



# STUDENT HANDBOOK

Updated April 2021

## Table of Contents

|  |                  |
|--|------------------|
| <b>FREQUENTLY ASKED QUESTIONS ON BISON HILL.....</b>   | <b>6</b>         |
| <b><u>1.0 THE STUDENT HANDBOOK.....</u></b>  | <b><u>7</u></b>  |
| 1.1 MISSION STATEMENT .....  | 7                |
| 1.2 PURPOSE STATEMENT.....   | 7                |
| 1.3 CORE VALUES .....  | 7                |
| 1.4 ABOUT OBU .....  | 8                |
| <b><u>2.0 STUDENT RIGHTS AND RESPONSIBILITIES .....</u></b>  | <b><u>9</u></b>  |
| 2.1 INTRODUCTION TO RESPONSIBILITIES.....  | 9                |
| 2.2 COLLEGE CITIZENSHIP .....  | 10               |
| 2.3 SEEKING ASSISTANCE.....  | 11               |
| <b><u>3.0 STUDENT POLICIES AND PROCEDURES .....</u></b>  | <b><u>11</u></b> |
| 3.1 BEHAVIORAL DISCIPLINE.....   | 11               |
| 3.2 DISCIPLINARY PROCEDURES/APPEALS.....   | 12               |
| 3.3 PENALTIES FOR VIOLATION OF UNIVERSITY POLICY.....  | 13               |
| 3.4 UNIVERSITY EXPECTATIONS.....   | 14               |
| 3.4.1 ACADEMIC INTEGRITY .....   | 14               |
| 3.4.2 ALCOHOL.....   | 17               |
| 3.4.3 BREACH OF PEACE .....  | 17               |
| 3.4.4 COMPUTER USE .....   | 18               |
| 3.4.5 DRESS.....   | 18               |
| 3.4.6 FALSIFICATION OF RECORDS .....   | 19               |
| 3.4.7 FIREARMS-FIREWORKS.....  | 19               |
| 3.4.8 GAMBLING.....  | 19               |
| 3.4.9 GUESTS .....   | 20               |
| 3.4.10 HARASSMENT AND DISCRIMINATION .....   | 20               |
| 3.4.11 SEXUAL HARASSMENT .....   | 20               |
| 3.4.12 DISCRIMINATORY HARASSMENT.....  | 21               |
| 3.4.13 HAZING.....   | 21               |
| 3.4.14 HUMAN SEXUALITY .....   | 22               |
| 3.4.15 PROCEDURES FOR FILING A REPORT OR SUBMITTING A COMPLAINT OF SEXUAL MISCONDUCT, ASSAULT, OR VIOLENCE ..... | 23               |
| 3.4.16 ILLEGAL DRUGS .....   | 25               |
| 3.4.18 INSUBORDINATION.....  | 26               |
| 3.4.19 RESPECT OF PROPERTY.....  | 26               |
| 3.4.20 ROMANTIC RELATIONS BETWEEN EMPLOYEES AND STUDENTS .....   | 26               |
| 3.4.21 STUDENT SAFETY .....  | 27               |
| 3.4.22 TOBACCO .....   | 27               |

|            |  |           |
|------------|--|-----------|
| 3.4.23     | THEFT .....  | 27        |
| 3.4.24     | UNAUTHORIZED ENTRY .....                                 | 28        |
| 3.4.25     | VIOLATION OF ANY FEDERAL, STATE OR LOCAL LAW .....       | 28        |
| <b>4.0</b> | <b>CAMPUS SERVICES .....</b>                             | <b>28</b> |
| 4.1        | ACADEMIC CATALOG .....                                   | 28        |
| 4.1.1      | ABSENCE FROM CLASS/ILLNESS .....                         | 29        |
| 4.1.2      | EXAMINATIONS (ACADEMIC TESTS, FINAL EXAMS) .....         | 29        |
| 4.1.3      | GRADE APPEAL .....                                       | 30        |
| 4.1.4      | FACULTY ADVISOR PROGRAM .....                            | 33        |
| 4.1.5      | MABEE LEARNING CENTER (LIBRARY) .....                    | 33        |
| 4.1.6      | THE MILBURN CENTER .....                                 | 34        |
| 4.1.7      | RECORDERS (AUDIO, VIDEO, ETC.) IN THE CLASSROOM .....    | 34        |
| 4.2        | ADMINISTRATIVE SERVICES .....                            | 35        |
| 4.2.1      | CONFIDENTIALITY OF STUDENT RECORDS .....                 | 35        |
| 4.1.2      | RAPID MESSAGE SYSTEM (RMS).....                          | 38        |
| 4.3        | SPIRITUAL LIFE .....                                     | 39        |
| 4.3.1      | CHAPEL-ASSEMBLY .....                                    | 39        |
| 4.4        | STUDENT SERVICES .....                                   | 40        |
| 4.4.1      | ADVERTISEMENTS AND ANNOUNCEMENTS.....                    | 40        |
| 4.4.2      | ALBERT J. AND LAURA BELLE GEIGER CENTER (THE "GC") ..... | 40        |
| 4.4.3      | ALUMNI ASSOCIATION .....                                 | 41        |
| 4.4.4      | BOOKSTORE .....  | 41        |
| 4.4.5      | CALENDAR .....   | 41        |
| 4.4.6      | CAMPUS EMPLOYMENT.....                                   | 41        |
| 4.4.7      | CAMPUS SECURITY HOURS.....                               | 41        |
| 4.4.8      | CAREER DEVELOPMENT.....                                  | 42        |
| 4.4.9      | CHECK CASHING .....                                      | 42        |
| 4.4.10     | CAMPUS SECURITY REPORT.....                              | 42        |
| 4.4.11     | UNIVERSITY COUNSELING CENTER.....                        | 42        |
| 4.4.12     | EMPLOYEE RELATIONS .....                                 | 43        |
| 4.4.13     | EQUITY IN ATHLETICS DISCLOSURE ACT DISCLOSURES .....     | 43        |
| 4.4.14     | HEALTH INSURANCE .....                                   | 43        |
| 4.4.15     | HEALTH SERVICES .....                                    | 43        |
| 4.4.16     | INTERNAL COMMUNICATIONS POLICY FOR STUDENTS.....         | 43        |
| 4.4.17     | CAFÉ ON THE HILL (THE CAF) .....                         | 44        |
| 4.4.18     | LOST AND FOUND .....                                     | 44        |
| 4.4.19     | MAIL .....   | 45        |
| 4.4.20     | MEETINGS AND FACILITIES .....                            | 45        |
| 4.4.21     | MISSING PERSON POLICY .....                              | 45        |
| 4.4.22     | PERSONAL PROPERTY .....                                  | 46        |
| 4.4.23     | PUBLICATIONS BOARD .....                                 | 46        |
| 4.4.24     | SALES/SOLICITATIONS.....                                 | 46        |
| 4.4.25     | SEVERE WEATHER CONDITIONS.....                           | 46        |
| 4.4.26     | SNOW-DAY SCHEDULE .....                                  | 47        |
| 4.4.27     | SPECIAL SERVICES (DISABILITY SERVICES).....              | 47        |

