



WILLIAMS  
BAPTIST UNIVERSITY



# Student Handbook

## 2023-2024

OFFICE OF STUDENT AFFAIRS  
WILLIAMS BAPTIST UNIVERSITY 56 McClellan Dr., Walnut Ridge, AR 72476

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# THE UNIVERSITY

## **STUDENT HANDBOOK/CATALOG**

Students enrolled at Williams Baptist University (WBU) enter into an agreement to support and to abide by the purpose and mission of the University. The Student Handbook interprets this agreement by clarifying and delineating the policies, regulations, and guidelines that aid the institution's mission and purpose. Students are expected to know the contents of the Student Handbook and the University Catalog and to comply with the stated policies. The Dean of Students acts as editor of the Handbook. All changes, amendments, and corrections should go through the Office of Student Affairs. Williams Baptist University will not print hardcopies of the Student Handbook. The Handbook that is online is the official and most current version of the handbook and is subject to change throughout the year.

## **WBU PURPOSE, MISSION, VISION, AND DIVERSITY STATEMENTS**

The purpose of Williams Baptist University, Walnut Ridge, Arkansas, as set forth in Article I, Section 2 of the Constitution of Williams Baptist University under which the University was founded is stated as follows:

The purpose of this institution shall be to maintain a college and academy course for the training of the ministry and the youth of Arkansas and Missouri that may seek instruction under its direction. It shall seek to inculcate Christian ideals and to encourage Christian missionary zeal for all the nations of the earth.

This mission, initially codified in 1941, ultimately expanded to encompass national and international student recruitment. The current Williams Mission Statement, Vision Statement and Purpose Statements were re-examined and revised spring, 2016.

The Mission Statement and Vision Statement were developed in 2012 and revised in 2016. During that revision an ad-hoc committee was formed to develop a Diversity Statement that would represent our commitment to nondiscrimination laws and the doctrinal exemptions afforded the College by the Constitution. Those three statements were used to evaluate, implement, and monitor the objectives created by the Strategic Planning Committee as they were translated into operational strategy by the Administration. The three statements are:

### **Mission Statement**

"To provide an excellent, holistically, Christian liberal arts education, while compassionately shaping student lives."

### **Vision Statement**

"To produce exceptional graduates prepared to engage local and global cultures through a Christ-centered worldview."

### **Diversity Statement**

"Agreeing with the Holy Bible that all individuals are created in God's image, Williams seeks to nurture a diverse campus community that values and expresses respect for all peoples regardless of their sex, ethnicity, race, or culture."

### **PHILOSOPHY OF STUDENT AFFAIRS**

A Christian liberal arts university has dual responsibilities in faith and learning. At Williams Baptist University Christian faith not only forms the foundation for education but is also a goal in itself. Fulfilling its mission as a "campus of Christian purpose," the University promotes and teaches Christian faith and values hoping to instill in students a commitment to serve God and man. The Student Affairs program is committed to the objectives of a Christian liberal arts University and seeks to provide a living-learning environment that will foster the individual growth and development of each student.

### **WILLIAMS' COLORS**

Williams' colors of blue and white signify patriotism and purity. These colors were chosen by the student body in 1957.

### **WILLIAMS BAPTIST UNIVERSITY SEAL**

The seal of Williams Baptist University bears the motto "The Campus of Christian Purpose" and the Greek phrase, "MATHETEUSATE PANTA TA ETHNE," ("Make disciples of all nations"), part of Christ's Great Commission. The open Bible represented on the seal is symbolic of the idea that God's word is the source of all truth. The seal was adopted in 1941.

### **DEFINITION OF A STUDENT**

A student at Williams Baptist University is defined as all persons that have matriculated at the University, whether full-time or part-time. All matriculated person shall be considered a "student" until such a time that the person has either graduated, withdrawn, or has been removed from the University.

### **STUDENT EXPECTATIONS**

By virtue of choosing to matriculate to Williams Baptist University, students willingly submit themselves to WBU authority as defined in the WBU Student Handbook, and each student agrees to live within the framework of the University's standards. While a student's personal convictions may differ from these standards, the choice to become or remain a part of Williams Baptist University's community includes a commitment to abide by the University's standards. The University may, in its sole discretion or judgement, discipline or dismiss a student who demonstrates a lack of respect for, or who disregards the University's standards, or whose conduct is not in keeping with the University's standards.

Along with assuming the responsibility of abiding by the rules and Standards of Conduct of the University, students are also responsible for abiding by city, state, and federal laws. All students are expected to conform to the context described by the policies and regulations of the institution.

Additionally, Williams Baptist University deliberately seeks to foster an atmosphere of student life that is conducive for students' personal and academic development. Student life is defined by the policies, curriculum, programs, and activities of the University. Students at WBU are encouraged to become participants in that aspect of campus life where they are best able to



explore their talents, learn skills, develop relationships, form a personal value system, and discover a personal identity.

## **GUIDELINES FOR BEHAVIOR**

### **STATEMENT OF VALUES**

Based upon the premise that each person has specific God-given abilities, and that each person is a part of a greater community which requires cooperation and mutual consideration, our goal at WBU is to provide an atmosphere in which a student may develop proper values, self-discipline, a sense of responsibility, and desirable characteristics which will last an eternity. These values are compatible with the Christian faith and form the foundation of residence life, student activities, campus policies, Standards of Conduct, and other aspects of student life. On May 2, 1980, the Board of Trustees adopted the statement below that summarizes the University's values:

"In line with this [Christian] orientation, every student is expected and required to respect and uphold personal and property rights; to foster and maintain those attitudes and conditions which contribute to the academic, moral, religious, and social goals of the University; and to manifest and act upon a genuine concern for the general well-being of fellow members of the University community." From this statement, the following list of values can be produced:

- Individual Worth
- Self-discipline
- Respect for Property and Environment
- Respect for others

These values best preserve the institution's Christian purpose and foster the personal development of each individual.

### **STANDARDS OF CONDUCT**

As a Christian institution, the University seeks to provide an environment that best promotes and fosters the holistic development of each student. A student who enrolls at WBU, whether personally committed to Christian ethical and moral values or not, assumes an obligation to conduct him/herself in a manner that is compatible with the University's goals, purposes, and functions and to abide by the policies and guidelines that govern the Institution. In addition, Williams Baptist University has the right and responsibility to provide an environment that is conducive to a student's freedom to grow and to learn and to take necessary measures to preserve that environment. To safeguard this freedom, the University defines and delineates a general statement of Standards of Conduct. Violations of the Standards of Conduct will be subject to disciplinary proceedings.

Students are expected to...

1. ...comply with the responsibilities of citizenship; to uphold federal, state, and local laws.
2. ...know and abide by all policies and regulations of the University that are listed, but not restricted to, the Student Handbook and the catalog (<https://williamsbu.edu/academic-catalog/>).
3. ...respect diverse ethnic, racial and religious beliefs and avoid racism or ethnocentricity.
4. ...be honest and truthful in all relationships with students, faculty, and staff; refrain from cheating and plagiarism (p.12), and knowingly furnishing false information.

5. ...strive to fulfill the academic expectations of the faculty and the respect the University's property and the property of others.
6. ...gain access to facilities or keys to facilities with proper authorization; comply with library regulations; use others' property with permission.
7. ...respect other's personal integrity and the Christian environment by refraining from profanity, harassment, physical or verbal abuse, conduct which threatens the safety and health of any person, pornography, hazing, gambling, occult practices, sexual behavior that is contrary to Christian teachings, and lewd, immoral, indecent, or obscene behavior, expressions, or gestures.
8. ...refrain from the on-campus possession, use, or distribution of firearms, ammunition, fireworks, explosives, knives, look-alike guns, martial arts weapons, and other weapons or tools intended for criminal use (see weapons policy on p.44).
9. ...refrain from using, possessing, distributing, manufacturing, dispensing, displaying or being under the influence of alcohol (see alcohol policy on p.35).
10. ...refrain from using, possessing, manufacturing, distributing, displaying, dispensing or being under the influence of illegal drugs (see drug policy on p.35).
11. ...dress in a manner that is tasteful, modest, reflects the University's values, principles of etiquette, and respect for oneself.
12. ...refrain from organizing or participating in social dancing on the University's campus or at University-sponsored events.
13. ...refrain from disorderly conduct or breach of peace on university property or at university activities; refrain from the obstruction or disruption of teaching, administration, disciplinary proceedings, and other activities of the University; refuse to participate in disruptions, riots, and demonstrations.
14. ...comply with directives of University officials, disciplinary officers or councils; respond to requests from university officials.
15. ...refrain from aiding, abetting or inciting others in violations of WBU policies and federal, state, or local laws; being present without being directly involved, but failing to take preventive action or to inform University officials.
16. ...use emergency equipment, such as fire extinguishers, and emergency services and procedures in an authorized manner.
17. ...comply with the University Social Media Guidelines (see Social Media on p.5)

## **MISCELLANEOUS**

- Camping is not allowed on campus.
- Hazardous or reckless driving on campus is prohibited. This includes, but is not limited to, riding on the outside, top, hood, fender, bed, or tailgate of a vehicle or the towing of any apparatus not permitted for carrying passengers and/or vehicle use.
- Student use of ATVs/UTVs are prohibited on campus, except for student use of ATVs/UTVs owned and operated by the University for Official Use.
- Climbing campus buildings or trees is not allowed.
- Rollerblading, roller-skating, scootering, or biking inside campus buildings is not permitted. Playing with, throwing, kicking, or rolling any ball or sports paraphernalia inside campus buildings is also prohibited except in appropriate areas of the SMC and Carter Field House.
- The use, possession, and storage of a hover-board anywhere on campus, including residence halls, apartments, classrooms, and other facilities are also prohibited. This ban includes self-balancing scooters, battery scooters, hands-free segways, electric powered skateboards, or any device commonly referred to or known as a hover-board.
- No sparring or horseplay of any kind is permitted in campus buildings.

## **SOCIAL MEDIA**

A student who enrolls at WBU assumes an obligation to conduct him/herself in a manner compatible with the University's goals, purposes, and functions, and to abide by the policies and guidelines that govern the University. The values of the University are compatible with the Christian faith and form the foundation of academics, residence life, student activities, campus policies, personal conduct, and all other aspects of student life. As such, the University's Christian commitments, values, and standards of conduct are applicable to and guide student involvement in and student use of social media.

WBU cares about the health and wellbeing of its students, and students are encouraged to communicate concerns, observations, suggestions, etc., to the University. In order to facilitate appropriate communication, the University has implemented policies and procedures for addressing student grievances, problems, suggestions, and behaviors. Students are required to follow these University approved policies and procedures for addressing and communicating all issues related to academics, student life, housing, spiritual life, athletics, extra-curricular activities, and all other matters related to university life.

Social media posts determined to violate or abrogate University approved policies and procedures are subject to disciplinary action. The types of social media postings prohibited include, but are not limited to, cyberbullying, intimidation, personal attacks, accusations toward other students or University employees; disparaging or derogatory posts about the mission, values, policies, or programs of the University; profanity, nudity, or other offensive material. Failure to abide by these policies and procedures is subject to disciplinary action and may result in removal from the University.

## **SEXUAL BEHAVIOR POLICY RELATED TO STUDENTS AND PERSONNEL**

Williams Baptist University was founded in 1941 by Baptists. It is an institution of the Arkansas State Baptist Convention. As a Christian academic community in the Baptist tradition, we believe that men and women are created in the image of God. We affirm the intrinsic worth of every individual.

We respect and appreciate cultural backgrounds other than those of our own. We respect opinions and attitudes other than our own. We seek to show honor, respect, and dignity to all individuals.

In accordance with scripture, we believe that the cornerstone of a Christian sexual ethic is faithfulness in marriage between a man and a woman and abstinence in singleness. Sexual activity outside the biblically sanctioned marriage relationship falls short of God's desire for humanity.

Thus, Williams Baptist University holds to a biblical sexual ethic and definition of sexual identity. But because we believe that all men and women are created in the image of God, we believe in the love and grace of God for all people, for those who live by a traditional sexual ethic and those who do not.

Based on our understanding of biblical standards, the values of the University community do not condone sexual impropriety, such as the use of pornography, pre-marital sex, adultery, co-habitation on or off campus, homosexual activity including same-sex dating behaviors, and all other sexual relations outside the bounds of marriage between a man and a woman. Williams does not endorse or approve of the trans gendered lifestyle. Thus, we welcome all qualified individuals to our campus, but we do not condone sex-related behaviors that are contrary to our

values and our interpretation of scripture (Genesis 1:26-28, Genesis 2:23-24, Leviticus 19:2, Micah 6:8, 1 Corinthians 6:18-20, Galatians 5:16-26, Ephesians 5:1-4).

The prohibition of these behaviors is expressed herein with respect and love to all those individuals who disagree with this policy. We treasure the freedom of conscience under God that He grants to all humans, and we seek not to rob any individual of that freedom. Yet, herein we seek to exercise our freedom of conscience to unapologetically affirm a traditional Christian sexual ethic and require that all that are employed and/or enrolled adhere to this standard.

## **POLICY AGAINST UNLAWFUL HARASSMENT**

WBU is committed to providing a work and an educational environment that is free of unlawful harassment. In keeping with this commitment, WBU maintains a strict policy that prohibits unlawful harassment of employees by managers, supervisors, or co-workers and students by teachers, coaches, counselors and peer advisors. Visitors to the campus and workers employed by the WBU, other auxiliaries, and other public or private organizations engaged in business with WBU are expected to comply with this policy.

The purpose of this policy is to: (1) familiarize WBU students with the definition of unlawful harassment and the forms it can take; (2) confirm that unlawful harassment will not be tolerated and is contrary to the standards of conduct expected and required of WBU students and employees; and (3) make clear that students and employees who engage in unlawful harassment are subject to possible disciplinary action which may include discharge.

## **DEFINITION OF HARASSMENT**

For the purposes of this policy, unlawful harassment means harassment on the job that is in fact prohibited by provisions of state or federal law applicable to WBU at the time the harassment occurs. Subject to this general definition, unlawful harassment may include unwelcome verbal, physical or visual conduct that unreasonably interferes with an employee's or student's performance or that creates an intimidating, offensive or hostile working or educational environment. \* This may occur where:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or education.
- Submission to or rejection of the conduct by the individual is used as the basis of employment or educational decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile or offensive work or educational environment. Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities.

Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the way an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct, or other performance issues) is not considered to be an example of unlawful harassment.

It should be noted that as a private, religiously based institution the University reserves the right to engage students - in appropriate settings - in the consideration of sensitive issues that derive from the University's religious heritage and ideals. These sensitive issues may involve religious/theological concepts and practices or may involve issues relating to sexual or other matters of personal morality. The university will attempt to assure that discussions of sensitive issues are presented in a responsible way. In all things, the University will strive for a Biblical perspective reflecting traditional evangelical interpretations and understanding.

Furthermore, as a private, religiously based institution the University reserves the right to restrict employment to individuals who share the core tenets of a traditional, evangelical Biblical theology and lifestyle (see Employment Discrimination policy).

### **EXAMPLES OF HARASSMENT**

Harassment can take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.

Conduct that is part of a consensual relationship is not considered harassment, but only if the relationship is freely and mutually agreed by both individuals. A prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

### **CRIMINAL BEHAVIOR**

The University requires all students to demonstrate due regard and respect for law. In the event one of its student members is in jeopardy before the law, either for the sake of conscience or for the purposes of testing the validity of particular provisions of law through deliberate violation, the University will not seek to protect him or her from due process of law. Regardless of the action of the courts, however, the University reserves the right to determine whether a student is fit to retain membership in the academic community.

### **PROFANITY AND OBSCENE LANGUAGE**

Williams Baptist University strives to uphold its mission and requires all students to refrain from the use of inappropriate language. Violations include, but are not limited to: lewd, obscene or vulgar language or expression that is contrary to the Christian values and principles of WBU.

The following sanctions will apply for violations of the Profanity and Obscene Language Policy:

- First time – written reprimand and possible community service hours
- Second time – 10 community service hours and possible social probation (including suspension from athletic competition or extra-curricular involvement)
- Third time - a fine of \$100 and possible suspension from class and campus
- Further violation of the policy may result in more serious sanctions.

## INTELLECTUAL PROPERTY POLICY

All course materials produced by Williams Baptist University staff or faculty are regarded as the property of the WBU and/or the creator of the referenced material. Any (partial or complete) dissemination of course materials (e.g., syllabi, digitized lectures, examinations) to individuals not enrolled in the course is strictly prohibited.

## STANDARDS OF CONDUCT VIOLATIONS

If a student's behavior is not consistent with the University's standard of conduct, a penalty ranging from warning or reprimand to immediate termination may be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will consider any past disciplinary record. If there is evidence of a serious breach of the University's standard of conduct (e.g., a felony crime or serious moral turpitude) the Dean of Students, Executive Vice President of Campus Life, and the President have the authority to suspend the student pending the resolution of the charges. The specific penalty imposed will be determined by the Dean of Student, the Executive Vice President of Campus Life, or the President of the University.

## INCIDENT REPORTING

Employees should report incidents of unlawful harassment in writing to their immediate supervisor or, if necessary, the Office of the President. Students should submit their complaints in writing to the Dean of Students or the Academic Dean's Office.

\* Harvey A. Silvergate, David French, Greg Lukianoff, Guide to Free Speech on Campus. Philadelphia: Foundation for Individual Rights in Education, 2005. P. 83.

