIONAL MINISTRIES OF THE CHURCH

This course seeks to acquaint the student with the teaching of Jesus, Black Church traditions and the various educational ministries of the local church. Attention will be given to theology, pedagogy, program structures, and techniques of teaching, recruitment procedures for volunteer workers, and resources for church educational programs. (3-hrs) Fall. Every Year.

CE 205 MINISTER AS EDUCATOR

CE 305 CHRISTIAN EDUCATION OF CHILDREN AND YOUTH

This course is designed to study the characteristics and needs of children and youth, and the educational methods employed in ministry with them. We will analyze the physical, psychological, social, and spiritual development during the childhood/teenage years and investigate the curriculum content, equipment, program aims, and teaching techniques necessary to meet the needs of children and youth. (3-hrs) Fall.

CE 309 FAMILY MINISTRIES IN THE CHURCH

This course is designed to give the student an overview of the church's ministry with family units. Areas to be explored are: 1) biblical concepts of families; 2) specific needs of whole and fragmented families in the church and community, and then strategies for a family-life ministry in a local church; and 3) examining creative resources and techniques available for family ministries, including recreation ministries. (3-hrs) Fall

CE 406 CHRISTIAN EDUCATION OF ADULTS

This course is designed to study the needs and characteristics of adults as well as effective and creative educational methods employed in ministry with them. We will analyze the physical, social, psychological, and spiritual development during the adult years and investigate the curriculum content, program aims, resources and teaching techniques necessary to meet the needs of adults. (3-hrs) Spring.

CE 410 SEXUALITY AND THE BLACK CHURCH

This course seeks to work with students (1) to explore the variety of approaches to sexuality in the Bible and the Black Church traditions; (2) to understand why sexuality in general has been a “taboo” subject for the Black Church and community; (3) to help the faith community develop healthy attitudes and behaviors toward sexually related issues within the Black church and community; (4) to help the faith community to create safe places for discussion and fellowship. This course will challenge the student to create a “holistic” theology of human sexuality for the faith community as it seeks to encourage growth in moral accountability with compassion and mercy. (3-hrs) Offered on rotation.

CE 420 SUNDAY SCHOOL GROWTH IN THE BLACK CHURCH

This course will attempt to give the student an appreciation for the immense challenge associated with building a healthy growing Sunday School. The student will learn principles of organization and administration to develop effective strategies for church growth. The student will be able to strengthen, enhance and perhaps even reshape the present Sunday School ministry to meet God’s vision for a learning, teaching, prophetic church in the new century. (3-hrs) Spring.

CE 490 INDEPENDENT STUDIES IN CHRISTIAN EDUCATION

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

CHURCH MUSIC

CM 103 BLACK CHURCH SACRED MUSIC

This course will be a study of the meaning and function of music in the worship of the church and in the Christians devotional life. The history of church music will be studied in relation to the development of worship forms. Hymns of the church will be analyzed as to musical quality and theological content. Practical attention will be given to relationship between minister and the organist or music director, selection of musical instruments, choice of special music, promotion of congregational singing, organization of a music committee, setting qualification for choir directors and musicians, and developing a music education program for the choir and for young untrained musicians. (3-hrs) fall, alternate with CM 205.

CM 250 MUSIC THEORY

An integrated course in music theory with emphasis on scales, keys, interval, triads, cadences, diatonic chord progressions, four-part writing, sight-singing, ear training, and diction. (3-hrs) as requested.

CM 263 GOSPEL CHOIR

The Gospel Music and Choir class will explore the creation and innovation of gospel music as a mode of worship and as a culture shifting art form. The class will include tracing a brief history of gospel music into looking at the musical forms that fall under the “gospel/Christian” music umbrella. Performance will be a regular part of the class, and the class will sing at chapel services, along with other performance opportunities for American Baptist College. The overall goal of the class is to give students an expanded view of gospel music as an art form and give them practical performance experience. (3-hrs)

CM 312 SURVEY OF THE DEVELOPMENT OF BLACK CHURCH SACRED MUSIC IN AMERICA

This course will focus on the rich musical tradition of the Black Church in America including spirituals, hymns, and gospel songs. (3-hrs) as requested.

CM 404 CURRENT ISSUES IN BLACK CHURCH SACRED MUSIC prerequisite: **CM 205**

CM 490 INDEPENDENT STUDIES IN CHURCH MUSIC

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs) Church and Society

CHURCH AND SOCIETY

CS 202 LEADERSHIP PRINCIPLES

CS 308 BIBLICAL LEADERSHIP/GOD’S SHALOM

Shalom is the Hebrew word for God.’ peace – more than the absence of conflict, God’s peace is the restoration, reconciliation, the redemption of all of creation. This is a community organizing course based on Biblical principles and Black Church traditions, including the civil rights movements. It is designed to equip lay and clergy to be change agents. Participants will learn how to analyze issues and power structures, assess congregations and communities, develop effective outreach and grassroots organizing strategies, provide basic educational workshops, impact public policy, work well with media, and initiate/sustain collaborations, coalitions, and partnerships. (3-hrs) Spring.

CS 311 THE CHURCH AND SOCIAL WELFARE

This course is designed to explore what it means to be the church, the body of Christ in and for the world, with particular attention to the urgent issues in our communities and globally. We will then learn from the Black Christian tradition, including the studies done by Andrew Billingsley on a Biblical framework, asking why and how the church should be involved with the world. We the Black Church and social reform. We will explore what it means to be engaged in justice rather than charity, in witness in the world as a priority for the congregation instead of a program, and in partnership with those who are on the margins, i.e., ministry with vs. to/for. We will study the impact of social location, the power of language and creative approaches to mission and ministry in the world. (3-hrs) Spring.

CS 312 RELIGION AND AMERICAN POLITICS

This course explores the relationship, and occasionally the tension, between religious and political impulses and values in America. Our approach will be both theological and political, analyzing the changes and continuity in religious and political beliefs and structures over time. Religion and Politics will explore the history of the religious entities in America that have helped to give shape to public policy. Topics will include how religion encourages political action (disputes over abolitionism, prohibition, abortion, same sex marriages, and nuclear arms) and how religious dialogue impacts those in the public square. Also, the class will look at religious pluralism, the development of the black church and how both affect us. Finally, the adage “religion and politics should never mix” is a myth in America, it does! Finally, be advised that this is a class in which reasonable people can (and should?) disagree. (3-hrs)

CS 313 MARRIAGE AND THE BLACK FAMILY

This course explores biblical and historical understandings of household economies, kinship, family, parenting, covenant, and marriage. We will study the range of perspectives in the African, African American, and black church traditions with a focus on how congregations and communities might work together to strengthen healthy families. (3-hrs)

CS 315 RELIGION & POPULAR EDUCATION

Field training in a student placement program offering practical supervised experience in ministry, including within congregations, hospitals, prisons, homeless/battered women’s shelters, and other areas. The Division of Church Vocations must approve placements and a minimum of 10 hours/week is required. Includes case studies, social analysis, and theological reflection. (3-hrs) Every semester.