|            |  |           |
|------------|--|-----------|
| 4.4.28     | STUDENT GRIEVANCES .....                     | 48        |
| 4.4.29     | STUDENT PUBLICATIONS.....                    | 48        |
| 4.4.30     | TESTING SERVICES.....                        | 48        |
| 4.4.31     | VOTER REGISTRATION.....                      | 48        |
| <b>5.0</b> | <b><u>RESIDENCE LIFE .....</u></b>           | <b>48</b> |
| 5.1        | RESIDENCE HALL GUIDELINES.....               | 49        |
| 5.1.1      | ACCIDENTS/EMERGENCIES.....                   | 49        |
| 5.1.2      | APPLIANCES .....                             | 50        |
| 5.1.3      | FIRE PRECAUTIONS.....                        | 50        |
| 5.1.4      | FURNITURE .....                              | 50        |
| 5.1.5      | GUEST ROOMS.....                             | 51        |
| 5.1.6      | HOUSING ASSIGNMENTS .....                    | 51        |
| 5.1.7      | HOUSING VISITING HOURS.....                  | 51        |
| 5.1.8      | ILLNESS .....                                | 51        |
| 5.1.9      | LAUNDRY FACILITIES.....                      | 52        |
| 5.1.10     | LOFT BED / CINDERBLOCK POLICY .....          | 52        |
| 5.1.11     | OVERNIGHT GUESTS.....                        | 52        |
| 5.1.12     | PETS.....                                    | 53        |
| 5.1.13     | PRIVACY.....                                 | 53        |
| 5.1.14     | PRIVATE ROOMS .....                          | 53        |
| 5.1.15     | PROTECTION OF PERSONAL PROPERTY .....        | 53        |
| 5.1.16     | PUBLIC ROOMS.....                            | 54        |
| 5.1.17     | QUIET HOURS.....                             | 54        |
| 5.1.18     | ROOM CHANGES .....                           | 54        |
| 5.1.19     | SALES IN HOUSING / SOLICITORS .....          | 54        |
| 5.1.20     | STORAGE.....                                 | 55        |
| 5.1.21     | VACATING OF ROOM .....                       | 55        |
| 5.1.22     | VISITORS .....                               | 55        |
| <b>6.0</b> | <b><u>TRADITIONS.....</u></b>                | <b>56</b> |
| 6.1        | FRESHMAN BEANIES.....                        | 56        |
| 6.2        | WELCOME WEEK.....                            | 56        |
| 6.3        | HARVEST FESTIVAL.....                        | 56        |
| 6.4        | HANGING OF THE GREEN .....                   | 56        |
| <b>7.0</b> | <b><u>MOTOR VEHICLE REGULATIONS.....</u></b> | <b>56</b> |
| 7.1        | INTRODUCTION .....                           | 56        |
| 7.2        | DISCLAIMER .....                             | 57        |
| 7.3        | MOTOR VEHICLES.....                          | 57        |
| 7.3.1      | REGISTRATION .....                           | 57        |
| 7.3.2      | PERMIT CLASSIFICATIONS .....                 | 57        |
| 7.3.3      | TEMPORARY MEDICAL PERMITS.....               | 58        |

|                            |   |           |
|----------------------------|---|-----------|
| 7.3.4                      | PARKING ON CAMPUS .....                       | 58        |
| 7.3.5                      | RESTRICTED PARKING SPACES .....               | 58        |
| 7.3.6                      | RESTRICTED PARKING LOTS .....                 | 59        |
| 7.3.7                      | REGULATIONS GOVERNING VEHICLE OPERATION ..... | 60        |
| 7.3.8                      | APPEALS PROCEDURES.....                       | 60        |
| 7.3.9                      | FINES FOR VIOLATIONS OF REGULATIONS.....      | 61        |
| 7.4                        | BIKE POLICY .....                             | 61        |
| 7.4.1                      | GENERAL REGULATIONS .....                     | 61        |
| 7.4.2                      | REGISTRATION .....                            | 61        |
| 7.4.3                      | RIDING.....                                   | 62        |
| 7.4.4                      | PARKING .....                                 | 62        |
| 7.4.5                      | DESIGNATED PARKING AREA .....                 | 62        |
| 7.5.6                      | VIOLATIONS AND FINES (BICYCLES) .....         | 63        |
| 7.5.7                      | IMPOUNDING .....                              | 63        |
| 7.5.8                      | THEFT.....                                    | 63        |
| <br><b>APPENDIX A.....</b> |   | <b>64</b> |

## Frequently Asked Questions on Bison Hill

**Question: I lost my ID, where do I get a new one?**

Answer: New IDs can be purchased in GC 101 (1<sup>st</sup> floor of the GC), and it cost \$10 (cash or check only)

**Question: How can I check my chapel credits?**

Answer: Visit [www.okbu.edu/chapel\\_credits](http://www.okbu.edu/chapel_credits)

**Question: My internet is not working, who do I contact?**

Answer: Contact the Help Desk at 405.585.5200

**Question: How do I get a parking permit? Where can I park on campus?**

Answer: Parking permits can be acquired at the University Police Department. For parking locations, see sections 7.3.4

**Question: How do I appeal a grade in a class?**

Answer: See section 4.1.3

**Question: I can't remember my login password/username?**

Answer: Contact the Help Desk at 405.585.5200

**Question: Who do I talk to if I want to change my major?**

Answer: Talk to your academic advisor.

**Question: I am sick; does OBU have a campus nurse?**

Answer: The campus nurse is located on the second floor of the Geiger Center in room GC 206.

**Question: How do I promote an event on campus? Posters, table in the GC, etc?**

Answer: Visit the Student Activities office in GC 209 to complete an Event Request form.

**Question: How do I send a service request for a maintenance issue?**

Answer: Send an email to [servicerequest@okbu.edu](mailto:servicerequest@okbu.edu) for any maintenance issues or talk to your Residence Assistant (RA).

**Question: I need academic support in how to write a paper?**

Answer: The Milburn Center offers tutoring in most core subjects as well as in mathematics, chemistry, physics, accounting and economics. Students can also find assistance in writing assignments and in strengthening or developing general study strategies. The Milburn Center is located on the 3rd floor of the Mabee Learning Center (Library).

## 1.0 The Student Handbook

### 1.1 Mission Statement

As a Christian liberal arts university, OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### 1.2 Purpose Statement

Oklahoma Baptist University has been founded on Christian principles and teachings with the primary purpose to conduct educational programs in the traditional arts and sciences and in other disciplines with the intent to prepare students for effective service and leadership. The mission finds expression through a strong liberal arts core curriculum which supports degree programs designed to prepare students for careers and graduate study; through activities planned to stimulate spiritual, intellectual, social, cultural, and physical development; and through an environment that reflects the application of Christian principles.

Owned by the Oklahoma Baptists and operated through a Board of Trustees elected by the Convention, the University engages in educational tasks in a manner consistent with the purposes of the Convention: to furnish the means by which the churches may carry out the Great Commission (Matthew 28:18-20).

### 1.3 Core Values

The following core values represent the institutional convictions, passions, and beliefs of Oklahoma Baptist University. These core values therefore shape the standards and beliefs of the mission and purpose of the university.

#### **Christ Centered**

Jesus Christ is the center of all things, and as such is the ultimate goal of an OBU liberal arts education. Oklahoma Baptist University is genuinely committed to and operates within the framework of the Christian world and life view as set forth in the Old and New Testaments. At the center of this commitment is the person and work of Jesus Christ, the incarnate Son and Word of God, and the divine Creator and Savior of the world. OBU aspires to be a Christ-centered institution of higher education in its character and conduct, and in its academic pursuit of truth. This aspiration calls for all faculty, staff, and students to integrate the Christian faith in all learning based on the supposition that all truth is God's truth and there is no contradiction between God's truth made known in Holy Scripture and that which is revealed through creation and general revelation.