The Supreme Court has held... that for students at colleges and universities, behavior, to qualify as "hostile environment" discriminatory harassment, must be *"unwelcome" and "discriminatory" speech or conduct, undertaken "because of" an individual's race or gender. The behavior must be so "severe," "pervasive and "objectively offensive" that it has the "systemic effect" of denying the victim "equal access" to education.*

## GRIEVANCE PROCEDURE FOR STUDENTS

Williams Baptist University is committed to the fair treatment of all members of the campus community and to providing a quality educational experience for its students. WBU welcomes feedback regarding the policies, programs, and services, and, whenever possible, uses that feedback to continue to improve the services and functions of the University. The University is accountable to its students, other constituents, and its accrediting body to provide a process for registering complaints.

The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students may file complaints if they believe a problem is not governed by the WBU Handbook, other WBU grievance, or appeal procedures (refer to the Student Handbook).

This policy does not govern sexual harassment or discrimination complaints. Those complaints must be submitted to the Title IX Coordinator, Dr. Marvin Schoenecke, Provost and Executive Vice President Student Life, at 870.759.4128 or [mschoenecke@williamsbu.edu](mailto:mschoenecke@williamsbu.edu).

All aspects of student complaints shall be treated as confidential in accordance with Williams Baptist University policies regarding the confidentiality of student records. Any questions or concerns regarding this process should be directed to Tim Chatman, Dean of Students at (870) 759-4188 or [tchatman@williamsbu.edu](mailto:tchatman@williamsbu.edu).

This policy and the formal complaint form are accessible on the WBU homepage at [eagle.williamsbu.edu](http://eagle.williamsbu.edu).

## DISCIPLINARY PROCEDURES AND SANCTIONS

The disciplinary system at Williams Baptist University is designed to preserve the values of the campus community and to foster personal development. It is redemptive in nature, seeking to be just and equitable and to preserve the dignity and privacy of each individual.

While every effort is made to protect the rights of the individual student, the University does not attempt to duplicate civil or criminal court proceedings. The following is a summary of procedures that are used in all aspects of campus life.

### I. Reporting Violations

Any member of the campus community may report a violation of the University's values, policies and Standards of Conduct if he/she believes that there is evidence to support the claim. A resolution to the report is possible only if the following criteria occur:

- The report is in writing and signed by the person making the claim.
- The person making the report is willing to participate in the disciplinary process that may include attending hearings.

Reports of violations should be made in writing, using forms available through the Resident Director(s) or the Office of Student Affairs. The completed report should be filed with the appropriate Disciplinary Officer:

Violation	Officer
Residence Hall Policy	Residence Director
Academic Integrity	Faculty Member or Academic Dean
Standards of Conduct	Dean of Students
Vehicle Policy	Director of Campus Police

If the report needs clarification, elaboration, or merits further investigation, it will be the disciplinary officer's responsibility to gather facts and data to help assure a fair resolution.

### II. Hearing Process

- The officer determines whether the case should be handled through administrative channels or through a disciplinary council. The decision is based on the nature and severity of the violation (i.e., minor, moderate or major offense).
- If a hearing is needed, a summons to the accused student will be issued by the officer for a hearing at the earliest date agreed upon by the officer, hearing body member, and the accused.
- Changes in a date for a hearing should be made in writing to the disciplinary officer in charge. At his/her discretion, the hearing date can be moved. A student

who fails to appear at the hearing has forfeited his/her right to appear and the hearing will be held in the student's absence.

- The officer and/or the council hearing the case will determine what sanction(s) (if any) should be imposed.
- The accused student will be notified of the decision and given a written report in a timely manner.

### III. Sanctions

Students found guilty of violating a campus value, policy, or Standard of Conduct, may be assigned certain sanction(s). Every effort is made to grant sanctions fairly, equitably, and consistently. Possible sanctions include, but are not necessarily limited to:

- Warning - An official written notice that the student has violated WBU policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Williams Baptist University.
- Restitution - Compensation for damage caused to University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- Fines - Reasonable fines may be imposed.
- Confiscation of Prohibited Property - Items whose presence is in violation of WBU policy will be confiscated and will become the property of WBU. Prohibited items may be returned to the owner at the discretion of the Dean of Students or Chief of Campus Police.
- Social Probation - The student will be denied specified privileges for a designated period of time. Making the student ineligible to hold office, serve on committee, play intercollegiate or intramural sports, perform or appear before a University audience, attend a University sponsored activity or event, or to represent the University.
- Behavioral Requirement or Educative Sanctions - Tasks, assignments or experiences which a student is obligated to complete as a result of the offense. Examples are: counseling, substance abuse screening, letters of apology, research of an issue related to the offense, attending a workshop, lecture or meeting.
- Community Service - Students may be required to perform community service hours either on or off campus as an appropriate response to the violation.

The following sanctions are limited to the Dean of Students, the Vice President for Academic Affairs & Campus Life, the President, and the Disciplinary Committee:

- Suspension from the residence hall for a defined period of time
- Expulsion from the residence hall
- Administrative withdrawal from the University
- Scholarship Penalty - A student's institutional scholarship is withdrawn or reduced for a specified time. If issued as a part of the disciplinary process, the student will be notified in writing from the Dean of Students.
- Suspension - Separation from Williams Baptist University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of



suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students and Vice President for Academic Affairs & Campus Life.

During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the Dean of Students.

- Expulsion - Permanent separation from Williams Baptist University. The student is banned from university property and the student's presence at any WBU - sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- "No Contact" Order - A No Contact Order may be issued to students in cases of, but not limited to, abuse or harassment, which prohibits any communication via e-mail, text message, by phone, through a third party, electronically in any way, or any type of physical contact. If a "Do Not Contact" order is issued, all parties will be required to sign and agree to the "No Contact" arrangement.
- Other Sanctions - Additional or alternate sanctions may be created and designed as deemed appropriate to the violation with the approval of the Dean of Students, Vice President of Academic Affairs & Campus Life, and the University President.

#### **IV. Appeal Process**

The University offers an Appeal Process to all students who feel the facts surrounding their judicial meeting merit an appeal.

- The student must request a Notice of Appeal Form from the Office of Student Affairs. This must be completed and returned within three (3) class days after receiving notice of disciplinary sanctions.
- The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the grounds for appeal (as defined in section VI). This information must also be typed and stapled to the Notice of Appeal Form.
- The appellate officer/council will review the full record of the case and may affirm, reverse or refer the case for further proceedings.
- The student will be provided an official written notification detailing the decision to accept or deny the appeal from the appellate officer/council within five (5) class days.
- Final appeals must be submitted within fourteen (14) days of being notified of the first appeal decision. The student has the right to appeal to the University President as a final appeal for both an academic integrity and standard of conduct offense (refer to section VII).
- The student may appeal a decision based on one or more of the Grounds for Appeal (section VI).

#### **V. Appeals for Parking/Registration Violation**

- See Parking and Registration FINES AND PENALTIES (p. 51)

#### **VI. Grounds for Appeal**

It is not the function of the appeals process to permit a rehearing of factual issues originally presented to determine the outcome. The function of the appeals procedure is

to regulate the procedural correctness and fairness of the judicial process. Thus, grounds for appeals are specifically limited to the following:

- Irregularities in fairness that influenced the outcome of the original action. It is the burden of the party seeking relief to demonstrate that the original decision would more likely than not have been different had the irregularity or error not occurred.
- New and significant evidence discovered after the original hearing.
- Decision was not consistent with the nature of the violation.

Requests for appeal will not be automatically granted and may be denied by the appeals board if one (or more) of the above conditions is not demonstrated.

## **VII. Summary of Hearing Officers, Councils, and Appeal Sites:**

	<b>Officer</b>	<b>Appellate Council</b>	<b>Final Appeal</b>
Academic Integrity	Faculty or Academic Dean	Discipline Committee	University President
Standards of Conduct	Dean of Students	VP for Campus Life or Discipline Committee	University President
Residence Hall	Resident Director(s)	Dean of Students	Discipline Committee

## **VIII. Discipline Committee**

The committee is composed of five faculty and/or administration members with the Dean of Students as ex-officio member. The committee's function is to act upon student misconduct in accordance with the standards of conduct and rules of procedure for student disciplinary action as enacted by the Board of Trustees.

## **IX. Student Rights**

When appearing before any hearing body, the student may request the following:

- To be informed verbally or in writing of the accusations and judicial process.
- To prepare a defense to refute the accusations.
- To review written and signed accusations. (The Dean of Students may waive this right in extraordinary circumstances.)
- To be advised in writing of the results of the hearing.

## **X. Suspension of Proceedings**

Williams Baptist University retains the right to suspend disciplinary proceedings and to deny admission or readmission to a student when it is determined that the student's presence on campus constitutes a danger or threat to the welfare of persons, property, or the University's mission and purpose.

## **XI. Academic Honesty Policy**

Williams considers cheating to be the basis for disciplinary action. Students are to avoid giving or receiving information on tests or examinations, using any unauthorized aids on tests or examinations, or submitting someone else's work for their own. Faculty members are encouraged to be alert to cheating. Faculty will initiate the disciplinary action appropriate for all acts of observed dishonesty, as well as file a report of the

incident and intended disciplinary action with the Academic Dean. Any appeal by the student should be made in writing to the Academic Dean.

If the Academic Dean stipulates, the student may appear before the Academic Dean and the instructor. A written report of this hearing and decision will become a part of the student's permanent academic and/or disciplinary file. An appeal of this action by either the student or the instructor will follow the appeals process as stipulated in the *Student Handbook, Disciplinary Procedures and Sanctions*.

### **Felix Goodson Library Academic Integrity Resources** **[www.williamsbu.edu/library](http://www.williamsbu.edu/library)**

Felix Goodson Library provides resources and services that:

- Ensure the integrity of research and scholarly practice conducted by its faculty, staff and students;
- Provides students guidance in the ethics of research and use of information resources; and
- Enforces policies on academic honesty and integrity.

In the specific areas of research and writing, locating and evaluating resources, citation and attribution, copyright, and avoiding plagiarism, Felix Goodson Library provides (but not limited to):

- Print books and eBooks (too numerous to list) in the [online catalog](#)
- Print and online [style guides](#)
- Journal articles in the [numerous databases](#)
- A library webpage of resources entitled, [Citation Helps](#)
- Database courses specifically designed to support research and writing
  1. JSTOR : [Research Basics: An Open Academic Research Skills Course](#)
  2. PROQUEST : [Research Companion](#) ; specifically, Module 8 [How do I avoid plagiarism and find my own voice?](#)
- [Videos](#) to understand citation and plagiarism
- An FGL prepared video course [Academic Honesty at WBU](#) - Video Tutorial and Assessment that includes WBU policy regarding academic dishonesty and consequences; access to Research Companion Module 8 with assessment; and instructions for forwarding results to person of authority
- Brief FGL created and department-specific [resource guide videos](#)
- Resource web page for faculty describing [information literacy instruction](#) available at the classroom level. The professional librarian is available to collaborate with faculty on classroom needs regarding research and writing assignments
- Qualified Library staff to instruct/assist students and all patrons at the personal, one-to-one level.

### **Intellectual Property Policy:**

Consistent with the *Intellectual Property Policy* of Williams Baptist University, all course materials produced by Williams Baptist University staff or faculty are regarded as the property of the WBU and/or the creator of the referenced material. Any (partial or complete) dissemination of course materials (e.g., syllabi, digitized lectures, examinations) to individuals not enrolled in the course is *strictly prohibited*. (See the Academic Catalog for complete details regarding Academic policies)

Violations of academic integrity such as cheating and plagiarism may be handled at the discretion of the faculty member in consultation with the Academic Dean. Before a penalty is assessed, the student's overall disciplinary record will be reviewed by the Academic Dean.

Possible penalties for a first offense may include failure in the course in which the offense occurred. A second academic integrity offense is referred to the Dean of Students for additional sanctions. A student may be dismissed from the University for a second offense. All academic infractions become part of the student's permanent disciplinary record filed in the Office of Student Affairs.

## **XII. Student Records, Notification and Confidentiality**

WBU's policy regarding accessibility to, and confidentiality of, student record complies with the Family Educational Rights and Privacy Act of 1974. The policy is fully delineated in the university catalog.

All records of student disciplinary reports and proceedings are maintained by the Office of Student Affairs. Only those records of disciplinary action which result in expulsion or suspension become a part of the student's permanent file in the Office of Academic Affairs.



# STUDENT LIFE & SERVICES

## STUDENT LIFE

### STUDENT ID

Student ID cards (Blue Cards) are issued by the Office of Student Affairs. New Students will receive an ID card during registration or New Student Orientation. Student ID Cards are necessary to eat in the cafeteria and grill, to record chapel attendance, to check out recreational equipment, to attend athletic events, to attend open dorm, to gain access through security doors and to check out books from the library. Student ID Cards may also be used to receive a discount at area businesses. Lost cards should be reported to the Office of Student Affairs immediately. Replacement cards are \$15.00.

### NEW STUDENT ORIENTATION

Williams Baptist University requires all new students to participate in New Student Orientation. New Student Orientation is a series of events designed to assist students in adjusting to university life. The program, which combines large and small group sessions, recreation, and entertainment, is intended to be an enjoyable and informative experience. Administrators, faculty, staff, and students combine their efforts to provide a positive experience for students who are new to the University. Students properly oriented have an advantage for success in the classroom, in the residence halls, and in extracurricular activities.

### EXTRACURRICULAR ACTIVITIES

Students are encouraged to become involved in extracurricular opportunities to aid their personal development as well as supplement their academic training.

Employers recognize that students' extracurricular activities supplement and enhance their intellectual capacity. In fact, for many employers, the experiences outside the classroom give the best indication of what graduates can do. Grades show the employer that they know their discipline, but can they practice it?

Involvement also provides important information about student identity, values, and abilities. If students serve as officers in a club or organization, it implies that students have leadership skills. Active participation in athletics or intramural sports implies physical fitness and strength. Students who value service to others demonstrate this through participation in community service projects.

Williams believes it is the duty and responsibility each WBU student to contribute to the needs of the community. To support this ideal, clubs and organizations that wish to be officially

recognized by the University participate in some form of community service. Efforts to encourage the objective of community service are continuously being reviewed and expanded.

Students who experience a satisfactory university experience have established significant relationships with friends and faculty or staff members; have developed a stronger personal identity and increase self-confidence; and have accumulated skills and experiences that will aid them in their future. Involvement in campus life can provide all this and more.

### **STUDENT INVOLVEMENT**

Numerous avenues exist for students to be involved on campus through clubs and organizations, intramural sports, residence halls, and so on. Some students arrive on campus and immediately find themselves in the middle of everything. Some are reticent and prefer to slowly pick and choose. Still others prefer to be asked or prodded to participate. Here are some suggestions for getting involved:

- **LOOK.** Be aware of opportunities. Read flyers and social media. Listen to announcements and review **YOUR** student emails.
- **THINK.** Consider the opportunities in relation to personal interests, previous experience, and skills.
- **SELECT.** Decide on the level and quality of involvement that can be handled with respect to time and abilities.
- **ATTEND.** Get out of the room. Go to meetings. Attend campus events.
- **VOLUNTEER.** Let interests be known. Sign-up when help is solicited, or Student Life Director requests.
- **CREATE.** Form a new club. Meet with the Student Life Director about a program idea. Develop a service project or volunteer where there is a need!

### **CLUBS AND ORGANIZATIONS**

Many organizations provide students with opportunities to enhance their personal and academic development. These include:

- **Alpha Chi Honor Society** - National Honor Society
- **Alph Chi Epsilon** – Women's Social Club
- **Alpha Psi Omega** - National Theatrical Honor Fraternity
- **Bancroft Society** - History Club
- **Beta Beta Beta**- National Biological Honor Society
- **Campus Ministries** - Provides avenues for Christian leadership, fellowship, and missions
- **Greek Club** - A forum for discussion of the language, culture, and people of 1st century Mediterranean world.
- **Kappa Tau Chi** – Men's Social Club
- **LEAD**- Leadership opportunities for business majors
- **Music Educators National Conference** - National Music Education Organization
- **Mu Alpha Theta** - Math and Science Club
- **Mu Phi Epsilon** – International professional music fraternity
- **Phi Alpha Theta** - International Historical Honor Society
- **Phi Beta Lambda** - Business Club
- **Psi Chi** - National Honor Society of Psychology
- **Professional Psychology Club** - Promotes leadership in the field of Psychology
- **Sigma Beta Delta** - Business National Honor Society
- **Sigma Tau Delta** - English National Honor Society

- **Student Activities Board** - Opportunities for student leadership and planning of student activities
- **Student Ambassadors** - Student Service Organization
- **Student Government Association** - Opportunities for student leadership and development
- **Theta Alpha Kappa** - Religious Honor Society
- **Visual Arts Awareness Society** - To promote the appreciation of the visual arts
- **WBU Outdoors Club** – For students that enjoy hunting, fishing, and the like.
- **WBU Pre-Law Society**- For students considering law school

## **SPONSORS**

Each club or organization must have a member of the faculty, administration, or staff to serve as a sponsor. The sponsor should be able to meet regularly with the organization and its leadership, co-sign all requisitions, and provide advice and guidance for the organization.

## **EXECUTIVE POSITIONS**

Students may only hold two executive offices simultaneously. All presidents of clubs and organizations must have a minimum GPA of 2.50 unless the club or organization policy dictates otherwise.