CS 322 CHRISTIAN SERVICE PLACEMENT

Christian Service Placement is designed to offer concrete opportunities for service in the community with supervisory support and reflection classes. The course will also help students explore their gifts and skills for ministry in the world; enlarge their understanding of what

ministry might look like and identify concrete challenges in doing practical theology in community engagement. The focus is on experiential learning and theological reflection, working with the action/reflection model. Students will share case studies during the semester so that the class can provide constructive dialogue, critical feedback, and support. Students spend 70 hours in supervised field placement work in addition to class sessions and reading/writing assignments. (3-hrs)

CS 404 GENDER ROLES IN CHURCH AND SOCIETY

This course will look at the definition of gender roles at different points in history, including biblical times and significant periods of church history. Current sociological studies will be examined to identify current gender issues in the society and the church, and the various beliefs about men's and women's roles in the church will be explored from sociological and theological perspectives. (3-hrs)

CS 407 VOICES FROM THE MOVEMENT, THEN AND NOW

This course will explore the civil rights movement with a focus on the role of faith communities and religious leaders in the Nashville movement. We will also explore the application of prophetic witness, nonviolence strategy and interfaith community organizing as they might apply to current issues within our community. Will include opportunities for public conversation that intentionally engages the Nashville community in ongoing conversation around racism, nonviolence, leadership, and opportunities for experiential learning. (3-hrs) Fall

CS 408 GERONTOLOGY AND THE CHURCH

This course will study the problems of aging from a sociological, psychological, and spiritual point of view. Methods/models of church ministries for and with older adults will be explored. (3-hrs) on demand.

CS 409 BUILDING THE BELOVED COMMUNITY, THEN AND NOW

This course expands the discussion around nonviolence, human rights and current efforts to challenge systemic injustice. (3-hrs)

CS 410 SEXUAL MISCONDUCT & BIBLICAL STANDARDS OF LEADERSHIP CS 450 GNL INTENSIVE

This course includes reading, research, discussion, and writing based on the theme and speakers for the Garnett-Nabrit Annual Lecture Series. Students must attend every session of GNL. (3-hrs) Spring

CS 490 INDEPENDENT STUDIES IN CHURCH AND SOCIETY

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

CS 493 RELIGION, POVERTY, AND JUSTICE

A study of poverty and justice embedded in structural – race, class, and gender – issues in the United States and globally. Who defines justice, how and why? What specific structures, systems, theologies perpetuate and justify poverty and injustice? What does it mean to be impoverished as individuals, families, communities, peoples, nations? How are Christians called to respond to poverty and injustice? Students will engage poverty and justice theoretically and experientially, with an emphasis on listening to, learning from and working with those who are impoverished and oppressed. (3-hrs)

CS495 PROCTOR CHILD ADVOCACY CONFERENCE/JOSHUA DEBORAH GENERATION

ENGLISH

EN 100L INTRO TO COLLEGE WRITING

This course is designed to assist the student in the improvement of rate and comprehension in oral and silent reading, grammar, vocabulary, and writing skills using technical apparatus and practice. Open to all students needing it. Students who are recommended will be required to take this course. (3-hrs)

EN 101-102 ENGLISH COMPOSITION

These courses will review good grammatical usage and improvement of syntactical style in written and oral expression with emphasis on clarity, coherence, organization, and vocabulary building. First year composition course is designed to assist students in the development of effective essay writing skills. 101 will concentrate on a review of grammatical usage, while 102 will concentrate on the structure and rudiments of writing. Weekly themes by the student will compliment study of selected essays and class recitations. (3-hrs)

EN 101 ENGLISH COMPOSITION

This course is the first of a two-part course that prepares students for working with the complex texts and ideas found in college studies. EN 101 teaches students to discover and shape their own perspectives in dialogue with challenging readings, accompanied by reflective written responses. Students will examine selections from a variety of essays, short stories, and other genres, to provoke critical thinking and critical writing. Over the course of the semester, students will complete written assignments that demonstrate their ability to use language appropriately to convey their thoughts in a variety of writing styles. This course includes a grammar review and a study of the principles of effective writing and methods of paragraph and theme development. Peer editing and revision will be utilized to enhance the quality of student writings. (3-hrs)

EN 102 ENGLISH COMPOSITION II

This course is the second of a two-part course that introduces college-level thinking and writing. Successful completion of EN 101 is a prerequisite. Students will respond to literary writings by others on social, religious, and political issues relevant to today's world. Students will write a variety of informal essays in response to the readings. Emphasis will be placed on developing research skills, proper documentation, and writing style. Students will be expected to complete a research project on a relevant social issue of the day. (3-hrs)

EN 105 STRATEGIES FOR COLLEGE READING

This course is an enhancement reading course. This course is designed to help students identify and adapt techniques to improve reading skills to facilitate success with college level course material. Students will gain knowledge through extended instruction and extensive practice activities. Focus will be given to text comprehension, vocabulary within text, summarizing, inferencing skills, and improving critical thinking skills. (3-hrs)

EN 200L INTRODUCTION TO COLLEGE READING

This course is designed to assist the student in the improvement of rate and comprehension in silent reading through the use of technical apparatus and practice. Open to all students needing it. (3-hrs) Spring. On demand. (3-hrs)

EN 201 INTRODUCTION TO LITERATURE

This course seeks to introduce the student to the field of literature. Literary terms and genres will be defined. It will also provide a survey of critical approaches to literature as the student is introduced to a closer reading of literary works. (3-hrs) Fall.

EN 203 CULTURAL WRITINGS

This course will provide students with the historical and emergent traditions of literature, culture, and thought to demonstrate how language mediated through texts arranges and allows various ways of knowing and living. (3-hrs)

EN 212 FUNDAMENTALS OF SPEECH

The course explores the fundamentals of effective oral communication and expression. Basic forms of speech construction and techniques of public speaking are analyzed and practiced. Oral recitations are emphasized. (3-hrs) Spring.

EN 301 PUBLIC SPEAKING

This course is for students who want to learn how as a leader to engage in public speaking on the many occasions when as a Christian leader one is called upon to speak in non-church settings across a wide spectrum of settings (e.g., to the media, at political meetings and rallies, social events). The course will teach students how to prepare and deliver various kinds of speeches and

to develop good listening skills. The course constitutes an advanced study of public speaking in applied settings. (3-hrs)

EN 302 WORLD LITERATURE

A survey of World Literature from the 5th Century B.C.E. to the 21st Century C.E. (3-hrs) On demand. Meets requirements for EN 201.

EN 303 STUDIES IN AMERICAN LITERATURE

A brief review of representative American literature from the Colonial Period to the present with special emphasis on the development of the American tradition. (3-hrs) On demand. Meets requirements for EN 201.