#### **Excellence Driven**

Excellence should permeate all efforts and all facets of Oklahoma Baptist University. The

Christian faith mandates excellence in service to God and humanity in all spheres of life and conduct. This commitment to excellence in all things is an expression of the Lordship of Christ and necessitates the stewardship of His creation. Because the Lord cares about our work, OBU strives to be motivated in humility to excellence in all things for the glory of God.

### **Learning Focused**

Oklahoma Baptist University seeks to promote the virtue of a life of learning and to fulfill the Great Commandment. Scripture affirms our responsibility to love the Lord with all our heart, our soul, and our mind. Every area of the University should be focused upon the mission of scholarship, teaching, and learning. Learning does not occur simply for its own sake, but learning should instead transform each believer into the image of Christ. Through the undergraduate and graduate curriculum, OBU values the life of the academy and seeks to instill in its students a lifelong pursuit of learning and wisdom.

### **Missional Purposed**

As a Christian liberal arts university, Oklahoma Baptist University exists to transform lives for missional purpose in global engagement. OBU strives to equip and educate students to engage a diverse world in obedience to the Great Commission and in submission to the Lordship of Christ. OBU seeks to prepare servant leaders with the character traits of Christ, the intellectual knowledge and wisdom attained from the liberal arts, competencies required for professions, and motivation for responsible Christian action and service.

### **Community Directed**

Oklahoma Baptist University strives to create and nurture a university community where persons relate to one another in Christian charity and compassion. Creation in the image of God is the basis for human dignity and uniqueness, and is therefore affirmed for all persons. Jesus Christ is the perfect image of God, and the result of the process of salvation is becoming fully like Christ and thus, most human. OBU is committed to the commandment to love God and love others and endeavors to value and relate to all persons in accordance with their created uniqueness. This belief applies both to individual persons and to all human social structures.

## **1.4 About OBU**

The affairs of Oklahoma Baptist University are administered by the President of the University who is elected by the Board of Trustees. The President, the chief executive officer of the University, appoints officers to assist him in University administrative matters.

The academic structure of the University is composed of several colleges and schools, each of which is the responsibility of a dean. The academic deans report to the Chief Academic Officer, The Provost.

The members of the instructional staff (faculty) are recommended by the President and are elected by the Board of Trustees. Faculty members are directly responsible to their respective departmental chairs who are responsible to their respective deans. All curriculum matters are



first considered by a University committee then presented to the Faculty Forum before being forwarded to the President for approval.

The university administration welcomes comments from individual students regarding University policies and procedures. Students may actively participate in the process of University governance through any of the following established paths. Students appointed by the Student Government Association (SGA) President and those elected to the SGA Senate serve on University committees with administrators, faculty, and staff. They are represented on task forces, advisory groups, and the Planning Analysis Committee. Students may also use the indirect paths which include discussions with residence hall staff, writing articles for the student newspaper (The Bison), or asking for appointment with any Student Development staff members.

*In compliance with federal law, including the Provision of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate against persons on the basis of race, religion, sex, color, national or ethnic origin, age, disability, or military service in the administration of educational policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other University administered programs, or employment.*

## 2.0 Student Rights and Responsibilities

### 2.1 Introduction to Responsibilities

University policies relating to student life are intended to give each student programmed opportunities within the context of a Christian community to develop and to expand those potentialities which can give full expression to the person. Within University guidelines, a student is encouraged to make personal choices which enhance development. The formulation of behavioral expectations into policy is generally guided by Southern Baptist beliefs and doctrine; and these policies provide the bases of creative social relationships in the OBU community.

A student, by virtue of choosing to attend or remain at Oklahoma Baptist University, agrees to live within the framework of the University's standards which include, but are not limited to, its values, policies, rules, philosophy, Christian mission, and expectations ("the University's standards"). While a student's personal convictions may differ from these standards, the choice to become or remain a part of Oklahoma Baptist University's community includes a commitment to abide by the University's standards. The University may, in its sole discretion or judgment, 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.

Students are responsible to access a current copy of the University's Student Handbook, become familiar with its contents and comply with all policies, rules, and regulations and procedures therein. Students who fail to comply with the information contained in the student handbook are subject to disciplinary action.

Ignorance of the information in the Student Handbook is not an acceptable defense for violating policies. The Student Handbook may be accessed on the University's web site at [www.okbu.edu/handbook](http://www.okbu.edu/handbook). It is the students' responsibility to be knowledgeable of its contents and revisions.

## 2.2 College Citizenship

Oklahoma Baptist University students are expected to obey the law, abide by University policies and rules, maintain high standards of moral conduct, respect the well-being of others, and generally conduct themselves in a manner which is consistent with the purpose and character of the University. Regardless of where the violation occurs, if a student fails to meet these expectations of citizenship the University may take disciplinary action, including but not limited to withholding of academic credit or degrees to suspension or expulsion.

As part of the University's core value of being community-directed, students are expected to be concerned for the well-being of fellow students. From a Biblical perspective (Matthew 18:15-18, James 5:19-20 Galatians 6:1-2), members of a community are to be concerned for the growth of others, to show concern for others, and lovingly confront each other when a fellow student appears to be outside the standard set forth by the University and the Word of God. In most situations, accountability begins at the level closest to the dispute. Students are encouraged to reach out to their Resident Assistants, Residence Directors, University Counselor, Coach, Advisor, Faculty, University Police, or any member of the OBU community if they believe fellow student is outside the standards of the University. The goal is to resolve as many situations as possible involving as few people as possible.

To uphold the integrity of the OBU community, all community members (employees and students) are expected to behave in ways which demonstrate care and respect for all members of the community and share in the responsibility for safeguarding the rights and safety of other members and for maintaining community standards.

These shared expectations and responsibilities allow for community members to accept responsibility for and monitor the behavior of all community members, and to address violations when they occur. If a community member observes a violation of local, state, or federal law, they should report it to the University Police, 405.878.6000, or the Dean of Students and Vice President of Campus Life, 405.585.5250.

The University encourages students to seek counsel and help on any matter that interferes with their academic, physical, social, or spiritual lives. The University desires to act out its

redemptive and caring spirit by affording assistance to students in an atmosphere as confidential as possible. If the issues are beyond the University's resources, the University will assist the student to locate other sources of assistance.

### 2.3 Seeking Assistance

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows his or her behavior is outside the limits established by the University and sincerely wishes to get assistance in order to change that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with a faculty member, their coach, Resident Assistant (RA), Residence Director (RD), the University Counselor, the Director of Residence Life, or the Dean of Students and Vice President of Campus Life without the threat of disciplinary action. Staff members will seek to work with the student toward the goal of restoration (Proverbs 27:5, 6). Exceptions to this approach may be where behavior is repetitive, self-destructive, and hazardous to others or self, or involves a legal issue.

## 3.0 Student Policies and Procedures

### 3.1 Behavioral Discipline

OBU seeks to be redemptive and restorative in ways that are helpful to the individual student and beneficial to the OBU community. Discipline within the OBU community provides an opportunity for a student to examine his or her choices within the context of grace as we work to facilitate restoration of the individual to God and other community members impacted by the choices.