## **SOLICITATION AND FUNDRAISING**

Williams Baptist University encourages events that can benefit campus organizations. The Office of Student Affairs is available to provide resources and assistance with events that help raise money for organizations and other approved groups on campus. All fund-raising events or solicitation on campus or by university-sponsored groups must be coordinated through the Office of Student Affairs. This office has the responsibility of enforcing the following policy:

- An activity registration form available in the Office of Student Affairs must be completed and approved before initiating any fund-raising or solicitation event.
- Fiscal accountability for all monies raised is the responsibility of the organization's sponsor and the executive officers.
- No door-to-door solicitation will be permitted in campus housing, residence halls, classrooms, or offices.
- Events should not promote or sell any products or services that are contrary to the Mission/Purpose of the institution.
- Non-campus related groups, vendors, or individuals may not sell or solicit on campus without obtaining sponsorship of a recognized organization or authorization from the Office of Student Affairs.
- All other policies of the University must be observed.

## **PROCEDURE FOR ESTABLISHING A NEW ORGANIZATION**

Organizations at Williams are expected to reflect the ideals, purposes, policies, and traditions of the University. New organizations are approved by the Office of Student Affairs. Petitions for the creation of new organizations are to be signed by ten students and must include the signature of a faculty advisor who agrees to be present at all organizational planning meetings. Permission to hold organizational meetings does not give the group official recognition by the University.

## **REQUIREMENTS FOR STUDENT ORGANIZATIONS TO BECOME OFFICIALLY RECOGNIZED AND CHARTERED**

- The name and purpose of the organization
- The drafting of a constitution and bylaws

- A list of officers
- The name of the proposed faculty advisor
- The signatures of ten students
- Information regarding national, state, or local affiliations with groups not connected with Williams Baptist University

The Dean of Students shall consider the petition for referral to the Student Life Committee. The petitioners must meet with the Dean of Students and Student Life Committee to answer any questions concerning the new organization. Upon the recommendation of these two committees, the Dean of Students will make the final decision. Each new club will automatically be on one year probation. The Dean of Students and the Student Life Committee may suspend the activities of student organizations.

### **AWARDS AND RECOGNITION**

Students, who distinguish themselves in academics, athletics, service, and leadership, are recognized in a variety of ways.

#### **FOUNDERS AWARD**

Faculty members elect students who demonstrate leadership, academic achievement, poise, Christian character, and participation in campus life as Founder's Award recipients. This is coordinated through the Alumni Affairs Office.

#### **ACADEMIC AWARDS BANQUET**

Each spring semester, at a formal banquet, the faculty honors select students for their achievements in academics, leadership, and athletics. The event is sponsored by the Office of Academic Affairs.

## **STUDENT ACTIVITIES**

A wide variety of activities and events are provided each year to promote leadership development, to supplement academics, and to develop interpersonal skills. Student activities allow students a break from academics to mingle and participate on a social level. Students take active roles in planning and implementing a diverse program of student events. The Student Life Director oversees the student activities program.

#### **STUDENT ACTIVITIES BOARD**

Students must apply to be on this board. The SAB plans campus-wide activities. The board meets regularly to plan and coordinate events for entertainment and recreation.

#### **TRADITIONS**

Williams Baptist University believes in the rich heritage a traditional liberal arts campus provides. The traditional events provide an inviting framework in which to make memories, which are accomplished mostly through the student activities program. Some of the traditions at Williams are:

- ***FIRST FAIR***

The first few weeks of school are filled with events to welcome new and returning students to campus. The highlight is First Fair--a festive, informative atmosphere where local businesses, student organizations, and local churches, set up booths in the Southerland-Mabee Center.



- **HOMECOMING**

The homecoming celebration at Williams spans several days in the fall. Alumni, students, faculty, other friends and supporters of the University enjoy receptions, a luncheon, basketball games, and the presentation of the Homecoming Queen, King and their court.

- **CHRISTMAS IN THE COVE**

The faculty members open their homes for students to drop in for refreshments and fellowship during the Christmas season.

- **SPRING FLING**

Spring Fling is a series of events held each April sponsored by the Student Activities Board to celebrate the beginning of spring. Typically, these events include outdoor recreational activities such as the annual 5K glow run/walk.

- **MISS WBU PAGEANT**

The Miss WBU Pageant is held yearly, and contestants are judged on personality, poise, and talent. The winner is Crowned Miss WBU. The pageant is directed by the Office of Student Affairs.

- **MR. WBU**

Mr. WBU is a light-hearted contest held yearly, and contestants are judged on personality, presence, and talent.

## **CAMPUS RECREATION**

All students are encouraged to participate in the campus recreation program. Numerous recreational sports are offered including flag football, softball, volleyball, basketball, spike ball, disc golf and ultimate Frisbee. Tournaments and leagues are held throughout the year in all activities. Students who are interested in participating are encouraged to join a team or form their own team.

Much creativity and fun go into the process of selecting team names and nicknames for individual team members. Interested students should contact the Director of Intramural Sports.

## **ATHLETICS/USE OF FACILITIES**

### **GOAL**

Approximately 350 students participate in nineteen sports programs each year. The Athletic Department at Williams seeks to provide student-athletes an opportunity to compete in an intercollegiate athletic program that is fully integrated into the educational process and the goals, objectives, and mission of Williams. Success in achieving this goal is exemplified through the high academic achievements of many student athletes.

### **INTERCOLLEGIATE ATHLETICS**

Intercollegiate athletics at Williams includes basketball, softball, soccer, volleyball, golf, swimming, baseball, track and field, cross country, competitive cheer, and wrestling. Williams is a member of the National Athletic Intercollegiate Association. The NAIA is open to institutions that award bachelor's degrees. Williams joined the NAIA in 1990-91.

### **SCHOLARSHIPS AND ELIGIBILITY**

Athletic scholarships are available and range in value up to the full cost of tuition, room and board. Incoming freshmen must complete two of the following eligibility requirements: GPA of

2.0, top half of the graduating class, and 18 ACT. Transfer eligibility is based on GPA and number of university hours completed and will be reviewed by the Registrar. Upon acceptance to Williams, eligibility is determined each semester according to GPA and number of hours taken.

### **ATHLETIC ASSOCIATIONS**

Williams is a member of the National Athletic Intercollegiate Association (NAIA). Williams is a member of the AMERICAN MIDWEST conference, within the NAIA affiliated conference structure. The following institutions compete in the AMERICAN MIDWEST: Central Baptist College, Columbia College, Hannibal-LaGrange University, Harris Stowe University, Missouri Baptist University, Stephens College, Lyon College, Williams Woods University, and St. Louis College of Pharmacy.

### **FACILITIES**

The Athletic Department is housed in the Southerland-Mabee Center. The center holds Webb gymnasium, one racquetball court, jogging track, and two classrooms. Other athletic facilities include Carter Field House, Frank Shell Baseball Field, Sloan Tennis Courts, and the Lady Eagles Softball Field and the Athletic Annex (located approximately one-fourth mile east of the Maddox Center). For further information write the Athletic Director, 56 McClellan Drive #3611, Walnut Ridge, AR 72476.

### **USE OF FACILITIES**

University buildings and equipment must be reserved through the Office of Student Affairs. Requests will be forwarded to faculty or staff who will schedule the building and/or equipment. When a facility is reserved, the event will be placed on the master calendar. Buildings must be properly secured when the event is concluded, and equipment must be returned in good condition immediately following the event. Posters, notices, and advertisements may be displayed on campus bulletin boards with the approval of the Dean of Students. Food or beverages may not be taken either into classrooms or from the cafeteria. The use of tobacco is prohibited on campus.

### **OFF-CAMPUS GROUPS**

University facilities may be requested by off-campus groups. Requests must be approved by the Williams' administration and coordinated through the Office of Student Affairs. Proof of liability insurance must be provided for residential camps.

### **CHILDREN AND RECREATIONAL FACILITIES**

Children under the age of 15 must be accompanied by an adult when using campus facilities or buildings.

### **RECREATION**

The Mabee Student Center, Southerland-Mabee Center (SMC), and the Carter Field House provide various forms of recreation and entertainment. Ping pong table and a snack bar are among the amenities available in the Student Center. The SMC contains an indoor track, in addition to the gymnasium. Fitness equipment is available in the Mabee Student Center.

## **SPIRITUAL LIFE**

The foundation of student life at Williams is the spiritual development of each individual. The University seeks to integrate faith and learning in all aspects of campus life. Students can be assured that each member of the faculty and administration is committed to this mission.

## **CAMPUS MINISTRIES**

Campus ministries exist to connect students to the gospel and Christian community, help student grow deeper in their love for Jesus and their obedience to him, and to go to the world as His representatives to share the gospel and effect good in society. Campus ministries partners with local churches to accomplish this mission. The outcome of this mission is students who have a vibrant walk with the Lord living out their faith in whatever vocation the Lord has called them to.

## **MINISTRY TEAM**

The ministry team consists of students who carry out the vision of campus ministries in their daily lives. These student leaders assist in the planning and implementation of campus ministry activities which accomplish the goals stated in our vision statement. The ministry team is expected to walk with the Lord in an exemplary manner, be above reproach in their action, and model servant leadership in all that they do.

Ministry Team Leaders must do the following:

- Commit to serve for an entire year
- Attend all PM worship gatherings
- Attend serve days regularly
- Be committed to a local church
- Be committed to a Bible study or small group
- Be models of Christian living in all areas of life, including work, academics, and athletics.

## **PM Worship**

PM is a monthly worship gathering in Manley Chapel. Through PM, student, staff, and faculty will be encouraged through music and preaching to believe the gospel and live out its implication in their life. PM worship music is led by a worship team composed of WBU students who are actively involved with PM and the other campus ministry activities. The speakers at PM will be a combination fo WBU staff, students, and local church leaders.

## **Equip Nights**

Equip Nights provide an informal setting to discuss important issues related to our Christian walk. These events typically happen at a home on campus or in the grill, and they are interactive by design. Through equip nights, we seek to help students and staff apply the truth of the gospel to every area of life, from relationships to missions to the social issues of our day.

## **Fellowship Events**

Fellowship events are informal nights designed to cultivate relationships among students involved in campus ministry activities. One of our core values is connection. Fellowship events provide a natural space for students to connect with one another and to create a Christian community here at WBU. Some fellowship events will be a simple as cookouts, campfires, and games nights at home in the cove. Other events, such as Christmas caroling and Operation Christmas Child shoebox packing will be more structured but have cultivating a Christian community as part of their goal.

## CHAPEL

Students, faculty, and staff meet weekly on Wednesdays at 11:00 a.m. for chapel services in Manley Chapel. The purpose of chapel is for the entire campus community to join in a time of worship, to hear from God's Word, and to set our hearts and focus on Christ.

Chapel is a graduation requirement for all non-exempt WBU students (see exemptions below). Students will receive a pass or fail chapel grade each semester of enrollment. To graduate, students must pass chapel three quarters (3/4) of the semesters in which they are enrolled at WBU. (ex. A typical 4-year student must pass chapel six (6) of the eight (8) semesters in which they are enrolled). The Office of Student Affairs will track chapel attendance each semester for each student and will report the pass/fail grade to the Registrar's office.

Student chapel attendance will be recorded with the iAttended App. The app is a free download and can be found on Apple App Store and the Google Play store. Each student is responsible to download, register, and update the iAttended app before the first chapel service. Students can use either their cell phone or iPad to register their chapel attendance. The app will allow students to register their attendance, and it will keep an updated record of each student's chapel attendance. In case of a technical issue with the iAttended app, students are also required to bring their Student ID cards to chapel to scan in. Once chapel starts and the chapel QR code is no longer available, students not present and checked in are considered absent. In the case that a student fails to bring a smart device to chapel, or a student ID in the case of a technical issue, the student can sign into chapel with a paper slip. However, students are allowed one paper attendance slip per semester. All subsequent paper slips will be counted as an absence.

Students are required to attend eleven (11) chapels per semester.

To prevent scan in and leave, the iAttended app will take attendance both at the beginning of chapel and at the end. If a student registers their attendance at the beginning of chapel, but fails to enter the exit code, the student will be counted as absent for that chapel.

## CHAPEL EXEMPTIONS

A student requesting to be exempted from chapel must complete a chapel exemption form and submit it to the Office of Student Affairs by the end of the second week of classes in order to avoid a \$50 processing fine. Each petition is considered on its own merit and must be renewed each semester. If a request is **not** granted, the student will be notified by their campus email, and will be required to follow the chapel attendance policy.

### **Exemptions from chapel are possible in the following cases:**

- If a student lives off-campus and does not have a class or on-campus activity on Wednesday or until 12 noon or later on Wednesday.
- If a student has an unavoidable work responsibility which conflicts with chapel the student must provide a letter from his/her work employer, on letterhead, detailing the conflict.
- If a student is part-time (carrying less than 12 semester hours).

## **Chapel Make Up**

Every non-exempt student is required to attend eleven (11) chapels per semester. However, a chapel miss can be made up by attending a PM service. Each student may only make up two chapel skips per semester through attendance at PM services.

### **Chapel Conduct Expectations**

Chapel is one of the University's worship services and we strive to create an atmosphere of worship. All students, regardless of religion or creed, must, at minimum, respect the speaker and students around them by refraining from causing disruption or distraction, and must refrain from talking during chapel. Students are required to dress modestly, men must remove hats or head coverings, and no student may wear a head covering that covers the eyes or ears. In-ear listening devices, unless approved by the Dean of Students, are prohibited during chapel. Failure to comply will result in removal from chapel, and attendance from that day will not be recorded.

### **Special Chapel Services**

Each year WBU has a few chapel services that are set aside for special services and recognition.

- **Convocation**  
The Opening chapel service every school year is convocation. Convocation takes place on the first Wednesday of the school year and marks the beginning of the new school year.
- **Singers Chapel**  
Every spring, the WBU singers will perform their spring program in chapel as an opportunity for the WBU community to enjoy the program WBU students have put on for many churches
- **Cast Chapel**  
Every spring the Cast will perform their spring program in chapel as an opportunity for the WBU community to enjoy the program WBU students have put on for many churches
- **Christmas Chapel**  
Christmas chapel is set aside as the final chapel service of the fall semester. In Christmas chapel, the WBU community gathers to celebrate the Christmas season through various performances by our fine arts groups on campus.
- **Sending Chapel**  
The final chapel of the spring semester is WBU's sending chapel. Because part of the role of campus ministries at WBU is mobilizing student to serve, Sending Chapel is set aside to recognize those who will serve over the summer on mission trips, local church roles, and other activities related to the gospel ministry. There will be a commissioning message and a prayer of blessing prayed over WBU students as we send them off to serve the Lord over the summer in whatever capacity he is calling them.

### **COLLEGE + YOUNG LEADERS FALL RETREAT**

The purpose of the Fall Retreat is to encourage students to live out their faith personally, and in community with one another, as they have their souls refreshed and renewed. During the retreat students have the opportunity to deepen their relationship with Christ through corporate worship, small group discussion and fellowship.

Other aids to spiritual development come from the influence and guidance from faculty, staff, administration, Ministry Team, and various small groups and Bible studies that occur in resident halls and other student groups.

### **MISSIONS**

Mission opportunities are important to WBU. Campus Ministries sponsors fall, spring break, and summer mission trips. We encourage students to take every opportunity they have while in college to participate in a mission trip/project of some kind. WBU also encourages students to

look for summer missions opportunities through camps and other outreach driven ministries that we partner with. WBU hosts a missions day every school year where leaders of summer ministry opportunities come to campus to inform students about opportunities and explain the process of serving with them over the summer. Campus ministries also encourages the WBU community to join in regular prayer for missions.

## **WILLIAMS WORKS**

The Williams Works program allows participating students to work part-time jobs to have their tuition and fees completely covered. Students that participate in Williams Works are held to the Student Handbook Policies and the policies governing the Williams Works Program. For information concerning the Williams Works Policies, please contact the Office of

## **ACADEMIC ADVISING**

Each student who enrolls at Williams is assigned an academic advisor who assists in planning the student's course of study. The counsel that students receive from the first class until graduation can help determine a smoother and faster educational experience. Students should meet regularly with academic advisors. The Office of Academic Affairs is also available to assist students in their academic program.

### **ROLE OF THE ACADEMIC ADVISOR**

The academic advisor works closely--and individually--with students to arrange each semester's class schedule. Moreover, the academic advisor assists students in the development of an overall degree plan. This degree plan becomes the blueprint for guiding students through the University's requirements. Academic advisors counsel students personally concerning their academic progress and their University experience generally. Students who experience any difficulty in their academic program will find their advisor eager to offer assistance.

### **PRE-REGISTRATION SESSION**

Students who attend pre-registration sessions in the summer work with an advisor on a fall schedule. This pre-registration advisor may or may not be assigned to the student as a permanent advisor.

### **IMPORTANCE OF THE ACADEMIC ADVISOR**

Students should regard their academic advisor as a valuable--vital--resource. Students should not hesitate to consult their academic advisor on any matter pertaining to their university experience.

## **VIRTUAL BOOKSTORE**

WBU utilizes a virtual bookstore operated by Slingshot. New and Used books are available, as well as select book rental. Slingshot will be charged to the student's account. The link for the virtual bookstore is found on the WBU website. Slingshot books will be delivered to each student's residence hall room. Commuter students will pick up their book in the Carter on the day before classes begin. The address for the Mail Room is 56 McClelland Drive, Walnut Ridge, AR 72476.

## **COMPUTERS**

Computers are available in the labs located in the Sloan Center, Joy Ring Student Success Center, Mabee Student Center and Felix Goodson Library for student use. All computers have

Internet access and word processing capabilities. Students should consult each facility for hours of operation. Internet connections are provided in each resident's room.

### **COMPUTER LABS**

Williams provides computer labs for general student use while school is in session. The labs are located on the ground floor of the Maddox Fine Arts building, Sloan Center, Mabee Student Center, and in the library reading room. Programs available include Microsoft Word for word processing and other productivity software.