EN 304 AFRICAN AMERICAN, AFRICAN, AND CARIBBEAN LITERATURE

A survey of African American literature from Jupiter Hammon to the present. Special emphasis will be placed on the authors of the Harlem Renaissance Period. Also, a brief survey of the literary contribution of the Black peoples of Africa and the Caribbean. Selected readings will be assigned from representative works. (3-hrs) Spring. Meets requirements for EN 201.

EN 310 SPIRITUAL AUTOBIOGRAPHY

The purpose of this course is designed to acquaint students with the art and process of writing spiritual autobiography. Students will engage the writings of several different authors to explore the value of using memoir as spiritual voice, self-understanding, and self-expression. The course is designed within both classroom and writing laboratory settings. Students will be exposed to various reflection and writing techniques to develop and write their own spiritual autobiography. (3-hrs)

EN 400 RESEARCH WRITING

This upper-level writing course is designed for students who write well but want to increase their mastery of academic writing and critical thinking. The course will teach students how to write with clarity, conciseness, and depth when writing research and critical academic papers. This course is for students enrolled in the MPS program and those undergraduates who are planning to enroll in graduate school. (3-hrs)

GENERAL SCIENCES

GS 010E (Basic Math) Learning and Support Math is a lecture/discussion course designed to develop basic arithmetic and algebra skills, sufficient for advancement to the next level of math courses required in the student curriculum. The course content includes operations on whole numbers, integers, fractions, decimals, ratio and proportions, percent, solving linear equations in one variable applications, and relating simple algebra concepts to geometry. (3-hrs)

GS 103 LEARNING AND SUPPORT MATH

Learning and Support Math is a lecture/discussion course designed to develop basic arithmetic and algebra skills, sufficient for advancement to the next level of math courses required in the student curriculum. The course content includes operations on whole numbers, integers, fractions, decimals, ratio and proportions, percent, solving linear equations in one variable applications, and relating simple algebra concepts to geometry. (3-hrs)

GS 112 ISSUES IN SCIENCE AND RELIGION

An interpretation of living things from an organism point of view. The view is designed to enable one to recognize both continuity and discontinuity between man and nature, thus allowing for both humanity's kinship with nature and his transcendence of nature. Such an approach is designed to set the stage for dialogue between current religious and scientific thoughts. (3-hrs) Spring.

GS 120 BIOLOGY

Biology is a lecture and lab-based course designed to provide students with an interactive learning experience covering general topics in the study of life. This course will use scientific methods and critical thinking to investigate life systems from the micro to the macro level with an emphasis on structure and function.

GS 201 INTEGRATED MATHEMATICS

Review of the fundamental principles and procedures of mathematics with an introduction to algebraic methods. Special emphasis is given to the concepts of number, measurement, sets and problem solving to assist the student in recognizing quantitative thinking as an indispensable tool of critical thinking. (3-hrs) Fall.

GS 210 MATH AND PERSONAL FINANCES

GS 312 ENVIRONMENTAL THEOLOGY

A theo-philosophical study of some of the environmental problems, which threaten the quality of our environment. (3-hrs) Offered on demand.

HISTORY

HI 101 DEVELOPMENT OF WESTERN CULTURE

This course will survey the broad historical periods that have given rise to the idea of "Western Civilization" from antiquity to the modern period. Attention will be given to religious, cultural, social, and political shifts as well as influential thinkers that have influenced many of the ideas that have shaped our contemporary culture. (3-hrs) Fall.

HI 201 SURVEY OF CHURCH HISTORY

A brief review of the Christian church from the close of the New Testament period to the present. Emphasis will center on the relationship of the church to society and the major personalities involved. (3-hrs) Fall.

HI 202 THE BLACK CHURCH

A survey of the Black church in America viewed from its historical, theological, and sociological perspectives. (3-hrs) Spring.

HI 205 WOMEN IN THE HISTORY OF CHRISTIANITY

The course focuses on the important contribution's women have made in the development of Christianity, from martyrs, to queens, to mystics, to cultural reformers, to social activists. Special attention will be given to the roles women of color have played in helping give shape to major Christian movements in society. (3-hrs)

HI 301 AMERICAN CHURCH HISTORY

A survey of the religious activities and institutions in America with primary emphasis upon the United States, from the 17th century to the present. This course traces the development of the Baptist church from the Reformation to the present with primary focus on Baptist history in the United States. Fall. On demand. (3-hrs)

HI 302 HISTORY OF FUNDAMENTALISM

HI 305 BAPTIST CHURCH HISTORY

This course traces the development of the Baptist church from the Reformation to the present with primary focus on Baptist history in the United States. (3-hrs) Fall. Online

HI 405 STUDIES IN BLACK HISTORY AND BIOGRAPHY

This is a study of the history of Blacks from 1619 to the present with a special emphasis on African cultural backgrounds. (3-hrs) Fall. On demand.

HI 406 AFRICAN HISTORY

This introductory course focuses on the analysis of the history of Africa from ancient times to the beginning of European colonization. Special attention is given to the economic, social, religious, cultural, and political development of African people. (3-hrs)

MISSIONS

MI 202 MISSIONS AND EVANGELISM

A basic introductory course to explore the difference between mission and evangelism as well as the Biblical and theological framework for Christian mission and evangelism. Includes contextual and intercultural theology and critique of current models. (3-hrs) Spring.

MI 303 FAITH AND PUBLIC POLICY

This course is designed to focus the student's attention on the intersection of faith and its relationship to the formation of public policy. One fundamental issue will be how Mission ministry might more effectively respond to Jesus' mandate as given in the Great Commission and the Great Mission as recorded in Luke 4:18-21. (3-hrs) Fall.

MI 308 CULTURAL ANTHROPOLOGY

This course covers the nature and role of the individual in culture and society. It will analyze the basic principles of cultural anthropology. It also explores the theological and missiological implications of the principles of anthropology. This knowledge will prove essential in any mission effort that takes serious multiculturalism and globalism. (3-hrs) Spring.

MI 411 URBAN MINISTRIES

This course will explore Mission ministry opportunities in an urban setting. It explores the dynamics and implications of various Mission ministries from historical, denominational, non-denominational, multicultural, and Liberation Theology perspectives. Creative Models of Urban Ministry will be examined that will assist students in the formation of their own way of approaching Urban Ministry. (3-hrs) Fall.

MI 401 AFRICAN CULTURE AND THE CHRISTIAN CHURCH

This course provides an overview of African culture and the impact of African cultural/religious traditions on the Christian church. (3-hrs) On demand.

MI 412 EVANGELISTIC MISSIONS

This course will examine the theory, concepts, and practice of Evangelism from a Mission perspective. It also examines various understandings of Evangelism from both conservative and liberal theological traditions. The Kingdom of God will be one of the major Christian doctrines in the development of the student's understanding of what it means to do Evangelism and Missions in the 21st century. (3-hrs) Offered on rotation.