The disciplinary power of the University is inherent in the University's responsibility to protect its high purpose of offering a Christian liberal arts education through regulation of the use of its facilities, and through the setting of standards of conduct and scholarship for students. The Student Handbook is a guide for 1) students to be informed of the University's expectations and policies, and 2) University administrators, specifically, the Dean of Students and Vice President of Campus Life and other hearing officers, in ensuring that policies and expectations are maintained by the students of Oklahoma Baptist University.

OBU seeks to implement a disciplinary process that meets the student as an individual, examines motivations, repentance, teach-ability, and the student's needs, and then determines an appropriate outcome for any offense. Careful attention is given not only to the act in question but to the student in terms of predicament, response, intent, as well as influence upon the rest of the student body. A plan for accountability may be implemented with the goal of restoring the student into harmony with the University's expectations.

## 3.2 Disciplinary Procedures/Appeals

Disciplinary proceedings are instituted for violation of University policies established in advance and made available in an accessible form. The Student Handbook provides general as well as detailed statements concerning University policies, procedures, and penalties relating to the College Citizenship statement.

### **Hearing Officers and Bodies for Disciplinary Decisions**

- Serving as Chief Judicial Officer of the University, the Dean of Students and Vice President of Campus Life reserves the right to classify offenses in terms of severity (mild, moderate, severe).
- The term Judicial Officer may refer to the Dean of Students and Vice President of Campus Life, Director of Residence Experience, Residence Directors, Resident Assistants, or any other designee made by the Dean of Students and Vice President of Campus Life.
- Mild Violations: Residence Directors will hear cases concerning minor infractions of University policy.
- Moderate to Severe Violations: More serious violations or multiple/repeat offenses of University policy will be heard by the Dean of Students and Vice President of Campus Life. These more serious types of violations of University policy, as determined by the Dean of Students and Vice President of Campus Life, may be handled by the University Administration with the aid of the Student Government Association representatives.
- Severe Violation: The University President has the authority to temporarily suspend the privileges of a student during a time in which the student is under investigation for violation of University policy, and/or state, federal, and/or local law. These determinations are made when the potential policy violation is so significant that the well-being of members of the University community, other parties, and/or the mission of the University may be damaged as a result of such a potential policy violation.

### **Disciplinary Action Appeal**

A student has the right to appeal any disciplinary action that has been given by the Dean of Students and Vice President of Campus Life or designated university official. A student has two (2) business days to submit a written appeal regarding a disciplinary decision. Appeals to disciplinary decisions made by a Residence Director will be heard by the Dean of Students and Vice President of Campus Life or an appointed designee. Appeals to disciplinary decisions made by the Dean of Students and Vice President of Campus Life will be heard by the Student Development Judicial Sub-Committee.

The Student Development Judicial Sub-Committee composed of faculty, staff, and students does not involve itself directly in the disciplinary process but is occasionally called upon to hear appeals of disciplinary actions. The Judicial Sub-Committee is composed of five (5) members of the Student Development Committee. The sub-committee hears appeals from students concerning decisions made by the Dean of Students and Vice President of Campus Life or by a designee made by the Dean of Students. The five members include: the chairman of the Student Development Committee or a designee of the chairman, two (2) student members of

the Student Development Committee, and any two (2) additional members of the Student Development Committee. The chairman has the discretion to appoint a non-member of the Student Development Committee to serve on the Judicial Sub-committee when members are not available to serve in a timely manner

When a student wishes to appeal the disciplinary action made by the Dean of Students and Vice President of Campus Life, the Judicial Sub-Committee will be contacted. Upon receiving the document from the student requesting an appeal and stating the reason for the appeal, the Student Development Judicial Sub-Committee will grant an oral hearing if the penalty imposed by the Dean of Students and Vice President of Campus Life does not bear a reasonable relationship to the violation. An oral hearing is not granted when the penalty does bear a reasonable relationship to the violation.

The hearing committee will present its decision in writing within five (5) working days to all parties and to the Chair of the Student Development Committee. Should either party not be satisfied with the decision, he/she may appeal the decision to the President of the University, or designee. The President or designee has the right to render a final and non-appealable decision within ten (10) additional working days and shall inform in writing all parties involved of his/her decision.

### **Student Rights and Responsibilities for the Discipline Process**

The following rights and responsibilities define the nature of the relationship shared by the University hearing officer or body and the student in times when the student is charged with a violation of University policy.

- The student bears the responsibility to respond to questions posed by the University hearing officer or body in an honest and forthright manner.
- The student has the right to request a written statement of charges pertaining to a violation of University policy.
- The student has the right to offer personal testimony and/or witnesses in his/her own behalf.
- The University hearing officer or body has the responsibility to communicate the rationale of his or her/ its decision to the student.
- The student has the right to one appeal of a disciplinary decision beyond the originating University hearing officer or body.

### **3.3 Penalties for Violation of University Policy**

Categories of penalties can include but are not limited to the following:

- A) Disciplinary Reprimand - An official statement to the student advising him or her that a violation has occurred, and that if immediate changes in behavior do not occur, the student may face more severe action.
- B) Disciplinary Fine – A monetary fine associated to the violation.
- C) Disciplinary Probation - This condition encumbers the student's good standing in the University for a stated period of time. Penalties can include, but are not limited to, the

loss of University-administered financial aid (i.e. academic scholarships, endowed scholarships, talentships, athletic scholarships, etc.); restriction from participation in University-sponsored groups (i.e. fine arts organizations and athletics); restriction from living in University-owned property; and restriction from holding office in University-sponsored organizations. Disciplinary probation can also include assigned counseling sessions, educational activities, and/or community service hours relating to the violation. Failure to complete any assigned counseling sessions, educational activities, and/or community service hours in the manner prescribed by the hearing officer or body results in further disciplinary action.

- D) Disciplinary Suspension - For a fixed period of time the student may not remain on nor visit the campus to participate in any academic or other activity. A student who has been suspended for disciplinary reasons must petition for readmission at the conclusion of suspension. Readmission to the University may require the completion of assigned counseling sessions, educational activities, and/or community service hours.
- E) Disciplinary Expulsion - The student is denied the right to participate in any academic or other activity for an unspecified period of time. In addition, the student may not remain on nor visit the campus for this unspecified period of time. Only under the most unusual circumstances will a dismissed student be readmitted to the University. Readmission to the University may require the completion of assigned counseling sessions, educational activities, and/or community service hours.

### 3.4 University Expectations

#### 3.4.1 Academic Integrity

The University maintains a desire for all students to have academic integrity. The expectations are that students will not engage in academic dishonesty, which includes cheating, plagiarism, giving assistance on an examination or paper when expressly forbidden by the instructor, or any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive.

Plagiarism occurs when a student appropriates passages or ideas from someone else's writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting from a source. It is the responsibility of the student to know and to adhere to principles of academic honesty.

Discipline sanctions regarding Academic Dishonesty range from receiving a zero on the assignment and/or failure of the course to, for repeat or egregious offenses, suspension or expulsion from the University.

Burden of proof in cases of cheating and/or plagiarism rests with the instructor. Faculty who encounter instances of academic dishonesty and students so accused must follow the academic grievance procedure outlined below (also found in the Academic Catalog). A student found guilty of academic dishonesty will be subject to academic sanctions ranging from failure on the

assignment to failure in the course to, in cases of repeated or flagrant violation, suspension or dismissal from the University. Records of academic dishonesty cases will be kept in a confidential file in the office of the chief academic officer.