Internet services are also available in the campus labs. Students are automatically assigned an account registering and have access to email and web services. A number of on-line references may also be accessed through the World Wide Web.

Operating hours at each lab vary. During the school year, Lab hours in the Sloan Center are generally 8:00 a.m. to 4:30 p.m. each weekday. After hours and weekends, computers are available in the Library and Mabee Student Center. The Student Center is open from 7:00a.m. to 1:00a.m. See various posted schedules for more information. Students are free to use the lab for personal or school related work with the following guidelines:

- No food or drink allowed.
- No access of pornographic material.
- No use of Internet for illegal purposes.
- No installation or playing of computer games.
- No commercial or for-profit activities in any form.
- No children under the age of 15.
- No forwarding of email chain letters.

Printing is available in both labs and costs 5¢ per page. Prepayment for printing is required and is made during regular business hours in the Business Office located on the main floor in the Swaim Administration building.

Internet services are also provided in the resident halls. Computer requirements for connecting to the network are Ethernet (NIC) card, and an Ethernet CAT5 patch cable. Modems and phone cords will not work. All residence hall related problems should be reported to the Director or Asst. Director of Student Housing. No peer to peer (P2P) file sharing networks (i.e. Limewire, Bit Torrent, etc.) is allowed. Computers are not provided by WBU in residence halls. The computer resource fee is \$160 per semester.

### **TELECOMMUNICATIONS CONDUCT STATEMENT**

Williams Baptist University is strongly committed to creating and preserving a Christian environment that fosters spiritual growth and respects the dignity of all persons. However, as society grows more complex and the field of telecommunications continues to expand, it becomes increasingly difficult to shield members of the campus community from influences that threaten this aim.

It is imperative that individuals exercise personal responsibility in making decisions concerning the use of telecommunications or other communication media on campus. Furthermore, individuals must understand that any communication in a public forum (blogs, public Internet bulletin boards, etc.) is also subject to the Standards of Conduct.

The Standards of Conduct prohibits lewd, obscene, indecent, or immoral behavior on campus. Students need to be aware that "behavior" includes viewing, reading, or other means of participation in such activities.

### **DISCIPLINARY POLICY FOR STUDENT ACCESS OF PORNOGRAPHIC/PIRATED CONTENT AND PIRATED INTERNET MATERIAL**

A student is assumed to be intentionally accessing or attempting to access pornographic/pirated material via the Internet when:

- Firewall/computer logs reflect a pattern of blocked or accessed sites.
- A student is observed accessing or attempting to access pornographic sites by a computer lab/library worker.

#### **FIRST OFFENSE:**

An email/written warning will be sent to the student with a copy to the Office of Student affairs. The warning will be:

Computer logs indicate if students have attempted to access Internet sites containing pornographic material. Access and/or possession of pornography is not permitted in any form on the Williams campus and is a violation of computer use policy. Continued access will result in loss of computer lab account privileges and other disciplinary actions.

#### **SECOND OFFENSE:**

The student account will be terminated, and the Office of Student Affairs notified. The account may be reinstated after a minimum of one week.

#### **THIRD OFFENSE:**

The account will be terminated for the remainder of the semester and the Office of Student Affairs notified. Other disciplinary measures may be appropriate.

### **ELECTRONIC PRIVACY POLICY**

- Email - As a general rule, student and faculty/staff email is considered private, to that end all user accounts are password protected from other users. However, Williams Baptist University reserves the right to inspect each email for viruses and spam. Moreover, WBU also reserves the right to examine email on the network without permission from the user.
- Cookies- Cookies may be distributed from the website. Cookies should not contain any personal information and will only aid in the functionality of the site. They may be used for private statistical information and will never be released to any commercial institution.
- Packets - Network packets flowing into and out of our network may be monitored for content (Limewire, Bit Torrent Trojan horses, etc) and information that can be used to filter content or to instigate disciplinary actions in violation of our policies or code of conduct.

Private electronic information will only be released by Williams Baptist University for purposes of law enforcement. Such bodies will need to get approval through Computer Services.



# JOY RING STUDENT SUCCESS CENTER

Gabby Dixon – Director of the Student Success Center  
Tonya Bolton, Director of Advising and Athletic Eligibility

## Services Offered:

Freshman Academic Advising

Peer Mentoring

Counseling Services, *Dr. Aneita Cooper's office*

Free Peer Tutoring

Desktop computers

Athletic Eligibility, *Mrs. Tonya Bolton's office*

Events (Study Break & Snacks, Meet your Advisor)

Space to study independently or with a small group

Vending Machines

Microwave

Parent Newsletter

## Mission

The mission of the Joy Ring Student Success Center (SSC) is to meet student needs and remove barriers to success. WE do this through sound academic advising, tutoring, and mentoring. We are retention focused in all we do, including a robust student communication and outreach plan.

## SSC Amenities and Activities

The study spaces, tutoring services, computers, microwave, and vending machines in the SSC are available to all WBU students. The Lunch & Learn series hosted by the SSC is also free to all Students.

**The Director of the Student Success Center will serve as the academic advisor for all first-time entering freshmen students** and will register them for classes, unless the student attends a VIP registration event. In that case, the student may be registered for classes by a different faculty member, however, the Director of the Student Success Center will still be their academic advisor for the first semester or year. Freshmen who are not in the mentoring program will be assigned to a faculty advisor for their 2nd semester.

## Peer Mentoring

The Peer Mentoring program is for all freshmen admitted to WBU provisionally, with conditions. All participants will be assigned a Peer Mentor and be required to log 2 hours of study time in the Student Success Center (SSC) each week. The study time can be with or without a tutor and either alone or with a study group. The Peer Mentoring Program will include frequent meetings and check-ins between the mentor and mentee, as well as a Christmas Party near the end of the Fall semester. Peer Mentors will be a great resource for Freshman students to help in adjusting to college life, answering questions, and providing guidance and encouragement. Participants will be advised by the Director of Student Success Center for the first year, then they will be assigned to a faculty advisor. Students in the peer mentoring program must complete 12 hours with a 1.5 GPA at the end of their first semester to avoid academic probation.

Freshmen admitted on academic probation will be mentored by either a Peer Mentor or WBU staff, with frequent check-ins during the semester and log 2 hours of required TUTORING in the Student Success Center (SSC) each week either 1 on 1 or with a study group. Participants will

be advised by the Director of Student Success Center for the first year, then they will be assigned to a faculty advisor. Students must complete 12 hours with a 1.5 GPA at the end of their first semester to avoid academic suspension.

### **FREE Peer TUTORING**

Free peer tutoring is available to all WBU students in the SSC. The schedule will be posted online and around campus. Students are encouraged to make an appointment, but GPA can also drop in and receive tutoring if the tutor is available. The tutoring is intended to help students understand the course material and strengthen study skills. Tutors will NOT complete any homework, assignment, project, take home test, or paper for any student. They *can* help clarify directions, work practice problems together, share resources for research, help with study strategies, and proofread. Students receiving tutoring should bring class materials and supplies with them to the session.

### **SSC Surveys**

The SSC will survey the student body twice each semester to identify potential barriers to success and make improvements to the student experience.

### **STUDENTS WITH DISABILITIES/ADA**

Disability accommodations are offered through Williams Baptist University Counseling Services. It is our desire to help students make the transition into college life and connect them with those services and resources needed to be a successful college student.

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, WBU provides **reasonable accommodations** to students with a physical or mental impairment that substantially limits one or more major life activities including learning.

It is important for students to understand that at WBU students who wish to receive accommodations must self-identify to our counselors to begin the accommodation process. *Please note that current and appropriate **documentation** of a disability is required to obtain requested services.*

### **COUNSELING SERVICE**

The mission of Williams Baptist University Counseling is to help all students achieve the maximum benefit from attending WBU. Our goal is to assist students in becoming wise, mindful, and balanced adults by helping them develop interpersonal skills, intrapersonal skills, life management skills, intellectual skills, career exploration and career search skills.

The Counseling Office strives to help students in assessing themselves, building a sense of self-respect and establishing a deeper respect for others and nature. The Counseling Office supports each student in integrating all types of learning experiences and contemplating their lives holistically while applying this not only to their lives at college but also throughout the rest of their lives.

The Counseling Office offers short term personal counseling and career counseling, by appointment, in the office and through Telemental health platform for enrolled Williams Baptist University students, Monday-Friday 8:00 a.m. to 4:00 p.m. A full-time Licensed Professional Counselor provides services in a safe, supportive, and confidential environment at no cost to the student. Numerous books and pamphlets are offered, as well as local community resources available through referral by the counselor.

Appointments can be made by stopping by the office located in the Joy Ring Student Success Center, by emailing [acooper@williamsbu.edu](mailto:acooper@williamsbu.edu) or by phoning (870)759-4184.

### **Confidentiality**

The Counseling Office staff subscribes to the Code of Ethics of the American Counseling Association and to the professional laws of the State of Arkansas. Adherence to these standards ensures the confidentiality of all counseling services. Students can be assured that all discussions with the counselor are private and no personal information will be shared without the student's written permission.

Confidentiality will be kept at all times with the following exceptions:

- When a client poses a clear and imminent danger to her/himself.
- When a client poses a clear and imminent danger to others. When legal requirements demand that confidential information be revealed, i.e. a court subpoena. Patriot Act.
- PLEASE NOTE: it is required by law to report all cases of current abuse. Past abuse must be reported when there is any possibility of current danger to any child, elderly or disabled person (e.g., a child lives with the abuser). When there is reason to suspect child/elder abuse past or present.

## **FINANCIAL AID**

The financial aid program at Williams has two objectives: (1) To reward outstanding students for past academic accomplishments, (2) To assist students who, without such aid, would be unable to attend college. The Williams' financial assistance program consists of grants, loans, and work-study. Inquiries concerning financial aid at Williams should be directed to the Director of Financial Aid.

### **PAYING FOR YOUR EDUCATION**

There's no doubt about it: A college education is one of the most important (and one of the best) investments students will ever make. The Financial Aid Office at Williams understands this and wants students to know that if they have a question about their scholarship or loan,

please come by the office or call us at 870-759-4112. The information below will help to answer students' questions about financial aid and payment plans.

### **TYPES OF FINANCIAL ASSISTANCE**

The Financial Aid Office will be happy to provide students information about sources of financial assistance. This assistance can be in the form of scholarships, loans, grants, and work-study that is either funded by the state, federal government, or Williams. All assistance has certain restrictions such as academic performance, income, and availability. It is very important to apply early in the spring.

### **FINANCIAL AID TIMETABLE**

Students must fill out a Free Application for Federal Student Aid (FAFSA) each spring to determine eligibility for federal funds for the next school year. The FAFSA determines if students are eligible for a Pell Grant, loan, and/or work-study. FAFSA can be completed on-line at <https://studentaid.gov/h/apply-for-aid/fafsa>.

## WORK-STUDY

University work-study is a federal program that allows students to earn money to help pay educational expenses. University work-study is based on the students' need, the amount of money the university has for the program, and the amount of aid that students receive from other programs. Unlike a scholarship, grant, or loan, work-study will not be paid to their account in a lump sum. Students earn minimum wage and are paid monthly on the hours turned in on a timecard.

## WORK-STUDY EMPLOYMENT

Students who are eligible and looking for a job should apply for an open work study position at [www.williamsbu.edu/work-study-employment/](http://www.williamsbu.edu/work-study-employment/). A work study supervisor will make contact with Work Study applicants to set up an interview. Students that have not heard from a Work Study supervisor before school starts can reach out to the Financial Aid office.

## EXPEDITED PROCESS

Students who have all their financial assistance completed and in order will be assured of a quicker financial aid award letter. Students who have completed the application process and FAFSA will receive an awards letter that indicates their specific financial aid awards.

## STUDENT ACCOUNTS RECEIVABLE

Students are expected to be financially settled by the start of the first day of classes. This means they must have their Free Application for Federal Student Aid (FAFSA) completed if they intend to file, and either need to have their account paid, or have a payment plan system established with Cashnet. Students who are not financially settled by the last day to add/drop classes (fourth day of the semester) may have their enrollment dropped for the semester. Students will be able to make payments on their student accounts in three, four, or five installments with all accounts paid off by the day before final exams begin.

Students requesting financial aid need to complete their Free Application for Federal Student Aid (FAFSA) prior to the start of the semester. The first payment will no longer include financial aid. Student payments will be the balance owed after financial aid has been awarded.

Students who do not pay their account in full will need to sign up for a payment plan through Cashnet, a third-party vendor with whom WBU is partnering. Students will be able to set up automatic payments with a bank account or a credit card.

### Fall Semester Payment Plans

Five Payments	Four Payments	Three Payments
July 15	August 15	September 15
August 15	September 15	October 15
September 15	October 15	November 15
October 15	November 15	
November 15		

### Spring Semester Payment Plans

Five Payments	Four Payments	Three Payments
January 15	February 15	February 15
February 15	March 15	March 15
March 15	April 15	April 15
April 15	Day before Finals	
Day Before Finals		

A late fee will be assessed at the end of each month on all past due balances. Student accounts that have missed two consecutive payments will need to make arrangements to pay the balance in full by the next payment due date or they may be administratively withdrawn from classes.

### SCHOLARSHIP GUIDELINES

- Anyone who receives the benefits of institutional or private scholarships administered by the University is expected to maintain a sympathetic and cooperative attitude toward the purposes and policies of Williams.
- Students who enter into their second disciplinary offense in one semester forfeit institutional and/or private scholarships immediately and become ineligible for institutional/ private scholarships for the following semester. Future eligibility will be determined on an individual basis by the Financial Aid Committee.
- In the event of withdrawal, dismissal, or a reduction in course load to less than 12 semester hours, the student forfeits institutional and/or private scholarship assistance for the current semester. In certain situations, scholarship benefits may be prorated.
- If a student withdraws voluntarily from an activity for which he/she is receiving scholarship assistance then the student forfeits the scholarship for the entire current semester. If a student is dismissed from an activity for disciplinary reasons, then the student's scholarship assistance for that activity will be discharged on a prorated basis.
- No student may receive institutional/private scholarship funds for more than eight semesters or after a bachelor's degree is earned.
- International students are eligible to apply for academic and athletic scholarships.

## FINANCIAL SERVICES

### CHECK CASHING POLICY

Students may cash checks made payable to Williams Baptist University at the Business Office in amounts up to \$100.00 per check. Students who write checks to the University, which are returned by the bank, are applicable to bank fees, plus a \$20.00 fee for the first returned check and a \$30.00 fee for the second returned check. After the second returned check, the check cashing privilege is suspended.

## **ATM**

First National Bank of Walnut Ridge provides an ATM in the Mabee Student Center. Students who have an account with First National Bank will not be charged a fee to use the ATM. However, students without an account will be charged up to two dollars based on the money drawn from the ATM and a possible fee from whichever bank the students' use. The ATM is available from 7:00 a.m. to 1:00 a.m.

## **FOOD SERVICES**

Food services are provided by Fresh Ideas. All resident students shall purchase the food service plan granting them the opportunity to dine in the college dining hall. At registration each semester, all residential students must choose one of the five plans. Commuter students desiring to purchase a meal plan should contact the Business Office.

### **Plan A: 19 Meal Plan**

This plan allows students to eat all 19 meals served each week in the Sulcer Dining Room. The meal plan is non-transferable.

### **Plan B: 12 Meal Plan**

This plan allows students to eat 12 meals per week in the Sulcer Dining Room. It also includes the award of \$125 flex dollars per semester and is non-transferable. The flex dollars can be used in the Sulcer Dining room or the Eagle Coffeehouse and Grill.

### **Plan C: 180 Meal Block Plan**

This plan allows students to eat 180 meals during the semester in the Sulcer Dining Room and is designed for those students with fluctuating schedules due to athletics or other campus activities. Meals under the 180 Block Plan can be used in the quantity and schedule that best suits an active lifestyle. In addition, this plan includes \$100 flex dollars per semester for use in the Sulcer Dining Room or Eagle Coffeehouse and Grill.

### **Plan D: Unlimited 7 Day (\$120 premium charge required)**

The unlimited 7-day plan allows students to eat an unlimited number of snacks and meals in the Sulcer Dining Room from Monday through Sunday. This plan is non-transferable.

### **Plan E: Unlimited 5 Day (\$120 premium charge required)**

The unlimited 5-day plan allows for an unlimited number of meals and snacks in the Sulcer Dining Room from Monday through Friday. This plan, which includes the award of \$125 flex dollars per semester, is also non-transferable.

### **Plan F: Commuter Meal Plan**

The commuter meal plan allows for 75 meals during the semester and the meals can be used at either the Sulcer Dining Room or in the Eagle Grill. This plan also includes \$75 flex dollars and is non-transferable. Only commuter students are allowed to purchase this plan.

## **IMPORTANT INFORMATION ABOUT MEAL PLANS**

- Flex dollars are placed on I.D. cards and may be scanned in either the cafeteria or Eagle Grill during normal, business operating hours. If desired, additional flex dollars may be purchased, for the current semester, at the cafeteria.

- Each meal plan period begins on Sunday evening and ends on the following Sunday at lunch. Students who are over their meal limit may pay cash or debit/credit card or use their flex dollars.
- All students must have an ID card to scan at the Sulcer Dining Room and Eagle Coffeehouse and Grill. No numbers are allowed to be entered.
- Upon withdrawal, removal, or approval to live off-campus, student meals plans will be prorated to the last day of service.