MI 490. INDEPENDENT STUDIES IN MISSIONS AND EVANGELISM

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

MODERN LANGUAGES

ML 101-102. ELEMENTARY SPANISH

Introduction to pronunciation and basic grammar. Explanation of form and usage are reinforced by exercises and activities stressing practical communication in Spanish, hear, speak, and write. (3-hrs)

ML 104 SPANISH AND CULTURE

This course is designed to help students gain some mastery in conversational Spanish while learning about the rich diversity of cultures across the globe in which Spanish is their native language. All learning will not take place in the classroom here at ABC. The instructor will lead students on a few field trips to Spanish speaking businesses and establishments here in the Nashville area to help them better learn the language and to introduce them to their Spanish speaking neighbors in the city. (3-hrs)

ML 301 ELEMENTARY SPANISH I ML 312 ELEMENTARY SPANISH II

NEW TESTAMENT

NT 101 NEW TESTAMENT SURVEY

NT 102 NEW TESTAMENT SURVEY

Introduction to the academic discipline of New Testament Studies, engaging the history, literature, and theology of the New Testament books. Attention will be given to the historical Jesus as well as his mission and message, the formation of the gospel tradition, the Jewish and Hellenistic background of the early church, the life and letters of Paul, other New Testament writings, and the development of the canon. (3-hrs) Spring.

NT 202 NEW TESTAMENT THEOLOGY

Engagement with the academic discipline known as New Testament Theology, with interpretation of the early church's understanding of the mission and message of Jesus and the character of the Christian proclamation. Emphasis is placed on the synoptic gospels, the Pauline epistles, and the Johannine literature. (3-hrs) Spring.

NT 301 THE LIFE AND TEACHINGS OF JESUS

An exegetical study of the life and ministry of Jesus as depicted in the gospels. Attention is given to background study, the interpretation of the teachings and acts of Jesus and the application of these truths in our world today. (3-hrs) Fall.

NT 302 LIFE AND WRITINGS OF PAUL

This is an examination of the life and writings of the Apostle Paul in their social, political, and religious context. A variety of hermeneutical methods are used with special attention in relation to Roman imperial society. Major theological themes from the “undisputed and disputed epistles” are examined in each original literary setting, including social status, ethnic and gender relations, slavery, and religious ritual. Furthermore, the course seeks to make a comparison of the theological stance between the Pauline letters with the strategies of the Jerusalem Church (Acts of the Apostles). (3-hrs)

NT 303 THE GOSPEL OF MATTHEW

This course examines the narrative framework of the Matthean view of the life, deeds, teachings, and death of Jesus. This examination pays close attention to the Jewish audience for whom Matthew was written, as well as their socio-political realities as a community under the rule of the Roman Empire. Prerequisite: NT 102. (3-hrs) Offered on rotation.

NT 304 THE GOSPEL OF JOHN

The course will encompass a variety of issues and topics. First, the introduction will cover such items as the following: the genre of the gospels; the relationship between the Fourth Gospel and the Synoptic Gospels; and the question of reading the Gospel. Second, the main body will be devoted to an analysis of the Gospel from a variety of different perspectives-- historical, literary, socio-cultural, and ideological. Finally, the conclusion will examine the question of contemporary evaluations of the Gospel. (3-hrs) Spring. Offered on rotation.

NT 305 THE GOSPEL OF MARK

This course examines the healing ministry of the Markan Jesus, particularly as it pertains to his suffering and death. Attention will be given to the role of discipleship and the influence of Hellenism upon the early Christian church. Prerequisite: NT 102. (3-hrs) Fall. Offered on rotation.

NT 306 THE GOSPEL OF LUKE

This course examines Luke’s Christology, social, economic, and political views, as well as gender constructions to assess the Gospel’s contemporary meaning. Other attention will be given to its narrative structure, particularly the Hellenistic literature. (3-hrs) Spring. Offered on rotation.

NT 330 BIBLICAL INTERPRETATION AND EXEGESIS

This course serves as an introduction to biblical exegesis. Interpretation is a complex process that involves assessments of literary genre, language of texts, as well as historical and social settings. The purpose of the exegetical assignments is to give students the opportunity to develop and apply detailed observation skills to the biblical text. Additionally, students will be asked to focus

on developing exegetical skills for use in teaching and/or preaching. Prerequisite: Intro to New Testament. (3-hrs)

NT 401 THE BOOK OF ACTS

This course examines the history of the early church as it is outlined in the book of Acts. Special attention will be given to its theology, particularly considering Lukan theology as well as provide an overview of the missionary journeys, their implications for modern missions, and the impact of the shift from Jerusalem across the Greco-Roman territories. Prerequisite: NT 102 and NT 202. (3-hrs) Offered on rotation.

NT 402 ROMANS

This course provides a theological overview of the book of Romans. Particular attention will be given to Paul's theological themes of law, grace, justification, and sanctification. (3-hrs) Offered on rotation.

NT 403 CORINTHIAN CORRESPONDENCE

An overview of the first and second letters to the church at Corinth, examining the rhetorical style of the letters and the disputes among the Corinthian congregation and their meaning for the contemporary Black church. Prerequisite: NT 102. (3-hrs) Offered on rotation.

NT 404 THE EPISTLES OF THESSALONIANS AND GALATIANS

This is an upper-level exegesis course on what is perhaps two of the earliest letters of Paul (1 Thess – Gal). The course covers a systematic exposition of the themes in its social, cultural, religious, and philosophical contexts of the letters, and its relationship with the rest of the Pauline corpus, the Acts of Apostles, and the NT. Use of the Greek language, or at least of an interlinear Bible, concordances and other exegetical tools is expected. (3-hrs) Offered on Rotation.

NT 405 THE PARABLES OF JESUS

This class will use the parables of Jesus as the exegetical lens through which modern methods of biblical interpretation will be applied, including but not limited to African American biblical interpretation, postcolonial criticism, feminist/womanist criticism, reader-response criticism, and narrative criticism. (3-hrs) Offered on rotation.

NT 406 THE GENERAL EPISTLES

Analysis, exegesis, and exposition of Hebrews, James, and the Epistles of Peter, John, and Jude. Summer (3-hrs)

NT 409 AFRICAN ORIGINS OF CHRISTIANITY

NT 410 THE BOOK OF REVELATION

Various interpretations of Revelation will be consulted in this exegetical study of the Evangelist's message regarding the reign of God and its eschatological teachings. Special attention will be given to the socio-cultural settings of the ancient writer and audience. (3-hrs)
Offered on rotation.

NT 490 INDEPENDENT STUDIES IN NEW TESTAMENT

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

OLD TESTAMENT

OT 101 OLD TESTAMENT SURVEY

An introduction to the academic discipline of Old Testament Studies, through examination of the history, literature, geography, and theological concepts presented in the Old Testament. The course deals with content, structure, dating, and attitudes expressed at various stages, concepts, etc. It seeks basically to answer such questions as: what, when, where, who, why, how, to whom, and about whom. (3-hrs).

OT 201 THEOLOGIES OF THE OLD TESTAMENT

A study of the Old Testament views of God, humankind, history, sin, and salvation. Consideration will be given to the problems of constructing an Old Testament theology with a review of recent attempts. (3-hrs) Fall.