### **Step One: Attempted Resolution**

- a) The faculty member shall discuss with the student(s) the charge of alleged academic dishonesty and the faculty member's action.
- b) If the student(s) involved do not agree with the charge and/or with the faculty member's action, he/she may ask for a meeting with the department or divisional chairman who will attempt to mediate. Should the chairman be the faculty member involved, the student may request the dean of the faculty member's college or school and/or chief academic officer to act as mediator.
- c) Should the department, college, or school have an established appeal procedure for cases of academic dishonesty, the student and faculty member shall follow it and, should that procedure not yield a satisfactory resolution, shall proceed to step three.

### **Step Two: Conciliation Conference**

If the first step does not bring about a satisfactory resolution, the student may arrange a conciliation conference with the faculty member, the department or divisional chairman, and the chief academic officer. This must be done through the office of the chief academic officer and, if requested, must be held within five (5) working days of the completion of step one. If he/she believes that the result of the conciliation conference is unsatisfactory, the student may request a formal hearing.

### **Step Three: Formal Hearing**

A written request for a formal hearing must be submitted by the student within ten (10) working days after the conciliation conference.

The written request must be submitted to the chief academic officer. The petition must include detailed factual data and other information the petitioner deems pertinent to his/her case, including an account of the informal procedures and why the attempted resolution was unsatisfactory.

Within five (5) working days after receiving the student's petition, an ad hoc hearing committee shall be formed. The chief academic officer shall select two faculty members upon the advice of the Chairman of the Faculty Council. The Dean of Students shall select two students upon the advice from the officers of the Student Government Association.

The ad hoc hearing committee will select an additional faculty member to be a non-voting chairman. No person with a conflict of interest shall be selected.

The hearing shall be held within ten (10) working days of the selection of the ad hoc hearing committee at a time and place determined by the chief academic officer and communicated to all parties through his/her office.

The hearing will be conducted in private and the parties will make no public statements about the case.

The ad hoc hearing will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding the fact, and a recommended disposition of the appeal. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records and pertinent University policies and procedures. The findings, conclusions and recommendations shall not be inconsistent with applicable provisions of local, state, and federal law.

#### **General Rules of Procedure**

- a) Time limits may be extended by mutual agreement of the parties involved and should be communicated through the chief academic officer in writing to all parties.
- b) All proceedings shall be closed to anyone except advisors, the participants, and the committee.
- c) All proceedings and records of proceedings shall be confidential.
- d) A tape recording or video recording of the formal hearing will be made by the University. A transcript shall be provided at the expense of the party or parties requesting it.
- e) All formal hearing documents shall be kept in confidential files in the office of the chief academic officer.

The ad hoc hearing committee will present its decision in writing within five (5) working days to all parties and to the chief academic officer.

Should either party not be satisfied with the decision, he/she may appeal the decision to the President who will render a final and non-appealable decision within ten (10) additional working days and shall inform in writing all parties involved of his decision.

Should the student initiate court action, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants



### 3.4.2 Alcohol

The University expects students, employees, and others on University premises or in connection with any University activity to be free from the possession, use, or distribution of alcohol. Further, the University may discipline a student for the violation of the alcohol policy wherever that violation occurs. A student's parent will be notified when an alcohol violation occurs if the student is under the age of 21. Alcohol paraphernalia (signs, empty bottles, clothing, etc.) regardless of how they are being used (e.g. as decorations, cooking, etc.) are prohibited on campus, and violators are subject to discipline action.

The consequences for first time violations of the alcohol policy may include, but are not limited to, participation in the University's first offense program, ineligibility and/or loss of scholarship/stipend for service as an athlete, student leader, and/or student representative for a specified amount of time.

The consequences for a second time violation of the alcohol policy may include, but are not limited to, suspension from the University. Students who fail to comply with sanctions may be suspended for the duration of the semester. In the event of suspension, sanctions must be completed prior to future enrollment.

Student organizations shall be subject to discipline, including the revocation of recognition, for the violation of alcohol laws or the University's alcohol policy by persons participating in the activities of the organization, or for the organization's failure to comply with the University's rules for student organizations related to alcohol.

Discipline sanctions for organizations regarding alcohol violations range from probationary status and loss of organizational privileges to suspension or termination of organization status.

Students with questions regarding addictive behavior towards alcohol and/or drugs are encouraged to seek counsel through confidential discussion and support through the University Counseling office, or in speaking with Student Development or Campus Life staff members.

### 3.4.3 Breach of Peace

Breach of peace is defined as an action which disrupts the peace or endangers the safety, health, rights, or life of any person, and any activity which incites others to such actions. Students who engage in such activities will be subject to disciplinary action. Disruption of the functional processes of the University by individuals and/or organizations will not be permitted.

Offenders will be advised by a University official that the activity is an abridgment of University regulations and will be instructed to cease the activity immediately. The student I.D. card may be requested and offenders who do not have such identification may be considered non-students and may be charged appropriately.

Discipline sanctions regarding Breach of Peace violations range from official reprimand to immediate suspension and/or expulsion from the University.

#### 3.4.4 Computer Use

The University's computer labs housed in University buildings, various residence halls and any other locations provide OBU students the opportunity to investigate and utilize technologies which are useful for their course work and future professional lives. All OBU computer labs follow University policy concerning Internet access. Students are asked to adhere to these policies or risk the elimination of their lab privileges.

Specifically, students should not use the computer lab technology to access or send information which is not in agreement with the stated University policies on pornography or related issues. The University Computer Center has the authority and ability to track, monitor, and report Internet usage on any University-owned computer to the various administrative units when infractions occur.

Those students using University-owned computers or University network/Internet access who do not comply with these and other policies will be dealt with in accordance with campus policy regarding college citizenship.

For a complete listing of University computer/network policies, please visit the University's Information System and Support department located on the first floor of Thurmond Hall.

Current students will each be issued account credentials (a unique username and a private password) to provide various information technology accesses. Each student is responsible for all activities performed using his or her credentials. Each password is an essential element of the University's information security. A strong University password, different from the student's non-University passwords, is the front line of protection. Each Client is responsible for maintaining password confidentiality by never sharing a password with another person. Each student should change his or her password periodically to help ensure a high level of University security. Any suspected unauthorized use of Client credentials must be reported immediately to the Help Desk at [helpdesk@okbu.edu](mailto:helpdesk@okbu.edu) or 405.585.5200.

Discipline sanctions regarding Computer Use violations range from official reprimand and loss of technological privileges (internet usage, University computer access, etc.) to suspension from the University.

#### 3.4.5 Dress

Responsibility for appropriate dress is placed upon each student. Faculty members may determine if a given mode of dress disrupts the academic process in the classroom. More formal dress, if announced by the appropriate agency, may be required for special events or occasions. Standards of dress are not minimized nor eliminated by the absence of a set of

regulations, but the University administration assumes the majority of students have and shall continue to accept individual responsibility for appropriate dress as a member of a Christian academic community.

Discipline sanctions regarding Dress violations range from official reprimand to, for repeat offenders, suspension from the University.

### 3.4.6 Falsification of Records

A student may not furnish false or misleading information to University officials or on official University records nor shall a student alter or tamper with such records. This prohibition includes, but is not limited to, records relating to residence hall procedures, requests for information, academic records such as transcripts, and grade reports. Falsification of academic information or documentation (e.g. admissions documents, transcripts, grade reports) may result in immediate expulsion from the University.