### **COMMUTER MEAL DISCOUNT**

The Declining Balance Program allows commuter students to purchase meals by adding money to their student ID card. Payment of a minimum \$20 earns a 10% bonus. For example: pay \$20 and get \$22 applied to the ID card or pay \$30 and get \$33 applied to the card, before taxes. The card must be swiped in the cafeteria for each meal consumed.

Students, who need a special diet, as certified by a physician, may be required to pay an additional charge for meals. The Sulcer Dining Hall offers complete food services: breakfast, lunch, and dinner. The food service is available on days that the University is in session and does not include holidays or days between semesters. The Eagle Coffeehouse and Grill in the Student Center is also operated by Fresh Ideas and offers a variety of snacks and short orders.

### **DINING SERVICE HOURS**

Dining service hours may change on days preceding holidays or during other special events. Students will be notified via email and text messaging.

#### **Sulcer Dining Hall**

##### **Monday – Thursday**

Hot Breakfast	7:00 a.m. to 10:45 a.m.
Lunch	11:00 a.m. to 1:30 p.m.
After Lunch (Limited Menu)	1:30 p.m. to 4:30 p.m.
Dinner	4:45 p.m. to 7:00 p.m.

##### **Friday**

Hot Breakfast	7:00 a.m. to 10:45 a.m.
Lunch	11:00 a.m. to 1:30 p.m.
After Lunch (Limited Menu)	1:30 p.m. to 4:15 p.m.
Dinner	4:30 p.m. to 5:30 p.m.

##### **Saturday**

Brunch	10:30 a.m. to 12:30 p.m.
Dinner	4:30 p.m. to 5:30 p.m.

##### **Sunday**

Lunch	11:00 a.m. to 1:00 p.m.
Dinner	Sunday Dinner is served at Eagle Grill

#### **Eagle Grill and Coffee Shop**

##### **Monday – Friday**

Sunday Dinner	7:30 a.m. – 9:00 p.m.
	4:45 p.m. – 7:00 p.m.

## HEALTH CONCERNS/SERVICES

Williams Baptist University is located near many health providers in Walnut Ridge. In the event of emergencies, resident students who become ill or injured should notify the residence director who will either call 911 or arrange for transport to the Lawrence Health Services. Students with a non-emergency need can make appointments with physicians or other health providers in the area. The University assumes no financial responsibility for hospital, physician, or other medical charges. First aid supplies for minor injuries are available in the residence halls, gymnasium, Student Center, and Office of Student Affairs.

An on-campus nurse is available Monday - Friday 8:00a.m. – 4:30p.m. to see students that are ill and can dispense over the counter meds or recommend a MD visit at no cost. Campus Health has a verbal agreement with 1<sup>st</sup> Choice Healthcare clinic in Walnut Ridge for WBU students where they can be seen quickly and will send the nurse a discharge note for follow up if necessary. The nurse can perform limited nursing duties such as: administer prescribed injections with an order from the student's physician, remove stitches or staples, BMI, body fat, BP and blood sugar screenings, and test for influenza and strep. The nurse also teaches CPR and first aid. Campus Health hosts a weight loss competition each year. Campus Health is located in the Mabey Student Center.

### HEALTH FAIR AND OTHER RELATED EVENTS

Each month Campus Health promotes a different theme regarding health issues in addition to hosting a Health Fair in the spring semester. Monthly promotions include: Child Safety, Breast Cancer Awareness, National Diabetes Month, Drugs and Drinking Awareness, National Eye Month, American Heart Month, National Nutrition Month, etc.. The Campus Nurse is also available to assist with doctor appointments, finding health related resources, and finding various health related information. Campus health also sponsors a 5K Glow run each spring.

### MEDICAL INFORMATION

All students must present a completed Emergency Medical Information (EMI) prior to registration for classes. These forms are available online and must include the following information to be considered complete:

- Immunization records
- Health insurance information
- Emergency contact information
- Medical conditions
- Drug/Food allergies
- Students will not be allowed to register or attend classes if proof of immunization is not submitted within 30 days of registration each semester. It is recommended that all students be vaccinated for hepatitis and meningitis.
- TB screening questions

### INSURANCE

Students are required to have accident insurance. The bi-annual cost of \$75.00 for accident coverage is added to tuition billing. If a student qualifies for Medicaid (Title IX) medical assistance, this information should be provided on the Health Form.



## **CONTAGIOUS DISEASE/VIRUS POLICY**

The University reserves the right to restrict campus access and the on-campus activities of any student diagnosed as having a contagious disease or virus. Such restrictions will be determined by the Dean of Students in consultation with a University-approved physician and may include, but not be restricted to the following:

- Alteration of resident living conditions.
- Adjustment of class attendance requirements (in consultation with the Vice President for Academic Affairs.)
- Prohibition from attending University-sponsored functions.
- Termination of enrollment at Williams Baptist University.

## **TOBACCO**

Williams is a tobacco-free campus. Smoking and the use of smokeless tobacco or possession of tobacco on campus and at University sponsored functions is prohibited. Non-nicotine/herbal products that have the appearance of being a tobacco product are also not permitted and will be considered as a violation of this policy.

The use and possession of electronic nicotine delivery systems (such as e-cigarettes, juul, vapes, vape pens, etc.) are not allowed on campus.

The following sanctions will apply for violations of the Tobacco Policy:

- First time – written reprimand
- Second time – a fine of \$50
- Third time - a fine of \$100 and 10 hours of community service

Further violation of the Tobacco Products Policy may result in more serious sanctions.

## **MEDICAL MARIJUANA**

Medical marijuana in any form shall not be possessed or used on university owned or leased spaces, including campus housing, or at any university event. The Arkansas Medical Marijuana Amendment of 2016 (“MMA”) legalized medical use of marijuana under state law for individuals who have a written certification of a qualifying medical condition from a physician and have registered with the Arkansas Department of Health (“qualifying patients”). Marijuana remains illegal under federal law. In addition, there are limits on the use and possession of medical marijuana by qualifying patients under state law.

With or without a medical marijuana card, students in possession of or testing positive for use of marijuana will be subject to disciplinary consequences through the university judiciary process.

## **UNIVERSITY POLICY ON ALCOHOL/DRUGS**

As a Christian University founded and operated by Southern Baptists, Williams Baptist University students are prohibited from using or being under the influence of alcohol while considered a student at WBU, regardless of age. This includes, but is not limited to, possession or consumption while on campus, possession or consumption during any University sponsored activity or event (on or off campus), and possession or consumption while considered a WBU student (on or off campus). Students are also prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substances either on or off campus at all times. WBU endorses the official position of total abstinence from the use of these substances.

Students who possess or distribute alcohol or illegal drugs will face disciplinary action which may result in reprimand, fine, probation, suspension, or expulsion.

### **UNIVERSITY ALCOHOL AND DRUG TESTING POLICY**

The University reserves the right to take reasonable measures (which may include individual and/or team alcohol and drug screening) to ensure adherence to its principles and policies.

WBU students must agree to submit a drug or alcohol testing if there is reasonable suspicion that the student has possessed or used either alcohol or drugs in violation of university policy. Reasonable suspicion will be based upon objective facts including exhibiting abnormal performance, erratic behavior, and being under the influence or in possession of a drug or alcohol.

Additionally, random screenings are administered at any interval determined by the University, and a student may be selected at random for drug and/or alcohol testing. When selected for random testing the student must visit the designated office within 24 hours of notification.

Any student refusing to submit to an alcohol or drug test or testing positive to alcohol or illegal drug use is subject to disciplinary consequences. Alcohol/Drug screenings and violation of this policy is handled by the Office of Student Affairs according to the disciplinary procedure described in this handbook.

### **HEALTH RISKS OF ALCOHOL AND OTHER DRUGS**

- I. Alcohol is a drug. It is also a depressant that slows down the Central Nervous System impairing coordination, memory and reflexes. It loosens inhibitions which result in poor judgment. Damage to the central nervous system may include poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. It may also cause/or contribute to the following:
  - A. Cirrhosis of the liver
  - B. Stomach ulcers and gastritis
  - C. Cancer of the pancreas
  - D. Heart disease
  - E. High blood pressure
  - F. Malnutrition may also result from alcohol abuse
- II. Other Drugs--The use of illegal drugs, as well as the misuse of legal drugs, may cause, but is not limited to the following:
  - A. Cocaine is a stimulant. It accelerates the central nervous system. Use may cause damage to the lungs, immune system, malnutrition, brain damage, heart attack, coma, or death.
  - B. Heroin is a narcotic that slows down the Central Nervous System. It is very addictive and affects the nerve cells of the brain.
  - C. Marijuana is of the cannabis family. Damage to the lungs, heart, reproductive systems, and brain damage may result from use. Death may occur as well.
  - D. Hallucinogens are mind-altering drugs, which may cause sudden loss of memory, behavioral changes causing extreme violence. Memory loss may be permanent.
  - E. Amphetamines fall into the category of stimulants increasing the activity of the central nervous system. They affect the portion of the brain that controls breathing, heart rhythms, blood pressure and metabolic rate. Even though they are legal, their misuse can lead to malnutrition, heart attack and even death.

- F. Sedatives and pain pills may be legal, but their abuse is widespread. They cause damage to the liver and kidneys. Overdose can cause death.

### **DESCRIPTION OF LEGAL SANCTIONS**

- A. Drug Laws under the Arkansas Controlled Substance Act are very significant depending upon the controlled substance and the act involved, notwithstanding any other provisions of law to the contrary.
1. Any person convicted of delivering controlled substances shall be sentenced for a term of imprisonment of not less than ten (10) years and thereafter up to whatever the court decides.
  2. "Delivery" means the actual attempt to transfer from one person to another a controlled substance.
  3. Personal Use - A person accused of possession of more than one ounce of any controlled substance, if found guilty, may be fined from \$10,000 to \$100,000 and imprisoned no less than four (4) not more than ten (10) years. (The above will depend on the type of controlled substance that is in use at the time of arrest.)
  4. Any conviction of a drug offense will result in the suspension of a driver license for a period of 6 months.
  5. 5-64-411. Distribution near certain facilities - enhanced penalties.  
Any person who commits an offense under Arkansas Controlled Substance Act by selling, delivering possessing with intent to deliver, dispensing, manufacturing, transporting, administering or distributing a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1000') of the real property of:
    - a. A city or state park
    - b. A public or private elementary or secondary school, public vocational school, or private or public college or university.
- B. Alcohol Laws--State Code 3-3-203--"It is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage."
1. Any person convicted of driving while intoxicated (Code 5-65-103 over 21) or driving under the influence (Code 5-65-304 under 21) will lose his/her driving privileges, pay a fine and may have to serve jail time.
- C. The Federal laws that pertain to the use of alcohol or drugs, Publication 101-226, states that any person using illegal drugs cannot receive any type of financial aid. If employees are using illegal drugs, the University can have all federal aid denied from the federal government.

### **FACULTY, STUDENTS, AND STAFF**

Students concerned about their use of alcohol or drugs are encouraged to meet with staff from either the Counseling Center or Office of Student Affairs. The above will keep all information confidential and may refer the individuals to resources and/or agencies in the community that may be of help. Agencies within a 50-mile radius that may be of help include:

- Lawrence Health Services, Walnut Ridge  
870/886-1200
- Families, Inc., Walnut Ridge  
870/886-5303 (includes Hot Line 24/7)
- Midsouth Health Systems, Inc., Walnut Ridge  
870/886-7924 Hot Line: (24/7) 800/356-3035
- Five Rivers Medical Center, Pocahtontas  
870/892-6000

- St. Bernard's Behavioral Health Center, Jonesboro  
870/932-2800
- NEA Baptist, Jonesboro  
870/972-7000
- Arkansas Methodist Medical Center, Paragould  
870/239-7000

## LIBRARY SERVICES

The construction for the present building was completed in 1966 and named after former employee Felix Goodson, a good friend of the principal donor for the library building. The Felix Goodson Library is a comfortable and well-equipped facility at the heart of campus academic life. The library is conducive for study and reflection. The library contains more than 60,000 volumes and a broad spectrum of scholarly and popular periodicals.

The library also has over 80,000 eBooks. The library offers personal assistance, online catalog, print journals and periodicals, online journal databases, interlibrary loan, photocopy service, a computer lab, special collections, digital archives, online tutorials, WiFi service, comfortable seating and group study areas. The library also has personal and class instruction available. Look for Felix Goodson Library on Facebook. The library's web page is [www.williamsbu.edu/library](http://www.williamsbu.edu/library).

### LIBRARY HOURS

Monday – Thursday: 7:30 a.m. to 11:30 p.m.

Friday: 7:30 a.m. to 4:00 p.m.

Saturday: 12:00 p.m. to 4:00 p.m.

Sunday: 1:00 p.m. to 5:00 p.m.; 7:00 p.m. to 11:30 p.m.

Hours are subject to change. (i.e. inclement weather, work study availability and student use)

## MAIL ROOM, SPIRIT STORE, AND COPY CENTER

The WBU Mail Room, Spirit Store, and Copy Center are located on the right side of the Joy Ring Success Center. Students can check their mail, purchase WBU apparel, copies, and school supplies. The store accepts Visa, Mastercard, American Express, Discover, and checks. "EAGLE BUCKS" are not accepted in the Mail Room or Spirit Store.

The Hours of operation are

Monday – Friday	8:00 a.m. – 4:00 p.m.
Saturday	Varying Hours (will be posted)
Sunday	Closed

### MAIL DELIVERY

Incoming off-campus mail is placed in mail folders, as soon as possible, after receiving the mail daily - Monday through Friday. All students, including commuters, have a mail folder. Students *must have* a student ID to pick up any package or mail.

Students, residents, and commuters may pick up their mail/packages at the window inside the Spirit Store. Mail/packages without tracking numbers will be placed in the student's mail folders and will not receive notification – it is the responsibility of ALL students, including commuters and residents, to check their mail periodically, and especially at the end of each semester. If a

package is received without a name, the mailroom personnel have authority to open the mail to determine to whom it belongs. If no name is in the package, it will be held for one week, and then returned to sender as “unknown.”

Once mail and packages are received with a tracking number, students and residents will receive notifications from the WBU mailroom indicating when ready for pick up. **PLEASE NOTE:** the notifications are sent via text or email. **WAIT FOR THE NOTIFICATION FROM WBU MAILROOM BEFORE ATTEMPTING TO PICK UP PACKAGES.** Current cell phone numbers must be on file to receive a WBU notification.

#### **OUTGOING MAIL:**

**USPS:** Outgoing USPS mail must be in the mailroom by noon to insure pick up by the USPS mail service that day.

- All outgoing mail, including packages, must have proper postage affixed.
- Mail without postage will be returned to the sender. If the sender’s name is not written on the mail, the mail room personnel have authority to open the mail to determine to whom it belongs.

#### **UPS/FEDEX:**

All UPS/FEDEX packages must have the proper shipping labels affixed to the package. The package must be in the mailroom by 9:00am. in order to ship the package that day.

#### **SUPPLIES/SERVICES**

Shipping supplies (boxes, envelopes, packing tape, etc.) are available for an additional fee. Stamps, certified mail, and overnight express mailing services are available at an additional charge to Williams’ students, staff and faculty.

#### **ADDRESS CHANGES**

Students should report all changes of address and mail forwarding instructions to WBU Mail and Copy Room personnel.

#### **COPY AND PRINTING SERVICES**

The Mail Room and Copy Center offers black and white and color copying/printing, laminating, , faxing, shredding, and binding (for an additional charge). Orders can be emailed or dropped off Monday through Friday, 8:00 a.m. – 4:00 p.m. Printing documents must be formatted and ready for print upon request.



# CAMPUS POLICE & SAFETY DEPARTMENT

## CAMPUS SAFETY

Safety is an issue that affects everyone on campus: students, faculty, staff, and guests. The Office of Police and Campus Safety enforce all state laws and university rules and regulations. The Office of Police and Campus Safety employs full-time, part-time, law enforcement officers, and employs full time and part-time (student) Campus Safety officers.

All Campus Safety officers have the authority to ask persons for identification when deemed necessary, and to determine whether individuals have business at the University. They have the responsibility and authority to investigate suspicious persons/circumstances on campus, if safe to do so. Campus Safety Officers have the authority to issue campus parking citations along with enforcement of WBU code of conduct policies.

Certified Law Enforcement Officers have arrest authority and can enforce all state and local laws along with WBU regulations. All officers of the Office of Police and Campus Safety work closely with local law enforcement agencies to ensure a safe environment for the students, faculty, staff, and guests at Williams Baptist University.

### POLICE AND CAMPUS SAFETY OFFICERS' RESPONSIBILITIES

- Police and Campus Safety Officers have responsibility to report and enforce violations of campus policy.
- Campus Police Officers have responsibility to report and enforce violations of local, state, and federal laws and have arrest authority.
- Police and Campus Safety Officers may question any person, including students, on campus property and request identification.
- Police and Campus Safety Officers have the right to assist in an inspection and to confiscate contraband that is in violation of campus policy.
- Campus Safety Officers' jurisdiction is limited to campus property and roads.
- Campus Police Officers' jurisdiction is primary to campus property and roads, but also has continuous authority as needed, and memos of understanding with Walnut Ridge City Police Department and Lawrence County Sheriff Department.

### POLICE AND CAMPUS SAFETY OFFICERS' DUTIES

- To physically secure entrances to all campus facilities.

- To report hazards to physical safety and security (i.e., gas leaks, nonworking lights, and fire equipment.)
- To report and enforce violations of campus policy.
- To report and enforce unsafe actions hazardous to persons or property.
- To report suspicious or unusual persons or conditions.
- To assist in parking detail for major functions.
- To accompany students, visitors, faculty, or staff between locations when requested.
- To aid in crime prevention education.
- To enforce, assess, or investigate violations of civil law reported or committed on campus.
- To cooperate with civil authorities in the investigation of crimes associated with campus.