OT 301 PENTATEUCH

A survey of the literary structure and content of the first five books of the Old Testament/Hebrew Bible and the significance of the Pentateuch toward understanding Israelite theology. (3-hrs)
Fall.

OT 302 HEBREW PROPHETS

An expository study of the Hebrew prophets with emphasis on their message, historical background, theological content, and present homiletic significance. (3-hrs)

OT 303 HISTORICAL BOOKS (JOSHUA, JUDGES, AND RUTH)

This course involves learning the content of these biblical books, understanding the conquest and its stages under the leadership of Joshua, examination of the tribal allotments, an introduction to the nations Israel conquered and to those that in turn oppressed it, and an examination of the lives and ministries of God's deliverers known as judges. (3-hrs) Offered on demand.

OT 304 PSALMS AND WISDOM LITERATURE

A study of the liturgical use of the Psalms with particular attention given to their form, content, and typification. The course will include some comparison to the ancient Egyptian and Mesopotamian literature and its implications/appropriations for the liturgies of the Black church. (3-hrs). Offered on demand.

OT405 SUFFERING, VIOLENCE AND HOPE IN THE BIBLE

This class explores key biblical texts that interweave themes of suffering, violence, and hope. We will examine the power of social location and contextual theology in listening to biblical texts dealing with war, rape, and structural violence such as poverty, colonization, racism, patriarchy, and slavery. While the course will focus on Hebrew Bible texts, we will include several passages in the New Testament. In addition, we will listen to texts on suffering, violence, and hope in the world around us, exploring congregational and community responses to individual and systemic suffering and violence. (3-hrs)

OT 406 ISAIAH

An exegetical and textual study of Isaiah considering both its place in historical Christian understandings and contemporary academic scholarship. When appropriate, differences between the traditions of Jewish and Christian readings of the text will be highlighted. While English shall be the primary version used, critical Hebrew sources will be utilized where possible. (3-hrs) Offered on demand.

OT 408 JEREMIAH

A systematic study of Jeremiah's life and prophecies against the political, social, and religious background of the end of the seventh and the beginning of the sixth century B.C. in Israel. (3-hrs) Offered on demand.

OT 410 APOCALYPTIC LITERATURE

This class examines the meaning of apocalypse, and the rise of the apocalyptic movement in Judaism. Special attention will be given to the apocalyptic elements of Isaiah, Daniel, Ezekiel, Joel, and Zechariah as well as an examination of the cultural-rhetorical aspects behind each text. (3-hrs).

OT 490 INDEPENDENT STUDIES IN OLD TESTAMENT

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

PHYSICAL EDUCATION

PE 102 MARTIAL ARTS

PE 102 PHYSICAL EDUCATION / HEALTH

This course emphasizes team sports composed of calisthenics, group games (such as basketball, volleyball, badminton, and archery), and other activities to help keep the body in condition and the mind alert. (3-hrs) Spring.

PE 202 CONTEMPORARY HEALTH ISSUES

This course focuses on personal hygiene and contemporary health issues. (3-hr) Spring.

PHILOSOPHY

PH 102 INTRODUCTION TO PHILOSOPHY

Introduction to the problems, terminology, and methodology of philosophical inquiry. Selected readings will be used to illustrate the problems of knowledge, being, action, and value. (3-hrs) Spring.

PH 402 CHRISTIAN ETHICS AND THE BIBLE

The first half of this course contrasts Christian ethics with ethical systems and then seeks to construct a Christian theology of moral life. In the second half, application of this Christian moral theology is made to social existence and issues. Course work is based on scripture. (3-hrs) Spring.

PH 305 LIBERATION ETHICS

PH 404 FILM AS GENRE OF THEO/ETHICAL REFLECTION

PSYCHOLOGY

PY 101 INTRODUCTION TO PSYCHOLOGY

An introductory course dealing with scientific methods in psychology, interpersonal processes, abnormal behavior, biological foundations of behavioral principles, motivation, learning, sensation, perception, and other topics. (3-hrs) Fall.

PY 210/ (OT 210) THE BOOKS OF RUTH AND ESTHER: WOMEN'S PSYCHOLOGICAL DEVELOPMENT

The biblical stories of Ruth and Esther will be used to understand the psychological continuity between personal problems and growth of the ancient narratives of women during biblical times and the lives of women today. Viewed through a feminist/womanist lens, we will look at the importance of friendships and sisterhood to women. We will also examine the ways that these stories can be used to provide useful tools in the ongoing struggle of wholeness and dignity in African American women today. (3-hrs)

PY 303 HUMAN GROWTH & DEVELOPMENT

A study of the principles of growth and development of the individual from later adolescence to senescence; with emphasis on the biological and psychological needs and the environmental influences affecting their development and relationship to others. (3-hrs) Offered on demand.

PY 305 PSYCHOLOGY OF THE BLACK MALE

This course will illuminate a psychological theoretical framework from which to observe patterns of black masculine construction and identity formed through the experiences of slavery and racism and its impact on masculine identity in the 21st century. This course examines current psychological theories on Black men's mental health and well-being. (3-hrs) Offered on rotation.

PY 308 THEORIES OF PERSONALITY

A survey of the various theoretical and experimental approaches to the development of personality. Attention will be given to the development of normal and deviant behavior patterns, and to biological, psychological, and sociological bases for behavior disorders. (3-hrs) Offered on demand.

PASTORAL STUDIES

PS 101 INTRODUCTION TO CHRISTIAN MINISTRIES AND MISSIONS

This study will explore the Biblical and community models for Christian ministry and mission. (3-hrs) Fall.

PS 103 FOUNDATIONS OF VOCATION/LIFE CALL

This course investigates the spiritual, psychological, and social precedents to the students chosen vocation and life call. Emphasis will be placed upon modalities that locate the passion and purpose of students through biblical insights, self-assessment, and narrative examination, with special attention being given to gender specificity, and socio-cultural competence as indicators of vocational aptitude. (3-hrs)

PS 104 FOUNDATION OF VOCATION AND LIFE CALLING

This course investigates the spiritual, psychological, and social precedents to the students chosen vocation and life call. Emphasis will be placed upon modalities that locate the passion and purpose of students through biblical insights, self-assessment, and narrative examination, with special attention being given to gender specificity, and socio-cultural competence as indicators of vocational aptitude. (3-hrs)

PS 301-302 HOMILETICS

This two-part course will examine theologies and methods of sermon development and preparation. The class will enhance skills in the use of images/metaphors/illustrations, and in understanding narratives and plots as meaningful sermonic tools. The methodological approach for these classes will be preaching as Witness or as a Herald. (3-hrs) Every year

PS 303 BIBLICAL FOUNDATIONS FOR CHRISTIAN WORSHIP

Study of the basis and structure of communal worship in the Christian tradition. Survey of the history of Christian worship, its biblical, theological, and psychological roots, and various means of expressing worship. Attention will be given to the Biblical and theological framework for planning and conducting worship services. (3-hrs) Fall.