### 3.4.7 Firearms-Fireworks

Possession or use of firearms, (to include, but not limited to handguns, hunting rifles/shotguns, air guns, paint guns, and tasers) fireworks, or incendiary devices on campus is expressly forbidden. The University does not permit the storage of any firearms, including but not limited to recreational sporting/hunting equipment, inside the residential facilities on campus. The city of Shawnee prohibits the sale, storage, discharge, or transportation of fireworks under the Fire Prevention Code. The Oklahoma Self-Defense Act, enacted in 1995, allows any entity to control the possession of weapons on any property owned by the entity. Discipline sanctions regarding firearms-fireworks violations range from official reprimand and removal from the item from campus to, for repeat offenders, suspension from the University.

### 3.4.8 Gambling

Gambling is not permitted on campus, online, or at University sponsored activities on or off campus.

Students with questions regarding addictive behavior towards gambling are encouraged to seek counsel through confidential discussion and support through the University Counseling office, or in speaking with Student Development or Campus Life staff members.

Discipline sanctions regarding gambling violations range from official reprimand, educational programming for online gaming, temporary or permanent loss of internet privileges to, for repeat offenders, suspension from the University.

### 3.4.9 Guests

Students are responsible for the behavior of their guests, who should be aware of and responsive to the regulations which govern conduct on the University campus. If the violation warrants, guests may be asked to leave the university.

### 3.4.10 Harassment and Discrimination

Principle: Oklahoma Baptist University is committed to maintaining an atmosphere in which the age, gender, race, color, national origin, physical or mental disability, or veteran status of an individual is respected and not disparaged.

### 3.4.11 Sexual Harassment

Oklahoma Baptist University strives to maintain high standards of professional ethics in an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. Accordingly, the University prohibits sexual harassment or sexual misconduct by any member of the University community, whether faculty, staff, or student.

Sexual harassment is defined as any unwelcome sexual advance or other unwelcome verbal or physical conduct of a sexual nature when (1) a reasonable individual would believe that his/her response to the conduct will affect his/her employment or academic status; or (2) the conduct creates an intimidating or hostile environment for work or learning. Sexual harassment can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, the University may consider conduct to be sexual harassment whether or not it rises to the level of illegal sex discrimination/harassment.

Stalking is also considered a form of harassment. It is defined as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person, or a member of the immediate family of that person, to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Sexual Misconduct is a broad term encompassing any nonconsensual conduct of a sexual nature. It may vary in its severity and consists of a range of behaviors including: unwelcome sexual touching/exposure, non-consensual sexual assault and forced sexual assault. Included in this definition of misconduct is "dating violence" which is defined as violence against a person with whom the perpetrator is in a dating relationship also known as courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

The following are some examples which may be sexual harassment: requests for sexual favors; unwanted and/or inappropriate hugging, touching, patting, or brushing another's body;

inappropriate whistling or staring; veiled suggestions of sexual activities; requests for private meetings outside of class or business hours for other than legitimate mentoring purposes; use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class; remarks about a person's body or sexual relationships, activities, or experience.

### 3.4.12 Discriminatory Harassment

Harassing conduct includes, but is not limited to, the following: (i) epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age, or disability; and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed online (i.e. Facebook, Twitter), on walls, bulletin boards, or elsewhere on campus or circulated on campus. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community, students, staff and faculty.

Any student who engages in harassment will be subject to disciplinary action ranging from a warning to expulsion, if appropriate. Persons who believe they have been objects of sexual harassment or discrimination should so advise the chief officer responsible for his/her area, or in case of students, the Dean of Students and Vice President of Campus Life.

### 3.4.13 Hazing

Oklahoma Baptist University is committed to the intellectual, physical, spiritual, and social development of its students. Campus organizations should emphasize the development of unity and respect for the dignity and worth of each student.

The University maintains a strict policy which prohibits hazing, including any activity that may recklessly or intentionally endanger the mental or physical health or safety of the student for the purpose of initiation or admission into or affiliation with any University-sponsored organization. Individuals or organizations engaging in hazing activities as defined by the guidelines herein shall be subject to disciplinary action. Willful participation in hazing activities by the pledge shall not relieve the organization or its members from disciplinary action by the University. It is the responsibility of the student and/or organization to be fully aware of and adhere to the hazing guidelines.

In accordance with Oklahoma Statutes, Section 1190, Title 21, the following activities shall be considered hazing, and are thus prohibited from inclusion in organizational activities. These activities shall include, but are not limited to:

1. road trips, which generally are defined as activities in which students are transported from the campus to engage in various activities, and, in some instances, are required to return to the campus by walking;

2. a requirement that students wear clothing which obviously deviates from the normal apparel worn by students, i.e. sleep wear, "geek/nerd" clothing, dirty/unwashed clothing, etc.;
3. strenuous physical activity which resembles calisthenics or other forced physical exertion that may result in physical injury;
4. forced consumption of food items or beverages;
5. whipping, beating, or branding regardless of the objects used in such activities;
6. activities designed to humiliate, or otherwise bring undue mental and/or physical stress;
7. interference with normal study habits and/or sleeping patterns; and,
8. any and all forms of kidnapping are deemed to be disruptive to the life of the University. Kidnapping involves any activity that is not a formally scheduled event (date, time, location) involving the foreknowledge of individual members, member affiliates, and pledges, and creates an environment where individuals commit reactive forms of activity in comparison to one another. Any act of kidnapping, regardless how benign, will at minimum result in automatic probation for the club in question. Reinstatement of complete standing of a club found in violation of this decision is subject to the approval of the Dean of Students and Vice President of Campus Life and the President of Oklahoma Baptist University.

#### 3.4.14 Human Sexuality

Oklahoma Baptist University strives to create a learning environment where community members can safely engage each other in meaningful dialogue about important issues, including those of human sexuality.

Sexuality is a gift from God. God created sex and declared it "good" (Genesis 1:27-28). Oklahoma Baptist University affirms the biblical standard of sexuality through scripture that teaches God's standard for human sexuality as a faithful commitment in marriage between a man and woman and purity in relationships outside of marriage. Along with the rest of creation, however, sexuality has been affected by sin (Genesis 3). As a result of the Fall of Mankind, sin has a wide impact on our lives and every person struggles with temptation in one form or another. Temptations relating to sexuality include heterosexual sex outside of marriage, homosexual behavior, the perversion of sexuality through pornography, rape, incest, sexual addictions and all other forms of sexuality that deviate from the biblical standard for sexuality. It is the University's expectation that OBU students, faculty, and staff will comply with the biblical standard for sexuality.

Oklahoma Baptist University's policy regarding sex, sexuality and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood through the University's mission statement, founding documents, our Baptist heritage, and through our accountability as an entity of the Baptist General Convention of Oklahoma. This policy addresses transsexualism, transgenderism, homosexuality, and related gender identity issues. The University affirms that God's original

and ongoing intent and action is the creation of humanity manifested as two distinct sexes, male and female.

The University also recognizes that due to sin and human brokenness, human experiential perception of sex and gender is not always that which God the Creator originally designed and yet the University affirms God's capacity to heal and to transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, the University does not support nor affirm the resolution of tension between one's biological sex and one's experiential perception of same sex attraction or of gender by the adoption of psychological identity discordant with one's birth sex. Similarly, the University does not support nor affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning, the University will respect those whose moral views diverge from ours, the University will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

OBU students, faculty and staff are called to exercise their personal freedom and responsibility within the framework of God's word (Gal. 5:13-14; I Peter 2:16-17) and to treat their own bodies and those of others with the respect and honor due the temple of God (I Cor. 6:20). It is the University's intention to promote behavior consistent with scriptural principle. Students with questions regarding these issues are encouraged to avail themselves of opportunities for confidential discussion and support through the University Counseling Office or the Campus Life staff, including the Residence Directors, Dean of Students and Vice President of Campus Life, the Director of Residential Experience.