### HOW TO REPORT A CRIME AND/OR SAFETY VIOLATION

To report a crime and/or safety violation, call the WBU Office of Police and Campus Safety 870.759.4161, the Office of Student Affairs 870.759.4188, or visit the Office of Police and Campus Safety on the lower level of the Mabee Student Center, Midkiff Lane. The Chief/Director of Police and Campus Safety may be contacted at 870.847.8181 for incidents occurring after normal business hours or call 911 in case of an emergency.

To report an emergency to the Lawrence County Sheriff's Department, the Walnut Ridge Police Department, or Walnut Ridge Fire Department, dial 9-911 from a campus phone, or 9-1-1 from a cell phone. For non-emergency calls, the Lawrence County Sheriff's Department may be contacted at 870.886.2525 and choose from the recorded directory.

All criminal activity or incidents should be reported to the WBU Office of Police and Campus Safety immediately. Any suspicious activity or person seen on campus, inside buildings, or around the residence halls should be reported to a campus safety authority. "Campus safety authority" is a term that encompasses four groups of individuals and organizations associated with an institution:

- A member of the campus police department or a campus safety department of the institution.
- Any individual or individuals who have responsibility for campus safety, but who do not constitute a campus police department or a campus safety.
- Any individual or organization specified in an institution's statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution. **If someone has significant responsibility for student and campus activities, he or she is a campus safety authority.** Campus Safety Authorities at WBU include, but are not limited to:

Office of Police and Campus Safety	870.759.4161 Mabee Student Center, First Floor
Chief/Director Police and Campus Safety	870.759.4161 Office 501-305-9921 (After Hours) 911 - Emergency
Dean of Students	870.759.4188 Mabee Student Center, Upstairs
Director of Counseling	870.759.4184
Executive Vice President	870.759.4128
Student Life Director	870.759.4187 Mabee Student Center, Upstairs
Campus Minister	870.759.4143 Mabee Student Center, First Floor
Campus Nurse	870.759.4298 Mabee Student Center, First Floor
Athletic Director	(870) 759-4194 Southerland Mabee Center
Women's Residence Hall Director	(870) 759-4204 Southerland Hall
Men's Residence Hall Director	(870) 759-4302 Cash/Wilson Hall

### **VOLUNTARY CONFIDENTIAL REPORTING**

Students that are the victim of a crime, and do not wish to pursue action within the Williams Baptist University system or the criminal justice system, may still wish to consider making a confidential report. With the student's permission, the Chief/Director of Police and Campus Safety can file a report on the details of the incident without revealing the student's identity. The purpose of a confidential report is to comply with student wishes to keep the matter confidential, while taking steps to ensure the future safety of the student and others. With such information, WBU can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime about a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crime statistics for the institution.

The Office of Police and Campus Safety encourages anyone who is the victim of or witness to any crime to promptly report the incident to Campus Police, local law enforcement, or a campus security authority. However, because police reports are public records under state law, law enforcement cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to WBU campus security authorities as identified above.

### **SAFETY AND CRIME PREVENTION EDUCATION AND AWARENESS**

The Office of Student Affairs is the source for promoting education and awareness of safety and security issues. The goal is to eliminate criminal activity through prevention and awareness. Security and safety are issues that affect everyone and must involve everyone. Each individual must recognize the potential hazards to persons and property and take reasonable precautions for his/her and others' protection. To encourage individual responsibility, Williams Baptist University promotes crime prevention and prevention education to all members of the campus community. Existing programs and policies that affect safety and security are continually evaluated and revised through Campus Police and Safety in conjunction with Office of Student Affairs.



The University sponsors several on-going programs for crime prevention, which include, but are not limited to:

- **Fire Drills** - The residence halls have a minimum of one fire drill each semester. Other offices/buildings post fire emergency information and host periodic drills.
- **Safety** - Students, visitors, faculty, or staff may use a Campus Police or Campus Safety Officer on duty to accompany them to and from their vehicle or buildings on campus.
- **WBU Alert (Emergency Alert Notification System)** - Students are alerted via email, text, and phone calls for weather related emergencies, school closings, breach of security, or other emergencies. At registration each semester, students must provide updated and current emergency contact information for this system. Testing of this service takes place numerous times a year.
- **Active Killer on Campus Training** - Students, faculty and staff are to follow the United States Department of Justice recommended Run, Hide, Fight response plan to an active shooter on campus. This training may be done through video, publications, and actual scenario training. For more information, contact the Office of Campus Police and Safety.

## **PERSONAL AND PROPERTY SAFETY PRECAUTIONS AND CRIME PREVENTION**

- Keys should not be loaned or copied.
- Residence Hall Rooms or any other student housing unit should be locked when not occupied.
- Each person should be familiar with and participate in drills and emergency procedures for fires and natural disasters.
- All members of the campus community should cooperate with Campus Police, Campus Safety Officers, and other University officials during an inquiry or an investigation of a violation or crime.
- Doors that should be locked, or that have been secured by a university official, should not be propped open, unlocked, or tampered with in order to prevent its proper functioning.
- Strangers or suspicious persons should never be given access to a residence hall or other facility and should be reported immediately to the Residence Hall Director or Police and Campus Safety Officer.
- Vehicles should observe all campus and civil guidelines for parking and traffic.
- No weapons or firearms of any type are allowed on campus, in vehicles, residence halls, or other facilities. (See Weapons Policy below)
- No illegal or "pleasure" drugs are allowed on campus.
- No alcoholic beverages are allowed on campus.
- Harassment (verbal, physical, or sexual) will not be tolerated.
- Abuse, assault, battery, or other forms of physical intimidation will not be tolerated.
- Visitors to the campus should be in the company of a campus host/hostess and should observe all campus policies.
- A visitor's host/hostess is responsible for communicating expectations and for reporting any violations of his/her guest.
- Personal property should be insured.
- Serial numbers should be recorded and valuables engraved. For a detailed statement about Safety and Prevention Education on the WBU campus, please read the Annual Security Report at <https://williamsbu.edu/campus-safety/>

## CONCEALED WEAPONS – ARKANSAS ACT 226 (REVISED 1-26-2015)

The Williams Baptist University Board of Trustees voted to “opt out” of Act 226 passed by the Arkansas General Assembly. With this decision, Williams Baptist University employees and students are prohibited from bringing concealed lethal weapons on campus. (Section 6.d.).

### Weapons Policy for Williams Baptist University:

- I. *Statement of Purpose:* As campus safety is intended to promote and maintain the academic and Christian nature and purpose of Williams Baptist University (WBU), this policy is intended to help advance the safety of WBU faculty, staff, students and guests while on WBU property.
- II. *Definition of “Weapon”:* For purposes of this policy, the term “weapon” shall include any object that can reasonably be considered a weapon (whether real, facsimile, toy, or replica). Anything designed as and understood to be weapons on WBU property include, but are not limited to:
  - A. firearms
  - B. martial arts weapons
  - C. hunting bows and arrows
  - D. hunting arrowheads (excluding historic artifacts)
  - E. knives
  - F. metal knuckles of any kind
  - G. spring-powered, air-powered, or CO2-powered projectile guns (BB or pellet guns)
  - H. bludgeons or clubs of various types
  - I. grenades or other explosive/incendiary devices
  - J. all types of ammunition
  - K. any chemical(s) that can cause personal injury, possessed outside of an appropriate academic (laboratory) context
  - L. Personal-defense spray (Pepper spray, OC spray, etc.) is not allowed on the WBU campus, unless it is for the express purpose of personal-defense.
    - a. Arkansas law states: It is lawful for a person to possess or carry, and use, a small container of tear gas or pepper spray to be used for self-defense purposes only. However, the capacity of the cartridge or container shall not exceed one hundred fifty cubic centimeters (150 cc). (§ 5-73-124)
    - b. Any misuse of personal-defense spray (e.g., as an offensive weapon, playing with it, etc.) on the WBU campus by any person will result in disciplinary action, and/or law enforcement intervention.
  - M. Additionally, many common objects and tools are designed for uses other than as a weapon but may be used or modified for use as a weapon. In considering whether a particular common object or tool shall be considered a weapon under this policy, WBU officials will consider the time, place, and other circumstances surrounding the possession of the common object, including the explanation for its possession and/or whether the object has been modified, altered, and/or used as a weapon.
- III. *Persons Covered by this Policy:* This policy applies to all WBU faculty, staff, students, and guests.
- IV. *Scope of this Policy:* This policy shall be applicable and enforceable on all properties owned by WBU.
- V. *Substance of this Policy:* WBU faculty, staff, students, and guests are prohibited from carrying or storing on the WBU campus any firearm or weapon as defined above. WBU has chosen to opt out of the concealed carry provisions of Act 226 of the General Assembly of the State of Arkansas, meaning faculty and staff are not allowed to carry a concealed weapon on campus.

- VI. Exceptions to this Policy: Exceptions to this policy are limited to lawful practices pertaining to:
- A. Certified law enforcement officers
  - B. Commissioned safety officers who are employed by WBU and are acting within the scope of their duty
  - C. Faculty and staff who reside in residential "faculty" housing.
  - D. Faculty and staff approved to conceal carry by the President of WBU, as allowed by specific WBU administrative policy.
  - E. Faculty/staff/guests who have completed a weapons safety course, a weapons education course, or hunter's education course approved and authorized by the Chief/Director or Police and Campus Safety
  - F. Faculty/staff who are engaged in a Campus Safety approved pest eradication effort
  - G. Faculty/staff/guests who affiliated with a WBU sponsored skeet/trap club:
    - a. All skeet/trap equipment (including firearms and ammunition) shall be maintained, supervised, and securely stored by appropriate WBU personnel.
    - b. At no time shall students be allowed to access, possess, use, or transport any skeet/trap equipment (including firearms and ammunition) while on the WBU campus.
    - c. A complete statement of rules for firearms/ammunition for use in the skeet/trap club may be obtained from the Office of Police and Campus Safety.
    - d. Violation of any of skeet/trap club rules by the student will result in expulsion from the WBU trap/skeet club, and liable to other appropriate disciplinary actions.
  - H. Faculty/staff/guests who affiliated with a WBU academic course in archery or a WBU sponsored archery club:
    - a. All archery equipment shall be maintained, supervised, and securely stored by appropriate WBU personnel.
    - b. At no time shall students be allowed to access, possess, use, or transport any archery equipment while on the WBU campus, except while taking part in an official WBU archery course or club, and under the direct supervision of appropriate WBU personnel.
- VII. Violations: Any violation of this weapons policy will result in disciplinary action and may result in law enforcement intervention.

## **PENALTIES AND PROCEDURES**

The University is committed to maintaining an environment on campus that is safe and secure and will exercise any means available for the preservation of that environment. Students charged with a violation of campus policy are subject to the Disciplinary Procedures and Sanctions as outlined in the Student Handbook. However, incidents which violate state or federal law, the University may involve Campus Police and/or local law enforcement agencies, thus subjecting that person to the penalties of the law as well as university disciplinary actions.

## **OTHER SAFETY OFFICIALS**

Other individuals on campus are authorized to supervise and enforce campus safety and security measures and policies. These individuals, including the Housing Director, Resident Advisors, Dean of Students and the Executive Vice President have the same rights and privileges as Campus Safety Officers (as listed under "A. Campus Safety Officers").

## VEHICLES ON CAMPUS

Vehicle use on the WBU campus encompasses the need for policies that help protect the safety and welfare of all persons. Persons using vehicles or pedestrians walking on the campus need to be aware of these policies and other factors that affect safety. For the purpose of this policy, vehicles are defined as every device in, upon, or by which any person or property is, or may be, transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks. The following policies state the regulations for campus vehicle use:

### Registration of Vehicles

- I. All vehicles used by students on campus property must be registered with the Office of Student Affairs.
- II. When vehicles are registered, students purchase a parking decal for the academic year. The decal must be placed on the lower left (driver's side) exterior of the rear glass. A decal placed on a motorcycle must be placed on an easily located and accessible area of the motorcycle. Lost or unreadable decals must be replaced at the registrant's own expense for a replacement decal. Replacement decals are \$10.00 and may be purchased in the Office of Student Affairs. Failure to purchase and properly display a decal will result in a fine.
- III. The following information is REQUIRED when registering a vehicle for a decal:
  - a. Student name
  - b. Resident or Commuter
  - c. Will you have a vehicle on campus?
  - d. Vehicle manufacturer (e.g., Ford, Chevrolet, etc.)
  - e. Vehicle model (e.g., F150, Escape, Silverado, etc.)
  - f. Vehicle year
  - g. Vehicle color
  - h. License plate number
  - i. License plate state
- IV. Students must renew vehicle registration and purchase new decals annually.
- V. The name appearing on the registration form is held responsible for all nonmoving violations. Drivers of vehicles are held responsible for moving violations in accordance with state and local statutes.
- VI. Special or temporary parking tags are available in the Office of Student Affairs to those persons who need to use another vehicle temporarily, are registered in the summer term, or have physical limitations. There is no charge for these permits.
- VII. A "Failure to Register Vehicle" fine will be issued to any student who fails to provide ALL REQUIRED registration information.
- VIII. A "Failure to Transfer Registration" fine will be issued to any student who fails to transfer registration in the following circumstances:
  - a. Ownership of the vehicle changes.
  - b. Vehicle registrant changes status (e.g., resident to commuter, etc.).
  - c. Vehicle registrant is not eligible for privileges.
  - d. ANY information on the registration form changes.
- IX. If driving a different vehicle on campus temporarily (e.g., if his/her vehicle is being repaired, and he/she is driving a parent's vehicle or rental vehicle), the student must obtain an temporary parking tag from the Office of Student Affairs. Failure to do so will result in a fine.

## Parking Decal Regulations

- I. The parking decal must be located on the outside lower left (driver's side) corner of the rear glass.



- a. If the rear glass is removable, and the owner will remove the rear glass while on campus, the parking decal must be placed on a visible area of the rear of the driver's side on a non-removeable area of the vehicle.
  - b. If the decal is placed on a removeable rear glass, the student will receive a parking fine if the vehicle is parked on campus with the rear glass removed.
- II. A decal placed on a motorcycle must be placed on an easily located and accessible area on the rear of the motorcycle.
- III. Lost or unreadable decals must be replaced at the registrant's own expense for a replacement decal.
- IV. Replacement decals are \$10.00 and may be purchased in the Office of Student Affairs.
- V. Failure to purchase and properly display a decal will result in a fine.

## PARKING

Parking areas on campus are designated for resident students, commuter students, and faculty/staff. Each resident parking lot has been designated (see parking map below) for students that live in the residential hall connected to that parking lot. Students will receive a parking decal that matches that parking lot. Every student is responsible to know where they may legally park and is responsible to maintain their vehicle in those designated areas.

## ILLEGALLY PARKED VEHICLES

For the purposes of defining and enforcing all parking rules on the WBU campus, an illegally parked vehicle shall be defined as a vehicle which is stopped, temporarily or longer, in any location that is not:

- I. A legal parking space for that vehicle.
- II. A parking lot not designated for that vehicle.
- III. A traffic control (e.g., intersection, crosswalk, etc.), whether the vehicle is occupied by persons or not.
- IV. Faculty and staff spaces marked with blue parallel lines.
- V. Except as provided below, students MAY NOT PARK in any space or location that is not designated for them by the campus parking map (see exceptions below).

Handicapped (ADA) parking spaces are reserved for students that have been directly issued an approved handicapped hang tag or license plate by their respective states. Handicapped



parking hang tags or plates that have been issued to the student's family members do not qualify.

### CAMPUS PARKING MAP

Blue - Cash/Wilson/Butler

Red - Southerland Hall, Southerland Apartments

Yellow - Belle Hall (East side of the center parking area)

Green - Nicholas Hall (Between Fulbright Avenue and the Crosswalk on N. Midkiff Ln)

White - Commuter Parking



### RESIDENT STUDENTS MAY PARK ONLY IN THESE AREAS

- I. Residence hall parking lots (as designated by parking decal, parking map)
- II. Baseball and Softball parking lots. During games, students may only park in these parking lots if they are attending the games.
- III. Exceptions
  - A. Resident students MAY park at the following locations between 3:00 PM and 7:00 AM)
    - I. Parking Lot (East Side of the Sloan Center/Student Center) and Moore Street.
      - a. Student athletes who need to enter the Southerland Mabee Center may do so from these parking lots.

- b. Work study students who need to enter the Southerland Mabee Center may do so from these parking lots.
  - B. Student Athletes that use the SMC may park on the North side of the SMC and the baseball field parking lot at any time.
- IV. Resident students MAY NOT park in any other location, even if they have been allowed to at a previous time
- V. Resident students MAY NOT park in any designated parking lot that does not match their parking decal.