PS 307 PASTORAL MINISTRY AND ADMINISTRATION

Investigation of the role and function of the ordained minister, including leadership styles and skills. Attention will be given to the pastor's self-understanding, call, relationship to the church and the community, the various ministerial and administrative tasks, and resources. (3-hrs) Fall.

PS 402 PASTORAL CARE

This course explores counseling theory and practice. Offered periodically. Spring. (3-hrs)

PS 415 AFRICAN AMERICAN SPIRITUALITY

This course examines African spirituality, ubuntu, and the Black Church traditions, including Howard Thurman, Jeremiah Wright, Flora Wilson Bridges, Emilie Townes, Barbara Holmes, James Forbes, Renita Weems, and others. (3-hrs) Fall.

PS 490 INDEPENDENT STUDIES IN PASTORAL STUDIES

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

SOCIOLOGY

SO 112 INTRODUCTION TO SOCIOLOGY

An introduction to some sociological concepts and methods of sociological analysis. Topics include stratification, race and ethnic relations, social change, socialization, and the major social situations-- the family, the political and economic orders, religion and education. (3-hrs) Spring.

SO 201 INTRODUCTION TO SOCIAL WORK

A study of the origins, structure, and characteristics of social work services, social welfare policies, and the social work profession.

SO 204 CHILD, FAMILY, AND COMMUNITY SERVICES

This course is designed to examine the socialization of children today, emphasizing the important influences that affect children and their families. Family and community structures and values as well as cultural differences will be analyzed. Community resources for children and families will be identified and evaluated.

SO 301 SOCIAL PROBLEMS

This is a practical theology application course, designed to explore systems and structures of injustice and oppression along with effective models for prophetic witness and action. We will examine a wide range of issues, including race, class and gender, addiction and recovery, the criminal justice systems, victims and restorative justice, housing policies and homelessness, poverty, children and welfare policies, domestic violence, health care, public education, globalization, and immigration policies (3-hrs) Fall.

SO 302 FOUNDATIONS OF PEACEMAKING

“Conflict is a way of life...but violence doesn’t have to be.” (From Alternatives to Violence) Foundations for Peacemaking will create a biblical, theological, and sociological framework for analyzing conflict including the exploration of power and struggle, structural and systemic violence, nonviolent direct action, transformative justice, conflict mediation and reconciliation. The class will be participatory, experiential, and interactive and will require openness and critical thinking. We will spend time in community immersion, practical skill training, and group work. There is no prerequisite. (3-hrs)

SO 309 CRIMINAL JUSTICE SYSTEM

Offers a sociological and theological analysis of the criminal justice system with a special focus on the impact of the criminal justice system on communities of color and on those who are impoverished. Taught inside the prison, with half of the students coming from ABC and the community and half from within the prison. Collaboration created to redefine prison ministry from the inside out through partnership with those most directly impacted by the system. Explores possibilities for re-entry and for congregational involvement in prison ministry. (3-hrs)

SO 320 CONFLICT MANAGEMENT

This course provides an understanding of conflict in the context of the people involved and their relationship to each other. It draws from both the fields of psychology and sociology to provide a framework for understanding and assisting those parties to acute conflict, with emphasis on the equity implications for conflicts at the intersection of trust, identity, and power. Communication in conflict, negotiation theory, and the psychology of conflict will be explored. Case studies, simulations and role-playing exercises will be utilized. (3-hrs)

SO 400/ (PE 302) SPIRITUALITY AND MEDICINE HEALTH AND SPIRITUALITY

SO 406 GROUP DYNAMICS

An examination of interpersonal relationships in social situations. Among the problems to be considered are determinants of group behavior, actor's definitions of the situation, types of interpersonal strategies, the construction and elaboration of "fronts," empathy, role-taking, and the imputation of motives. Role-playing is used extensively for illustration. (3-hrs) Spring. Even years.

THEOLOGY

TH 102 SURVEY OF CHRISTIAN DOCTRINES

This course examines the biblical and theological framework of Christian doctrines. (3-hrs) Spring

TH 115 INTRODUCTION TO THE ACADEMIC STUDY OF THE BIBLE

Introduces students to hermeneutics, the critical questions, and a basic methodology for reading the biblical text. (3-hrs) **This course is the prerequisite for all bible courses.**

TH 120 INTRODUCTION TO THEOLOGY

Equips students in the basic terms of theology, as well as preparing them to write academic theological essays and use biblical reference materials. **This course is the prerequisite for all theology courses.**

(3-hrs)

TH 205 FOUNDATIONS OF ETHICAL REASONING

This course will introduce philosophical ideas of individual and societal justice as well as study the life and death of Socrates and the structures that inhibit personal and group progression toward a just society. Moreover, the course will provide an understanding of the role of the philosopher and the intentionality required to observe individual and social practices of injustice. (3-hrs)

TH 207 THEOLOGICAL STUDIES OF DEATH AND DYING

This course provides an in-depth exploration of the physical, emotional, and spiritual dimensions of death and dying in an historical, scientific, theological, and pastoral context.

TH 301 SYSTEMATIC THEOLOGY

A systematic study of the historically established principal doctrines of Christian orthodoxy, including revelation, atonement, the triune God, Christology, theological anthropology, pneumatology, ecclesiology, and eschatology. Prerequisite TH 120. (3-hrs)

TH 303 MLK, GANDHI & THURMAN

This course will survey the life and thoughts of Howard Thurman, Mohandas K. Gandhi and Martin Luther King, Jr. and their respective visions of God and humanity. In addition, special attention will be paid to the social influences that shape their understanding of the role of religion in the transformation of persons and society. The course will culminate with an examination of the contemporary relevance and legacy of nonviolence. (3-hrs)

TH 305 SPORTS AND RELIGION

This course examines possible relationships and intersections between sports and religion. The course will primarily take a Christian perspective but will also incorporate some perspectives from the sociology of religion. The course will also incorporate films based on sports. (3-hrs)

TH 314 PREACHERS, PIMPS, AND PROPHETS

This course will explore how the core themes of manipulation, space, and power are observed, defined, and applied to the preacher, pimp, and prophet roles. It will examine prophetic speech of the pimp and how preachers pimp parishioners and use privilege to manipulate space as a means of personal expansion. The course will also provide a theoretical position of the black prophetic tradition and how prophets in this tradition speak to systemic racism in America. (3-hrs)

TH 401 COMPARATIVE RELIGIONS

Comparative Religions is a course that studies Christianity along with 4 major world religions and several other religions to determine, discuss, and better understand their points of similarities and differences. (3-hrs)

TH 400 (MPS 505) THEOLOGIES OF LIBERATION

This intermediate three-credit online course is designed to develop a critical understanding of the methods, sources, commonalities, and differences of the various forms of liberation theology that emerged across the globe in the 20th century. It will provide an overview of writers of varying contexts who take moral evil seriously and who work to address “human oppression in light of biblical teaching.” We will interrogate the norms of these contemporary theologies by emphasizing the relevance of liberation to constructive approaches to ministry, e.g., the Black church dealing with the HIV/AIDS crisis. This course is taught with a commitment to justice as such we will claim ownership of our assumptions and strive for intellectual growth and change. (3-hrs)

TH 405 BLACK, WOMANIS, AND LIBERATION THEOLOGIES

An in-depth study of major Black Christian thinkers in America such as Katie Canon, James Cone, and Martin Luther King, Jr., and Delores Williams. Also, attention will be given to other liberation theology, e.g., Third World theology and other writers who address human oppression in the light of biblical teaching. (3-hrs).