In accordance with biblical teaching on admonishment and reproof (Gal. 6:1-2, Matt. 18:15-17, Col. 3:16-17), the University will direct compliance with disciplinary requirements. These disciplinary requirements may include but are not limited to mandatory counseling, probation, or departure from the University. Refusal to comply with the clearly stated and scripturally supported policies shall result in departure from the University.

Students with questions regarding human sexuality are encouraged to seek answers through confidential discussion and support through the University Counseling office, or in speaking with Campus Life staff members.

#### **3.4.15 Procedures for Filing a Report or Submitting a Complaint of Sexual Misconduct, Assault, or Violence**

In an emergency, first, contact University Police at 405.878.6000 or 911 so the area can be secured, suspects detained and the arrival of outside law enforcement to campus can be coordinated.

**Complaint:**

Oklahoma Baptist University encourages anyone who believes that he/she has been subjected to prohibited harassment, including sexual harassment, sexual misconduct sexual assault or some other civil rights violation to make a complaint promptly. A faculty member or staff employee should make a complaint to the Vice-President in charge of his/her employment area or the Director of Human Resources. A student should make a complaint to the Dean of Students and Vice President of Campus Life. The University will investigate the complaint promptly.

**Confidentiality: No Retaliation**

The University will undertake to protect, as much as possible, the confidentiality of persons reporting harassment or other civil rights violations, and of those accused. However, the University has a legal and moral obligation to investigate all complaints of civil rights violations and, if appropriate, to take corrective action. Therefore, complete confidentiality cannot be guaranteed. Oklahoma Baptist University strictly prohibits retaliation against any student or employee who makes a good faith complaint of sexual harassment or other civil rights violation, or who testifies, assists, or participates in any investigation, proceeding, or hearing involving such a complaint.

**Investigation**

Oklahoma Baptist University will promptly investigate any claim of sexual harassment, sexual misconduct, sexual assault or other civil rights violation. If the investigation leads to charges of sexual harassment, sexual misconduct, sexual assault or other civil rights violations, the person charged will be given written notice of the charges and given an opportunity to respond.

**Support for Students**

Please remember that being sexually assaulted is not your fault. It is the fault of the person who assaulted you. Sexual assault is a very traumatic crime with many short-term and longer-term adverse emotional and physical effects. It is important that you take care of yourself. You deserve understanding, support and ongoing care.

The University will work with students who are victims of sexual assault on interim measures to reduce fear and concern about personal safety. A student who files a report, as well as witnesses, and any students present before, during or in the aftermath of an alleged assault may not be referred for Disciplinary action for unrelated violations (such as alcohol). Students who alleged a complaint of sexual assault will be provided support from Student Development regarding their continued safety and comfort while remaining engaged in life in the community.

There are many services on and off campus available to help you. Call one of the on-campus or off-campus numbers listed below:

**Resources Available 24/7**

- OBU Campus Police 405.878.6000



- Shawnee Police 911 or 405.273.2121
- Project Safe 405.273.9953 or 1.800.821.9953 (toll free)  
Project Safe is committed to assisting individuals with providing the information, and survival skills necessary to take control of their lives and the lives of others affected by physical, mental, or sexual abuse
- Resident Advisor (RA) or Resident Director (RD)
- University Counseling office, 405.585.5260  
It's important to get help when dealing with issues related to sexual assault. The Student Development department offers free, confidential services for students at any time during the recovery process.
- Dean of Students and Vice President of Campus Life office, 405.585.5250  
The Dean of Students and Vice President of Campus Life manages the disciplinary process for incidents of misconduct involving OBU students. This process can be discussed with staff without filing a complaint.
- Campus Nurse, 405.585.5263  
The campus nurse provides basic prevention and can address concerns about sexually transmitted infections and pregnancy and can discuss resources for follow-up care.
- Title IX Coordinator  
The Title IX Coordinators are available for students who have a concern regarding Title IX
  - Title IX Coordinator (Interim)  
Brandon Petersen, Dean of Students and Vice President of Campus Life, 405.585.5250
  - Deputy Title IX Coordinator  
Dr. Susan DeWoody, Provost and Chief Academic Officer, 405.585.5805
- St. Anthony Hospital  
Seek medical attention and/or evidence collection at the hospital if the violence/sexual assault occurred within the last 96 hours. St. Anthony's provides a specially trained Sexual Assault Nurse Examiner (SANE).

### 3.4.16 Illegal Drugs

The University expects students, employees, and others to be free from the possession, use, or distribution of illegal drugs, including misuse of prescription drugs and synthetic drugs. Further, the University may discipline a student for the violation wherever that violation occurs. Drug paraphernalia (signs, pipes, clothing, etc.) regardless of how they are being used (e.g. as decorations, cooking, etc.) are prohibited on campus, and violators are subject to discipline action. A student's parents will be notified for any illegal drug violation.

If a student is suspected of drug use, he or she may be asked to submit to testing. Refusal or attempts to evade testing will be interpreted as evidence of drug use and will result in disciplinary action. If test is found to be positive, the student will be responsible for the cost of the test.

Discipline sanctions for the individual regarding drugs violations range from disciplinary probation and participation in the first offense program to immediate suspension from the University.

Student organizations shall be subject to discipline, including the revocation of recognition, for the violation of drug laws or the University's drug policy by persons participating in the activities of the organization, or for the organization's failure to comply with the University's rules for student organizations related to illegal drugs.

#### **3.4.18 Insubordination**

Students are expected to respect instructions and directions from University personnel acting in an official capacity. Such instructions/directions include, but are not limited to, an administrator's summons, a faculty member's admonition to cease disruption of a class, a Campus Safety officer's direction in a crisis or emergency situation, and instructions of a staff member related to campus activities.

#### **3.4.19 Respect of Property**

Students found to be responsible for damaging, vandalizing, or defacing University property or property belonging to others or furnishings or possessions of fellow students will be asked at minimum to pay full restitution for their damages. The student may also face misdemeanor charges of "vandalism" and/or be placed into the University's disciplinary process. Using chalk to communicate messages is only allowed when the markings are made on sidewalks exposed to the elements and when the messages are consistent with the mission and the purpose of the university.

#### **3.4.20 Romantic Relations between employees and students**

Oklahoma Baptist University is a close community of faculty, staff, and students in which personal relationships are important. The University encourages faculty and staff to relate to students as whole persons, in and out of the classroom, and to be sensitive to their needs both academically and personally.

Faculty stand in a unique position of power over the students. Along with staff, faculty must avoid any relationship with a student which appears to pose the potential of an abuse of power, and/or any relationship with students which undermine or have the potential to undermine the educational process.

Sexual relationships are expected to occur only in the context of marriage. Any sexual relationship between an employee of the University and a student not married to that employee will be the basis of termination of the employee and dismissal of the student. Situations must be avoided which reasonably could be interpreted as opportunities for sexual relationships between employees and students.

### 3.4.21 Student Safety

The Dean of Students and Vice President of Campus Life reserves the right to contact parents or guardians in situations where a student's behavior indicates he or she is not in control of his/her behavior or emotions. Notifications will respect confidentiality. A student who is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return to campus. Such behavior demonstrates that the student's well-being may be in jeopardy and may interfere with their own educational efforts or those of other students and thus Oklahoma Baptist University's mission to educate all students. Additionally, the Dean of Students and Vice President of Campus Life reserves the right to make decisions regarding the feasibility of the continued enrollment of a student who is experiencing emotional instability.