#### **COMMUTER STUDENTS MAY PARK ONLY IN THESE AREAS**

- I. Commuter students are only allowed to park in areas that match their decal and are designated by the parking map.
  - A. Commuter students may park in Residential Hall parking lots between 3:00 PM and 11:00 PM

#### **RESIDENT AND COMMUTER STUDENTS MAY NOT PARK IN ANY OF THE FOLLOWING LOCATIONS AT ANY TIME:**

- I. Wharton St. (street in front of Cash/Wilson Halls)
- II. McClellan Dr. (street in front of Cafeteria and Mail Room/Joy Ring Student Success Center)
- III. Driveways and crosswalks
- IV. Grassy areas and other non-designated parking areas such as sidewalks
- V. Yellow or red curbs
- VI. In any yellow, white, red, or blue striped area. For example:



- VII. In any Handicap Parking space: To use these spaces requires the clear display of a valid ADA (handicap) placard or license plate (see illegally parked vehicles p.47).
- VIII. In any area indicated by "No Parking"
- IX. Within 15 feet of any fire hydrant
- X. In any space marked by blue lines or signs indicating Faculty or Staff parking (e.g., the three blue-line spaces in front of Southerland Hall)
- XI. In any space, area, or street that is not specifically designated for parking for that student's status as a Resident or Commuter.

#### **FACULTY AND STAFF PARKING:**

Faculty and staff may park on any street on campus and in any legal parking space marked by painted blue or white line.

#### **ADDITIONAL PARKING RULES:**

- I. Student Athletes that use the SMC may park on the North side of the SMC and the baseball field parking lot at any time.
- II. Vehicles should be parked within marked spaces and shall not park on or straddle lines.
- III. The campus is walking accessible, so vehicles shall not be moved from building to building. Parallel parked cars shall have the right tire facing the right-hand curb.
- IV. Resident Assistants and Assistant Resident Directors may park in designated RA parking.

- V. Students dropping off or picking up person(s) or supplies in any location that is not designated a legal parking space for that vehicle, is considered illegal parking.
  - A. Locations for this violation include, but are not limited to:
    - 1. Staff parking spaces directly in front of Southerland Hall lobby
    - 2. Anywhere on Wharton St. (street in front of Cash/Wilson Halls)
    - 3. Anywhere on McClellan Dr. (street in front of Cafeteria and Post Office)

## **TOWING POLICY**

- I. The decision to tow a vehicle is not taken lightly. The WBU Office of Police and Campus Safety and Office of Student Affairs will make every effort to contact the owner/operator of a vehicle in an attempt to get a vehicle moved prior to towing. There are, however, certain circumstances when towing will be justified without prior notice.
- II. Williams Baptist University reserves the right to tow any vehicle parked in violation of any of the university's Parking Rules and Regulations at the expense of the vehicle owner or registrant.
- III. Common Definitions
  - A. Abandoned/Derelict vehicles – A vehicle is considered abandoned if it is not registered with a valid campus parking permit, is inoperative or partially dismantled, or if it is parked on university property for more than one week without authorization.
  - B. ADA Designated space – spaces designated per specifications of the Americans with Disabilities Act (ADA). ADA designated spaces are also sometimes referred to as "Handicap" parking. To use these spaces requires the clear display of a valid ADA placard or license plate.
- IV. Policies/Procedure
  - A. In areas not directly under the control of Williams Baptist University, law enforcement may be contacted to have a vehicle towed, if deemed necessary for safe and responsible Campus operations.
  - B. Vehicles may be towed for the following reasons:
    - 1. Parking on property not designated for vehicular traffic or in a "No Parking" area (parking lot driving lanes, traffic lanes, yellow or red curbs, fire-lanes, driveways, sidewalks, dumpster spaces, intersections, grass, lawns, loading zone, etc.)
    - 2. Parking in handicapped spaces without proper ADA identification. Proper registration paperwork must accompany all vehicles displaying ADA hangtags, placards, or license plates and occupying an ADA space.
    - 3. Parked in reserved spaces, areas, or parking lots without authorization from the Office of Police and Campus Safety. This includes all temporary signage.
    - 4. Parked in a way that obstructs pedestrian traffic or creates a hazard to pedestrians (e.g., blocking a crosswalk, blocking a sidewalk, etc.)
    - 5. Parked blocking a driveway or obstructing an exit or entrance.
    - 6. Parked in a way causing a hazard to vehicles driving through, entering, or exiting a parking lot.
    - 7. Parked in fire lanes, red curbs, yellow curbs, or blocking access to a fire hydrant.
    - 8. Vehicles parked in areas or lots restricted to WBU vehicles or authorized vehicles only.
    - 9. Any vehicle creating a dangerous condition or hazard.
- V. Williams Baptist University is not responsible for damages to a vehicle resulting from towing or storage.



- VI. The owner of the vehicle incurs and is responsible for ALL costs associated with towing/storing a vehicle.
- VII. What to do if your vehicle is towed: During regular business hours, contact the Office of Police and Campus Safety at 870.759.4161 to verify the towing location of your vehicle. After normal business hours or on weekends, contact the Office of Police and Campus Safety at 870.847.8181.

#### **STATE, LOCAL, AND CAMPUS STATUTES AND RULES**

- I. All statutes of Walnut Ridge, Lawrence County, and the State of Arkansas should be observed. These include, but are not limited to laws for speeding, reckless driving, and driving under the influence of alcohol or other intoxicants.
- II. Tampering with speed limit, parking, and other signs placed on campus by municipal, county, or WBU officials may result in criminal charge
- III. Violators of State and local statutes will be monitored by university and city personnel and reported to Campus Police or local law enforcement officials. Campus Safety Officers may issue a Code of Conduct violation to any student observed driving in an unsafe manner, speeding, etc.
- IV. Campus Police Officers, Lawrence County Sheriff's Department and Walnut Ridge Police Department have full authority to enforce state and municipal statutes
- V. Prosecution for violations on state and local laws is through the City of Walnut Ridge and Lawrence County courts.

#### **Parking and Registration FINES, PENALTIES, AND APPEALS**

- I. Violations of parking and registration policies are reported to the WBU Police and Campus Safety Office according to procedures outlined in the Student Handbook.
- II. Parking/registration fine amounts:
  - A. Unless otherwise noted, all parking/registration fines will be handled by the University
  - B. Illegal use of designated Handicap parking - State and Local fines and cost.
  - C. Emergency access areas (fire hydrants, fire lanes, parking lot lanes, etc.) - State and Local Fines and Costs
- III. Ticket fines are to be paid in the Business Affairs Office within ten (10) business days of receiving a ticket. After that date, the penalty will incur an additional \$10 and be placed on the student's account.
- IV. Ticket Appeals
  - A. The Police and Campus Safety Office strive to provide fair and consistent enforcement of the parking or registration rules. Occasionally, a ticket is issued in error. When this happens, the appeal process provides an opportunity to appeal the ticket.
  - B. The University provides an online-only appeals process for Tickets. Ticket appeals must be submitted within five (5) calendar days of ticket issuance. The fine will remain at the original rate until a decision has been made regarding the ticket status.
  - C. The person appealing the ticket must provide all information requested on the online form and affirm that he/she has read the parking/registration section of the Student Handbook.
  - D. Once submitted, the Office of Student Affairs will review the appeal and issue a decision via email within three (3) business days following receipt of the ticket appeal.
  - E. PLEASE READ THE FOLLOWING INFORMATION BEFORE YOU FILE YOUR APPEAL: Registrant and Driver Responsibility:

1. The vehicles of all employees and students of the University must properly display parking permits obtained directly from the Office of Student Affairs.
  2. The person driving the vehicle on campus is responsible for finding a legal parking space and for knowing the regulations which are available in the Student Handbook. However, the registered permit holder is responsible for any ticket issued to any vehicle in which their permit is displayed.
- V. If you have further questions regarding the appeal process, contact the Police and Campus Safety Office at 870-759-4161.
- VI. Ticket appeals WILL NOT be heard in the Police and Campus Safety Office nor the Office of Student Affairs.
- VII. Appeals can be made at <https://williamsbu.edu/citation-appeal/>

#### **FACTORS AFFECTING SECURITY**

- I. Persons should be aware that all roads on campus are public streets maintained by WBU, Walnut Ridge, Lawrence County, the Arkansas State Police. Therefore, use of these streets is not restricted to WBU students and employees. This may result in heavy traffic patterns at certain times of the day. Pedestrians should especially be aware of this when crossing streets, etc.
- II. Persons who walk the campus should be aware of traffic patterns and take precautions for personal safety. Such precautions include, but are not limited to, wearing reflective or light-colored clothing at night, and using marked crossings.

**Students must read the “Campus Safety” section of the Student Handbook for more information on personal safety and crime prevention. Students may also read other helpful safety information by visiting <https://williamsbu.edu/campus-safety/>**



# HOUSING & RESIDENCE LIFE

## RESIDENTIAL

All students are encouraged to live on campus to experience a more satisfactory university experience. Williams Baptist University offers and maintains living accommodations for single and married students. These accommodations include the following apartments and residence halls:

- **Wilson Hall:** Wilson Hall is a residence hall for men equipped with fully furnished rooms and private bathrooms.
- **Butler Hall:** Butler Hall is honors housing for men, with fully furnished private rooms featuring living areas and semi-private bathrooms. To be placed in Butler Hall, incoming students must have a 3.5 GPA (transfers) or a 28 on the ACT (Freshmen). Current students must have a cumulative GPA of 3.0 to be eligible for residency.
- **Cash Hall:** Cash Hall is a residence hall for men with fully furnished rooms and semi-private bathrooms.
- **Nicholas Hall:** Nicholas Hall is a residence hall for men equipped with fully furnished rooms and semi-private bathrooms. To be placed in Nicholas Hall, students must have completed at least 60 hours.
- **Southerland Hall:** Southerland Hall is divided into two halls: South Hall and West Hall. These halls for women are equipped with fully furnished rooms and semi-private bathrooms.
- **Shell Hall:** Shell Hall is a residence hall for women equipped with fully furnished rooms, semi-private toilet facilities, and showers on the hall.
- **Belle Hall:** Belle Hall is a residence hall for women equipped with fully furnished rooms and semi-private bathrooms. To be placed in Belle Hall, students must have completed at least 60 hours.
- **Southerland Hall Apartments:** The Southerland Apartments are honors housing for women, with fully furnished two-bedroom or three-bedroom units. To be placed in the Southerland Apartments, incoming students must have a 3.5 GPA (transfers) or a 28 on the ACT (freshmen). Current students must have a cumulative GPA of 3.0 to be eligible for residency.
- Eight apartment units are available to married/single parent students.

Housing space is limited, so early application is advisable. Information is available in the Office of Student Affairs, the Residence Life Office, or on the website. Policy and guidelines are made available for residents in all campus housing units. Residents or tenants in these units are

expected to comply with all campus and housing policies or be subject to eviction or disciplinary action.

### **RESIDENT REQUIREMENT**

Single students, who do not live at home, are expected to live on campus. Students must be at least 21 years old by the end of the current semester, have 60 or more hours, and have a cumulative GPA of 3.00 for exemption from the residency requirement. Students wishing to live off campus must fill out the Off-Campus Housing Request Form and file with the Dean of Students. When registering, students will be expected to provide information about their residency. Students failing to comply with the residency requirement or submitting false information are subject to disciplinary action including suspension and fines. Once a student reaches age 23, the residency requirement is void. Residential students whose course loads fall below 12 semester hours must file a request for continued campus housing with the Dean of Students to determine continued eligibility for student housing.

Students currently living in Residential Housing that are under twenty-three (23) years of age and that marry after matriculation must provide the Office of Student Affairs with a copy of their valid marriage license within ten (10) business days of their wedding date. Residential students must also give the Office of Student Affairs a minimum of thirty (30) days' notice prior to getting married.

### **HOUSING (FAMILY)**

Applications for on campus family housing are available in the Residence Life Office, Office of Student Affairs, or online. Any student interested in Family Student housing should check availability, apply, and leave a deposit in the Residence Life Office, or the Office of Student Affairs.

### **ASSIGNMENTS**

Housing units are assigned to students on a first-come basis according to the University's housing policy. Assignments are made by the Director of Housing. Neither applications for housing nor rank on housing waiting lists guarantees a housing assignment. Once a tenant is notified of the definite availability of an apartment, the tenant is required to pay the deposit (equal to one month's rent). The deposit is to be paid within three business days from the time of notification. Tenants will not be officially given an apartment until this deposit is paid. Tenants are also asked to sign a tenant agreement form and must be renewed by April 1 of each year. The tenant agreement covers occupants of university owned apartments and is effective on a month-to-month basis that must be renewed by July 1 of each year.

### **REFUND OF SECURITY DEPOSITS**

One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for Residence Hall Security Deposits and Family Housing Deposits must be made in writing to the Residence Life Office. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist University. The refundable deposit will be placed in the Scholarship Fund.

## HOUSING REFUND SCHEDULE

The housing refund schedule mirrors the tuition refund schedule (refer to the Academic Catalog). Students that withdraw, are expelled, or that are approved to live off-campus during the semester will be subject to the Housing Refund Schedule.

Week of Withdrawal	Payment Due	Refund Due
Week One	Students who withdraw, are expelled, or that are approved to live off-campus during the first week of school will receive a 100% refund minus a flat fee of \$500.	
Week Two	30%	70%
Week Three	40%	60%
Week Four	60%	40%
Week Five	80%	20%
After Week Five	Pro-rated refund of unused cafeteria services only	

## FACILITIES

Generally, there are three apartment complexes available for family housing. All apartments have two bedrooms, one bath, storage room, a refrigerator, stove, and a washer/dryer hookup in the bathroom. All dryer hookups are electric.

## FAMILY HOUSING PET POLICY

No pets are allowed in Family Housing, unless authorized by the Office of Student Affairs. (ESA and service dogs must be declared and approved by the Office of Student Affairs. ) (See pet policy on p.59)

## RENTAL RATES/DEPOSITS

Nicholas West - \$485 per month (water, electric and gas utilities included)

The deposit and first month's rent are due prior to moving in to assigned unit and is paid in the Office of Student Affairs. Thereafter, rent is due on the first of the month and is paid in the Office of Business Affairs, located on the main floor of the Swaim Administration Building. Rent is prorated for a partial month's rent.

### Cable and Phone Service:

If interested, students are responsible for the cable, internet and phone services in their apartments. Contact the appropriate companies below for information on security deposits and to set up an activation date. Companies are listed below:

- AT&T: (landline) 1-800-464-7928
- Sudden Link: (cable and internet) 1-877-694-9474

## RESIDENCE LIFE

Residence Life at Williams Baptist University exists to provide a safe environment where all residential students know that they are valued and loved. Each residence hall is designed to be a living-learning environment wherein each resident can thrive and grow academically, socially, culturally, and spiritually

## **GOALS FOR RESIDENTIAL LIVING:**

- To provide a living-learning environment that is conducive for individuals' academic and personal growth and development.
- To provide facilities that are well-maintained, safe, and clean.
- To foster the development of service, leadership, and interpersonal skills by encouraging self-governance and by providing educational, service, and social programs.
- To provide trained staff and management services that help to ensure an orderly and effective administration of the Residence Life program.

## **RESIDENCE LIFE STAFF**

The Resident Assistant (RA) is an integral part of the living-learning community at WBU. Each RA is trained to aid students with issues that may occur within the residence halls. Each residence hall has an RA.

An Assistant Resident Director (ARD) is an RA that provides student leadership among the Residence Life team. There is one women's ARD and one men's ARD.

The Director of Housing is responsible for the total supervision, counsel, direction, and activities in the residence hall.

## **RESIDENT'S BILL OF RIGHTS**

The residence hall is a community that depends on an understanding and toleration of different lifestyles, cultures, and rights of others. A summary of rights aid students in fostering a thriving living-learning community is listed below:

- Residents have a right to live in a safe environment that is free of intimidation and physical or emotional harm.
- Residents have the right to study or to sleep without noise, interference, or distractions.
- Residents have the right to personal privacy.
- Residents have the right to expect respect for their personal property.
- Residents have the right to live in a clean environment.
- Residents have the right to complain to, and to expect assistance from, residence staff in settling conflicts.
- Residents have the right to have guests temporarily with the expectation that these guests will respect the rights of other residents and adhere to the WBU Code of Conduct for the duration of their visit.
- Residents have the right of free use and access to their room without pressure from a roommate or other residents.
- Residents have the right to expect courtesy and consideration from a roommate or other residents.
- Residents have the right to learn, grow, and develop as individuals with unique interests, differences, and values.

Students may choose to refuse these rights but may not choose to refuse these rights for other residents.

## **RESIDENCE HALL DAMAGE ASSESSMENT**

Students who damage campus buildings and/or property will be billed for the cost of repair. A fee sheet, with cost for repairs, is distributed to all resident students at the beginning of the semester. Additional copies are available upon request from the Director of Housing.

## **RESIDENCE HALL APPEARANCE**

All students are expected to take an active interest in the total appearance of the residence halls. By working together, students can keep the lobbies and halls clean. When entertaining guests, the residents are expected to leave the area clean. Please remove any trash from the lobbies and wipe the microwaves after each use. Continued access and use of the kitchens in Belle and Nicholas Halls are contingent on students maintaining the standards of cleanliness. Students must clean the kitchens after each use. Students are not to sleep on lobby furniture. The volume of the TV should be kept at a respectful volume. Be considerate of others who are visiting or studying in the lobby. Do not move lobby furniture.

## **VISITING**

Guests are permitted to visit in the public lobby of each residence hall. Therefore, residents should always be properly dressed and wear shoes in these lobbies. Lobby visiting hours end at 2:00 a.m. Entering through the windows of the residence halls is prohibited. Students found removing (or to have been removing) screens will be assessed a \$100 fine and be subject to other disciplinary fines and procedures. Students entering or exiting the resident halls via a removed screen will also be assessed a \$100 fine and be subject to other disciplinary fines and procedures.

## **REFUND OF SECURITY DEPOSITS**

One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, and all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for Residence Hall Security Deposits and Family Housing Deposits must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist University. The refundable deposit will be placed in the Scholarship Fund.