TH 408 THINKING THEOLOGICALLY

This course serves as an introduction to the approach to theological thinking and learning. We will deploy a theological model that attends seriously to the pluralistic contexts in which theology is done, to the person doing the theology, to the resources of the students' traditions, and to our deepest theological values. (3-hrs).

TH 409 PHILOSOPHIES OF RELIGION

A critical engagement with the various approaches to the general description of human religions within the academic discipline known as "Philosophy of Religion," from its 18th century origins to the present day. Use of literature, primary texts, and historical sources to create dialogue will be emphasized. (3-hrs) Every Fall.

TH 410 PERSON AND MINISTRY OF THE HOLY SPIRIT

A survey of the history and various perspectives/ positions relative to the development of the orthodox (Nicene-Constantinople) doctrine of the Holy Spirit. Lectures and discussions will be given on many of the New Testament passages concerning the "gift" and "gifts" of the Holy Spirit. (3-hrs).

TH 490 INDEPENDENT STUDIES IN THEOLOGY

Studies in specialized areas as selected by the student and approved by the supervising professor. (3-hrs)

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 allows 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, 5:30-6:30 pm 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 5:30-6:30 pm 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 2023 and beyond)

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

- Seniors 2023 - 24 services
- Seniors 2024 (current Juniors) - 48 services
- Seniors 2025 (current Sophomores) - 72 services
- Seniors 2026 (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 worship and liturgy.*****

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 of 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 include 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 helps 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, Kappa Alpha Psi, Zeta Phi Beta, 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 Success for a 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 respective national bodies.

Honors Day

The Presidents and Deans lists recognitions are held during the Spring and Fall semesters during convocation for the purpose of recognizing distinctive academic achievements 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.

Policies for Student Organizations

Student organizations, including fraternities and sororities, may not meet during class hours. Each fraternity, sorority, and other student organization shall provide the Director of Student Success 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 Director of Student Life & Wellness (or designee) or the Community Conduct Council. Failure to comply with these regulations will make the organization liable and risk losing its status.

How to Start a Student Organization

The American Baptist College takes the events, happenings, and activities of its students seriously. As such, the school understands all activities that involve portions, or the entirety of the student body necessarily require some oversight. 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 being 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 depends on students associated with the proposed organization being in good academic and social standing with the College. The 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 the Student Affairs Committee and Faculty

Advisor for Student Organizations approval, the organization must be approved by senior administration of school (Vice President Academic Affairs (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. The Office of the President must approve the reproduction and use of these marks. 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 the authorization of the copyright owner.

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, always, 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, dismissal, and any other separation from American Baptist College.

Internet Access

American Baptist College students can access the internet throughout the campus. We have wireless accessibility and Ethernet access. Furthermore, we have a computer lab available to students in the library building for usage. If you have any questions or concerns about internet connectivity, please contact the IT Department.

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 correspond with professors, register for classes, check financial aid status, and keep up with what courses they are enrolled in and are required for graduation. The student web portal address is as follows:

<http://portal.abcnash.edu/student/index.asp>.

Use of School Email

Your ABC email account is ABC's official means of communicating with you. You are required to check this account regularly. Important dates, deadlines, and notices as well as communication with various offices and professors come through this account.

Buying Textbooks

American Baptist College encourages all ABC students to purchase their textbooks before the start of class. You can buy both new and used books online. Some textbook websites allow you to rent your textbooks online and download them to read on your desktop, laptop, or electronic

devices. You can purchase and rent books online if you own a Kindle, iPad, or even an iPhone or Android on the following websites (textbook availability varies from book to book): Chegg.com, Campusbooks.com, ValoreBooks.com, or you can check the Susie McClure Library to see if your instructor put a textbook on reserve for you to read while in the library or if any Open Educational Resource (OER) Textbook options are available.

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 need financial assistance 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 an 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 an 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 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 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 Business Office on the afternoon of the day checks are mailed to off-campus students.

Financial Policies

The registration of a student signifies the assumption 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 ½ 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 are 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.

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 for healthier experiences at American Baptist College.

Our health and wellness center provides the following services to all students, staff, and faculty at low or no cost. 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 does given earlier those 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 vaccines 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 the 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.

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, Tuesday, Wednesday, and Thursday (lunch), 4:30 pm- 6:30 pm Monday, Wednesday (dinner), Tuesday 5:00 - 7:00 pm, 1:00 pm- 4:00 pm Friday (combined lunch and dinner). The Flame Café is in the Lewis-Scruggs Center at the entrance to the food service area.

The Flame 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

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 or 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

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

Graduation

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

- 60, 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 is a fiscally responsible and highly accountable manner.

In addition, we are committed to excellence, integrity, respect, teamwork, accountability, and quality. 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 catalog.

Students 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 have the right and the authority to guide classroom discussion and to set reasonable limits on the way 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 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 matter pertaining to the academic activities.
2. **The Community Conduct Council (CCC):** reviews matter pertaining to violations of the dormitory regulations, community policies, and conduct codes.

Honor Council

The Honor Council (HC) is chaired by the Student Success Director 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.

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 the Director of Student Success, 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 because of mandatory counseling. Students 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 always conduct themselves as law-abiding members of each community.
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. To 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 always.
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 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:
 1. **Conduct dangerous to others** - Any conduct or attempted conduct which constitutes a danger to any person's health, safety, or personal well-being (Bullying), including, but not limited to the following:
 - a. Physical and/or verbal abuse
 - b. Threats and/or intimidation
 - c. Harm inflicted on self.

2. **Hazing** - Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless.
3. 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 damage by fire or other means or property or possession of any substance which could 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.
 - a. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official.
7. Violation of any published information technology resources policy.
8. 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 cards 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 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 with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether such a 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 Director of Student Life & Wellness.

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 Director of Student Life & Wellness 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 Director of Student Life & Wellness 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 Director of Student Life & Wellness.

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 Director of Student Success within 3 days by writing and signing an *Incident Report* of the alleged incident.
 - a. Upon receipt of the alleged incident the Director of Student Success 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 the meeting of the CCC it will hear evidence and statements from primary participants in alleged incidents as well as any other relevant witnesses.
 - iii. After hearing, viewing, conversing with all evidence and parties involved the CCC will deliberate to decide whether 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 Director of Student Success 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 decide 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, 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. If a sanction is levied on a Friday, appeal must be submitted by the following Monday. If the 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 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 is 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, or President of the College or their designee. If 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 the student in full. If student is unable to do so due to exigent circumstances structured arrangement must be made with the Business Office.
- 4) Students must turn in their student ID.
- 5) All electronic login information will be discontinued (school email, student portal, Canvas) Students 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 the 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 7 business days 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 are 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
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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.....	\$108.0
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.....	\$600.0
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.....	\$50.0

Desks and Chest of Drawers

Desk.....	\$350.0
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 (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 doorknob/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
 Unswept 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

Room Changes: Requests to change rooms should be made in writing to the Director of Student 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 difference. For this reason, a resident student may apply for a roommate change after three (3) students involving student grievances are filed with the Director of Student Life & Wellness 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 students 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 the 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 Director of Student Life & Wellness 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 scheduled 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, the following is a policy requiring a high level of academic accountability, with respect to class attendance, classroom performance, and academic progress for all 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 online card catalog 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 three weeks at a time and must be returned or renewed by the due date. Renewals can be done by phone or email. 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.

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.

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. 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, sorority, and other student organizations shall provide the Director of Student Life & Wellness (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 Director of Student Life & Wellness (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.

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.

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 Director of Student Life & Wellness, 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 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 Executive Vice President. This office shall oversee the gathering and reporting of all statistics as required by state and federal law regarding campus security.
- The Executive Vice President (or designee) shall prepare, publish, and disseminate all required policy statements, operating safety and security procedures and other reports as required by law.
- The EVP 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 EVP shall arrange for student participation in all programs as mandated by campus security laws.
- The office of the EVP 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 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 Director of Student Life & Wellness (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 or Executive Vice President 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 Director of Student Life & Wellness, 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 EVP.

Procedure to Report Criminal Activity and Emergencies

Members 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 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, or 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 persons 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,

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 an 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 imperative 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.

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

Decide, 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 phone 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.
- Decide with others in the room about what you will do if the shooter enters. Be totally committed to act 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 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.
- Decide as to how you will survive the situation.
- . Be totally committed to act 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 halls, have everyone remain there.
4. Remain calm and attempt to keep others 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 Director of Residential Life, Executive Vice President, 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. During the first 24 hours after the American Baptist College has determined that a student is missing, the Executive Vice President 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 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 aged 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 the Executive Vice President immediately.

b. The Office of the Executive Vice President 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 Executive Vice President, Director of Residential 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 the Executive Vice President 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, the 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 Executive Vice President and Chief of Staff 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 Executive Vice President 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, Dr. Terrence Chandler-Harrison. If you are in one of the residence halls or apartments, call one of the Resident Assistants first, they will communicate with Dr. Chandler-Harrison.

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 based on 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 extend 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 regarding 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 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. Exceptions 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 decide 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, the 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 Director of Student Success (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 situations.
- 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 example, 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 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, and radios, are 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 Director of Student Life & Wellness Life and Campus Security.
- Students are prohibited from entering any campus building or attending class or campus functions while under the influence of alcohol or controlled substances.
- Students will be prohibited from entering restricted areas (i.e., 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, 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, always.
- 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 of Academic Affairs and 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 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 Director of Student Life & Wellness 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 Director of Student Life & Wellness (or designee) to include the following:

- 1) Fines (To be assessed to student account. Student will be responsible for any balance incurred because 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

The Director of Student Life & Wellness 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 way they have been prescribed. And other substances used for the purpose providing an effect like prohibited substances.

Violators will be subject to disciplinary action by the Director of Student Life & Wellness (or designee) to include the following:

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

In addition to sanctions by the Director of Student Life & Wellness Life (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 automobiles. 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 the Director of Student Life & Wellness Life

- 1) First violation \$25.00 fine (To be assessed to the student account. Student responsible for any balance incurred because 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 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 speak. 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 Vice President of Academic Affairs (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 (within 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 of Academic Affairs (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 the safety of all members of its community seriously. 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 if 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 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 healthcare providers are legally required to report to the police all cases of suspected sexual or physical assault.

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 of 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 of the Director of Student Success (or designee). Violators will be charged and adjudicated appropriately by the college and are 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 Residence Life. Overnight guests and visitors must be registered and approved by the Director of 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 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 of Academic Affairs (or designee). All searches will be conducted with no less than two persons present designated by the Director of Residence Life. All evidence found within the room, or automobile will be stored with the Office of Residential 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.

MEMBERS OF THE ABC ADMINISTRATION

EXECUTIVE ADMINISTRATION

Forrest E. Harris, Sr., D.Min.

President and Professor of Ministry, Theology and Black Studies

Febbie C. Dickerson, Ph.D.

Vice President of Academic and Student Affairs

Richard Jackson, J.D.

Executive Vice President

Phyllis D.K. Hildreth, J.D.

Chief of Staff

Phyllis Qualls, Ed.D.

Chief Advancement Officer, Communications, and Marketing

COLLEGE ADMINISTRATION AND OPERATIONS

Office of the President

Mary A. Carpenter, TCEcd, Director of President's Office Affairs, Title IX Coordinator

Ed Wisdom, III, M.B.A., Director of Information Technology

Ajanta Roy, Ph.D., Director of Research and Accreditation

Crystal Cockrill, Institutional Information Liaison to the Office of the President and Institutional Data Manager Assistant

Academic Administration

Registrar

Cedric Aaron, M.O.L., Registrar and Institutional Data Manager

Enrollment

Dee Thomas, B.A., Director of Enrollment

Tamara Young, M.S., Senior Admissions Recruiter

Financial Aid

Kristie McQuiddy-Law, M.Ed., Director of Student Financial Aid Services

Student Services

Nicole Harris-Tolliver, M.T.S., Director of Student Success

Residential Life

Terrance Chandler-Harrison, M.Div, Ed.D., Resident Life Director

Career Services

Nicole White, B.A., Coordinator of Student Career Development

Director of Library Services

Angel Pridgen, MLS, M.Ed., Director of Library Services

Director of Student Formation and Chapel

William Green, M.A., D.Min. Dean of Chapel and Director of Student Formation and Engagement

Business & Finance

Brook Bell, M.A., Comptroller

Clara Williams, M.S., Bursar

Institutional Advancement, Communications and Marketing

Demetria McCroskey, M.O.L., Title IIIB Director

Andre' R. Trice, B.A., M.A., Director of Constituency Affairs

Operations & Security

Keaton Walkine, M.T.S., Director of Campus Operations & Facilities

FACULTY

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ALMA MATER

We love thee, Alma Mater, the school we cherish so. The world will read thy data wherever we
may go Thy words we'll never alter,
We'll never, never falter in showing forth thy faithfulness, A.B.T.S.

The world will praise thy students wherever they may go.
Thy walls have made them prudent because they love thee so. They'll ne'er forget the pleasures,
the care and precious treasures of all thy love and righteousness, A.B.T.S.

The mem'ry of thy teachers shall linger in our hearts. The words of all thy preachers shall battle
Satan's darts. We'll honor thee forever, forsake thee never, never, For'er we'll sing thy
blessedness, A.B.T.S.