## **ROOM ASSIGNMENTS**

Room assignments are made by the Residence Hall Directors once the application for housing and the \$75 security deposit have been received. Every effort is made to honor requests for rooms and roommates. However, the University reserves the right to make changes deemed necessary. Every student will be assigned a roommate unless a private room is requested and available (for an additional fee). Private rooms are assigned based on seniority and availability.

## **PRIVATE ROOMS**

A student living alone in the residence hall will be charged for a private room except for the following situations:

- When a roommate moves out, the room rate will not change if the student is willing to take a roommate or is willing to move in with another roommate.
- Any student who is willing to move in with another roommate, but one is not available.

Ordinarily, the student with less tenure as a student will be asked to move to the other student's room. This will prevail unless by mutual consent the other student prefers to move. The University reserves all rights in connection with room assignments to residence halls or the termination of occupancy.

## **ROOM CHANGES**

Students are expected to live in their assigned room. Students are not permitted to move from their assigned room without specific authorization from the Director of Housing. If a move should become necessary, the Director of Housing will authorize or deny the move. Room changes must be made within the first three weeks of the semester. After that date, a \$50 room change fee will apply. Unauthorized moves will result in disciplinary action.

## **STEWARDSHIP OF PROPERTY**

Students are to exercise the same respect for university furniture and housing as they would in their own home. The occupants of a room in the residence hall are financially responsible for all property that is in the room including windows, screens, and doors. Occupants will be held accountable for any damage that occurs while living there. Prior to leaving for breaks and holidays, students are expected to remove all trash from their rooms. Failure to do so will result in a \$100 fine per person/ per room.

## **ROOM CHECK**

Students are expected to keep their rooms clean and orderly. This is the joint responsibility of roommates and/or suitemates. Rooms are checked on Wednesdays; however, the University reserves the right of periodic inspections of room conditions, including refrigerator contents, by residence hall or Student Affairs administration or at any time.

To pass room checks students must:

- Clean floors (sweep or vacuum)
- Remove trash from containers and room
- Ensure the room has a good aroma
- Make beds
- Ensure that the room has an overall appearance of cleanliness

The RA will grade each room weekly during room checks using the above criteria. On the instance of the first fail, there will be no penalty. For each subsequent failure of room check, students will be charged a fine or receive community service. A member of the Maintenance Staff or Campus Safety may accompany the RA during the weekly room checks. Students are required to leave their room during room checks. Failure to comply will result in disciplinary consequences.

## **ROOM INSPECTION**

Williams Baptist University reserves the right to inspect a room or apartment at any time. A room inspection may be performed when the presence of alcohol, drugs, or other contraband is suspected. The University reserves the right to call local authorities as necessary. When an inspection is performed, the following guidelines must be followed:

- At least two university officials, only one of whom can be a student, must perform the inspection.
- If found, the university official and/or police would confiscate contraband for evidence.
- The Dean of Students will be notified of the results of the inspection.

## **ROOM DECORATIONS**

Room decorations, such as pictures, pennants, and calendars may be posted only in a manner as to avoid damage to walls, doors, etc. Nails, screws, or staples are not allowed. Sticky tack is recommended. Obscene pictures or literature may not be displayed in a residence hall. Room decor may not be contrary to the values held by the University. The display of alcohol or tobacco related products are not allowed. Carpet is allowed but may not be stuck down with



tape or tacks. If carpet is put in, students are responsible for bringing a vacuum. Road signs, warning flares and similar paraphernalia are not permitted in the residence hall.

### **FURNITURE**

An inventory of the furnishings and the state of repair is taken at the start of each year and maintained by the Director of Housing. The residents are advised to check the inventory and conditions of the room and furnishings with an RA at the time the room is occupied. Furniture may not be removed from or added to the rooms. Lobby chairs are not to be taken to residence hall rooms.

### **RESIDENTIAL STUDENT FEE**

A \$200.00 fee per semester will be collected from each residential student during registration. This fee helps pay for residence hall activities, washers and dryers, parking decals, etc.

### **INDIVIDUAL PROPERTY LIABILITY**

The University cannot accept responsibility for any theft or damage due to fire, water, etc., in university-owned facilities at any time. **DOORS SHOULD BE KEPT LOCKED AT ALL TIMES.** Students and parents should consider insurance for valuable items. The parents' personal property or home insurance may cover such items. Immediately report, in writing, any loss of property to the RA or Director of Housing.

### **MAINTENANCE**

Students are not to contact maintenance directly. Report any room repairs or problems regarding lights, plumbing, doors, etc., to the RA on your hall.

### **RESIDENCE HALL MEETINGS**

Attendance at all Residence Hall Meetings is required unless excused by the Resident Director. Absence from hall meetings will result in a fine.

### **PET POLICY**

No pets of any kind are permitted on campus or in Student Family Housing. Students are not to bring any animal to the campus or encourage strays to stay.

### **EMOTIONAL SERVICE ANIMAL POLICY AND SERVICE ANIMAL POLICY**

WBU's Emotional Support Animal policy and Service Animal Policy functions separately from its pet policy. A student seeking approval of an ESA or registration of a Service Animal is required to submit documentation to the Office of Student Affairs or Disability Services. Upon completion and submission of the requested documents, students will receive an approval/denial email from the Dean of Students. No pet should be brought to campus without receiving prior written approval from the Dean of Students. Please note that ESA pet approvals are for one academic year only. ESA's are limited to Southerland, Shell and Cash/Wilson Halls. Requests for exemptions to other areas on campus may be submitted to the Office of Student Affairs and could involve additional fees.

The Emotional Support Animal Committee will meet three times per year (April, July, and November) to review requests for housing accommodations. The following deadlines for requesting housing accommodations apply:

Williams Baptist University incoming first-year students:

July 1 for the fall semester

November 1 for the spring semester

Williams Baptist University returning students:

March 1 for the fall semester

November 1 for the spring semester

### Re-Application

Returning owners who have been previously approved for an ESA must reapply yearly. Permission for an ESA is not carried over from prior academic years (regardless of the semester in which the ESA was granted). The deadline for re-application is July 1. Failure to submit a re-application will forfeit the owner's ability to have their ESA WBU's campus.

### LAUNDRY ROOMS

Residential students have convenient access to laundry rooms in each residence hall. Students are expected to remove all personal belongings from the laundry rooms within an hour of completion. Students are not permitted to store personal supplies or belongings in the laundry areas. The laundry room will be monitored closely, and items left over 24 hours will be discarded by the staff. Students are required to comply with this policy and failure to comply with this policy will lead to fines and/or community service.

### MICROWAVES/COOKING APPLIANCES/ELECTRICAL USE

Due to fire safety codes, cooking in the residence hall rooms is restricted. (Coffee pots and hot air popcorn poppers are allowed.) A microwave is also available in the private lobby of Wilson, Nicholas, Shell, Belle and Southerland Halls. Students are expected to wipe out microwaves after each use. Students who live in Butler Hall or Southerland Hall Apartments may have a microwave in the kitchen area of the apartment. The following items are strictly prohibited in all residence halls:

- Air Fryers
- Toasters
- Toaster Ovens
- Instant Pots
- Electric Griddles
- Hot Plates
- Rice Cookers
- Crock Pots
- Electric Skillets
- Wax Warmers (Scentsy Pots, etc.)
- Diffusers

Also, residents are prohibited from activities that involve incendiary (flame or explosion producing) devices in the residence hall such as candles and firecrackers.

### OVERNIGHT GUESTS

Overnight guests must sign-in and register their vehicles at the front desk or through the form made available by the Director of Housing. A resident who does not register his/her guest will be assessed \$25.00 per night. Overnight guests are subject to the same regulations and standards as students. Guests may only stay if the Director of Housing grants permission.

### KEYS

Loss of any residence hall room key results in a \$50.00 replacement fee.

### HOUSING EVICTION

The Director of Housing may recommend to the Dean of Students the eviction from student housing of any resident whose influence is a detriment to other students or who consistently

manifests a non-cooperative spirit in university housing. The University reserves the right to move a student when necessary.

### **STUDENT/RESIDENCE HALL SAFETY**

For student safety, residence halls provide smoke detectors, fire alarms, fire safety video training, fire escape exits, and intruder alarms on selected entrances and exits. Residents are not permitted to tamper with any safety equipment. Opening a fire door will result in a \$50 fine. Tampering or playing with the firefighting equipment and/or alarms will result in disciplinary action, including, but not limited to, disciplinary dismissal. Firearms, of any type, including look-alike guns, are not allowed on campus.

### **EMERGENCY PREPAREDNESS PLAN**

- I. In Case of Fire
  - A. If a fire alarm sounds:
  - B. Remain calm and be as quiet as possible.
  - C. If time permits, put on a robe, raincoat, or long jacket for protection.
  - D. Get a towel to put over your mouth and nose if there is smoke in the halls. Since smoke rises, stay as close to the ground as possible when exiting the building.
  - E. Close windows.
  - F. Raise blinds.
  - G. Exit room immediately. If possible, leave the door open.
  - H. Proceed out of your hall's assigned exit to the designated outside assembly area and report to your Resident Assistant.
  - I. Remain in assigned area until the all clear sign is given.
  - J. Do not re-enter building for any reason, (i.e., personal belongings).
- II. In Case of Tornado
  - A. If a tornado watch is given:
    - 1. Pay attention to local weather services and weather apps
    - 2. Ensure that you are close to your phone or warning device
    - 3. Be alert to instructions that may be given from the Director of Housing, ARD, or RA
  - B. If a tornado warning is given:
    - 1. Proceed to first floor hall areas of buildings, especially in Residence Halls and Southerland-Mabee Center.
    - 2. Stay away from windows, doors, and outside walls. Students should protect their heads.
    - 3. University staff will give directions.
    - 4. If possible, it is recommended students take a pillow or blanket with them. These items should be used to cover your head from potential flying debris.
- III. In Case of Campus Evacuation
  - A. If the order to evacuate is given:
  - B. Proceed to Manley Chapel for instructions.
  - C. All students will remain at the Chapel until further instructions are given by the University Staff.
- IV. In Case of Earthquake
  - A. If an earthquake is felt:
    - 1. If inside, stay inside; if outside, stay outside.
    - 2. If inside, take cover under a heavy desk, table, in a supported doorway, or along an inside wall. Stay away from glass. Do not use candles, matches, or other flame during or after the tremor because of possible gas leaks.

3. If outside, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until shaking stops. If in a moving car, stop as quickly as safety permits, but stay in the vehicle. When safe, proceed to Midkiff Lawn and await further instructions. Stay together with those who were in the same building as you. This will make it easier to determine if all are present.

### **FIRE PRECAUTIONS**

To help prevent fire, residents are requested to observe the following precautions:

- Do not overload or abuse electrical outlets.
- Check appliance cords for frayed or worn areas.
- Refrain from activities that involve incendiary (flame or explosion producing) devices in the residence halls or apartments such as candles and firecrackers. The use of incense in university housing is prohibited.
- Do not use candles in the residence halls.
- Do not smoke anywhere on campus.

## **VALUES VIOLATION PROCEDURES**

### **STATEMENT OF VALUES:**

Based upon the premise that each person has specific God-given abilities, and that each person is a part of a greater community which requires cooperation and mutual consideration, our goal within the Residence Halls at Williams Baptist University, is to provide an atmosphere in which a student may develop proper values, self-discipline, a sense of responsibility, and desirable characteristics which will last an eternity. These values are compatible with the Christian faith and for the foundation of residence life, student activities, campus policies, Standards of Conduct, and other aspects of student life.

On May 2, 1980, the Board of Trustees adopted the statement below that summarizes the University's values: "In line with this [Christian] orientation, every student is expected and required to respect and uphold personal and property rights; to foster and maintain those attitudes and conditions which contribute to the academic, moral, religious, and social goals of the university; and to manifest and act upon a genuine concern for the general well-being of fellow members of the University community."

From this statement, the following list of values can be produced:

- Individual Worth
- Self-discipline
- Respect for Property and Environment
- Respect for Others

It is these values that best preserve the institution's Christian purpose and fosters the personal development of each individual.

The disciplinary system at Williams is designed to preserve the values of the campus community and to foster one's individual personal development. It is redemptive in nature, seeking to be just and equitable and to preserve the dignity and privacy of each individual. While every effort is made to protect the rights of the individual resident, the University does not attempt to duplicate civil or criminal court proceedings. Therefore, the disciplinary system within the Residence Hall Community seeks to endorse the philosophy of and to work in cooperation with the University's larger disciplinary system.

## **VIOLATIONS**

A violation is any behavior that fails to uphold civil law, disrupts, or threatens the peace, or jeopardizes the safety and welfare of persons or property. Violations are not tolerated and will result in an immediate disciplinary response. Students should be aware, however, that infraction records are viewed seriously and can result in further disciplinary response.

## **REPORTING VALUES VIOLATION**

See Section: Disciplinary Procedures and Sanctions (pages 7-11).

## **ALCOHOLIC BEVERAGES/ILLEGAL DRUGS**

Students possessing, distributing, displaying, or using alcohol and/or illegal drugs will be subject to immediate disciplinary action. Containers, posters, and advertisements of such are prohibited in the rooms of the students and their vehicles. Students present on campus where alcohol or controlled substances are being used, whether participating or not, are also subject to disciplinary action.

## **ILLEGAL ENTRY**

Anyone opening the doors with anything other than a key or University-issued ID will be confronted and dealt with in a disciplinary manner. Confidentiality is provided to those who report offenders when safety is involved. If a student locks themselves out, the student should either find their roommate and use their key or notify the RA on duty. Windows are not to be used for access. If the screen is removed from the window, for any reason other than fire, a \$100 fine will be assessed.

## **RESIDENCE HALL CHECK IN PROCEDURES**

Upon arrival to campus for the Fall Semester, each residential student must report to either the Cash/Wilson or Southerland lobby to check in with the Residence Staff. Men must report to the Cash/Wilson lobby; Women must report to the Southerland lobby. At this time, students will sign their housing contract, report any damages to their room, and receive their keys.

## **RESIDENCE HALLS CHECKOUT PROCEDURES**

Every residential student must properly check-out of the Residence Halls at the end of each semester.

- One-third of the security deposit is refundable only after the premises have been vacated, inspected, charges for any damage have been assessed, all accounts have been cleared, and a formal written refund request has been made. The remaining balance of the security deposit is used for maintenance of the facility in preparation for new residents. Requests for residence hall security deposits must be made in writing to the Office of Student Affairs. If a written request is not made within 6 months of vacating, it will be assumed the refundable deposit amount is being donated to Williams Baptist University. The refundable deposit will be placed in the Scholarship Fund.
- After everything has been moved out and the room and bathroom have been thoroughly cleaned, see the Director of Housing or Resident Assistant to complete the checkout form.
- The walls and windows must be cleaned (no writing on the windows and all tape, posters, and stickers must be removed.)
- The mirrors must have all stickers cleaned off.
- The floors, toilets, and showers must be cleaned thoroughly. All residue must be removed from the floor.
- Make sure all storage areas are cleaned out.

- All furniture is to be moved back to its original place. The Residence Staff will check the rooms after everyone has moved out of the residence halls. At the time of check-out, all keys must be turned in to the Residence Staff. If the key is not returned, \$50.00 will be charged to the resident so the lock can be changed.
- If it is necessary to keep part or all the room deposit, the balance must be brought current during the summer before the fall semester begins.

### **RESIDENCE HALL HOLIDAY SCHEDULE**

The residence contract period begins the first day of the semester and ends for students at 6:00 p.m. the day of their last final examination. (Items left on the premises at the termination of this contract become property of Williams Baptist University except for students returning for the spring semester may leave personal items in their rooms.) Residence halls will remain accessible to students during Fall Break, Thanksgiving Holiday Break and Spring Break. Students will be permitted to reside in their room during these times at no additional cost.

For the Christmas Holiday and Winter Break, the residence halls are closed excluding student-athletes required to stay late and return early. Exceptions may also be granted for students that require accommodations (International students, out-of-state students, students with special circumstances, etc.). Those students permitted to stay during the Christmas Holiday and Winter Break may do so at the fee of \$20.00 per day. However, food services will NOT be available, and residents are responsible for their meals. Residents staying in the residence halls during these times must notify the Director of Housing.

## **2022-2023 RESIDENCE HALL CALENDAR**

### **FALL SEMESTER**

#### ***August 20, 2022 – December 14, 2022***

August 19: Students Move In (New Students 9:00 a.m. - 11:00 a.m.; Returning Students 1:00 p.m. - 4:00 p.m.)  
 September 4: Labor Day Holiday  
 October 19-20: Fall Break  
 November 20-24: Thanksgiving Break  
 December 13: Christmas Break begins following final exam

### **SPRING SEMESTER**

#### ***January 10, 2023 – May 3, 2023***

January 9: Spring Semester Begins  
 January 15: Martin Luther King, Jr. Holiday observed  
 March 18-24: Spring Break  
 March 29: Good Friday  
 May 2: Summer Break begins following final exams

## RESIDENCE HALLS FOR WOMEN

### Resident Advisors

Katie King  
Mary Kate Armstrong  
Kaedynce Miller  
Anna Yates

Kenzie Graves  
Zaelin Morris  
Kyla Bethell  
Courtney Tucker

### Assistant Resident Director

Sidney Mills  
Kaylee Clark

## RESIDENCE HALLS FOR MEN

### Resident Advisors

Spencer Magel  
DJ Townsend  
Fowler Maddox  
Caleb Anderson

Mason Andrews  
Jacob Richards  
Thibau DeLange  
Cameron Moore

### Assistant Resident Director

Tate Isaacs

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