Students who have voluntarily withdrawn or been asked to withdraw for medical reasons (including psychiatric or psychological care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student. Documentation may include but is not limited to: 1) reports of treatment from attending professionals; 2) letters of recommendation from attending professionals and/or parents; and in some instances, 3) a personal interview with the attending professionals. Compliance with documented treatment plans is required for continued enrollment. Updated medical documentation may be required and requested prior to subsequent semesters.

If the student would like to appeal an involuntary withdrawal for medical reasons, a student has two (2) business days to file a written appeal to the chair of the Student Development Committee. Requests should clarify what the facts the student believes were not considered, or explain what procedures were unreasonable or unfair.

### 3.4.22 Tobacco

Oklahoma Baptist University is a smoke-free, tobacco-free campus. The possession and use of tobacco by anyone in any form (including, but not limited to, simulated tobacco products, smokeless tobacco, vapors, hookah, electronic cigarettes, etc.), is expressly prohibited on all OBU campuses in/on University buildings, grounds, vehicles, and at University sponsored events on or off campus.

Anyone wishing to have help to stop smoking is referred to the OBU Recreation and Wellness Center 405.585.5221 or the Oklahoma Tobacco Quit Line 1.800.784.8669.

### 3.4.23 Theft

A student who appropriates property belonging to others without proper consent of the owner or the person legally responsible for the property shall be required to make proper restitution.

Possession and/or sale of stolen property shall be grounds for immediate suspension or expulsion from the University.

Theft also may be defined as unauthorized acquisition and/or use of information from the University computers.

#### 3.4.24 Unauthorized Entry

Students and/or guests may not, without specific authorization, enter a University building, office or other rooms which are locked or to which entry is prohibited. Specific authorization is required for students to remain in buildings, offices or rooms after closing hours for the particular area.

Unauthorized entry, or the assistance of others to gain unauthorized entry, shall result in disciplinary action.

Discipline sanctions regarding unauthorized entry range from official reprimand and for severe or unlawful entry, up to suspension from the University.

#### 3.4.25 Violation of any federal, state or local law

All students are required to abide by the laws of the local, state, national and international governments and are subject to University judicial action. Formal charges, complaints or indictments by government entities are not prerequisite for University action.

When a student is charged by federal, state, or local authorities with a violation of the law, the University will not request or agree to special consideration for the individual because of his or her status as a student. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided the conditions do not conflict with campus rules and policy).

If a student observes any violations of federal, state, or local laws by any member of the OBU community, they should report the violation to the Dean of Students and Vice President of Campus Life, 405.585.5250, and/or the University Police Department, 405.878.6000.

## 4.0 Campus Services

### 4.1 Academic Catalog

Published by the Academic Center, the academic catalog is the University's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition and fees, and financial assistance.

Refer to the academic catalog for more information regarding academic services. Printed copies of the academic catalog can be found in the Academic Center, located in Thurmond Hall, or an electronic copy can be found at <http://www.okbu.edu/academics/catalog/>

#### 4.1.1 Absence from Class/Illness

Students are expected to be faithful in class attendance. Persistent failure to attend class will be reported by instructors to the Registrar, and the student may be requested to withdraw from the University.

Penalties for class absences may be assessed at the discretion of the instructor. Illness (properly attested) or representation of the University in approved activities will entitle the student to present additional work to compensate for class absences. All such work must be presented before the final examination is taken. However, when a student fails to attend class for any reason(s) for as much as 25 percent of the total number of meetings, he/she may be given a grade of F or FX at the discretion of the instructor.

If a student offers illness as an excuse for absence from class, the instructor may elect to require "make-up" work on the basis of information provided by the student.

The student is responsible for assuming the initiative to ensure that course work is not adversely affected by absence.

If a student offers illness or absence due to participation in an official University activity as an excuse for absence from class, the instructor may elect to require additional work to compensate for class absences. The illness or absence due to participation in an official University activity must be properly attested by a faculty sponsor or University officer (for an official University activity) or a physician, nurse, dormitory director, or parent (for illness). The student is responsible for assuming the initiative to ensure that course work is not adversely affected by absence, for whatever cause.

#### 4.1.2 Examinations (Academic Tests, Final Exams)

Examinations must be taken at the regularly scheduled times. Students who miss examinations may make up the exam only with the permission of the instructor. Final examinations must be taken at the examination time scheduled by the Academic Center. Waiver of the final examination or a change in the time for the examination requires the approval of the dean of the college or school in which the course is offered.

### 4.1.3 Grade Appeal

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate his/her grade for a course has been adversely affected because a faculty member has:

- a) made an error in the calculation of the grade or has made an error in reporting the grade to the registrar;
- b) made an arbitrary, prejudiced or capricious evaluation of the student;
- c) created and enforced course policy that is arbitrary, prejudiced or capricious;
- d) failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties;
- e) failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives;
- f) infringed upon the contractual rights of the student as delineated in the course syllabus, the Catalog, or other University policy documents;
- g) violated the civil or human rights of the student as defined by law.

An evaluation or policy shall be considered to be arbitrary if it can be demonstrated that it results from personal whim or impulse rather than reason or established practice in the course or discipline. An evaluation or policy shall be considered to be prejudiced if it can be demonstrated to have been based on considerations not directly related to the student's mastery of course skills or materials or published course requirements. These may include, but are not limited to: race, sex, color, national origin, age, or disability which by law requires accommodation.

An evaluation shall be considered to be prejudiced if it can be demonstrated that the student's grade was adversely affected by failure to comply with a request or requirement not directly related to mastery of course skills, mastery of course materials, or published University or course policy.

An evaluation or policy shall be considered to be capricious if it can be demonstrated to be based on preferences or evaluative responses of the instructor which are arbitrary, whimsical, or idiosyncratic rather than based on sound pedagogy or accepted educational practice. In addition, an evaluation or policy shall be considered to be capricious if it can be demonstrated that the evaluation criteria or policy was evoked in a manner that was inconsistent and not based on sound pedagogy.

A grade appeal shall be initiated within ten (10) working days after receipt of the grade or after the beginning of the next academic semester. This time period may be extended by the chief academic officer on petition from the student(s) involved.

In a grade appeal, the burden of proof is on the student.

#### **Step One: Attempted Resolution**

It is the responsibility of the student to carefully review all course requirements and policies at the beginning of each semester, to understand the grading system that will be employed, to determine whether any course requirements or policies will produce a hardship, and to negotiate, if it is possible to do so, a resolution to potential difficulties before such difficulties occur.

Students are advised to keep copies of all graded materials produced for a class until such time as a final grade for the class has been received and/or to keep their own records of grades received on each graded assignment.

Should a student receive a grade on an assignment or a final grade for the course that seems to the student to be unfair, and if he/she believes he/she has grounds for a grievance as defined above, he/she shall employ the following procedure to seek resolution to the grievance.

- a) The student shall first consult with the faculty member. Contact with the faculty member shall be initiated within ten (10) working days after the beginning of the following semester. If the faculty member is not available for consultation, the student may petition the chief academic officer for extension of the time period.
- b) If this initial conference does not bring about a satisfactory result, the student who wishes to continue the appeal process should arrange a meeting with the chairman of the department or division involved. This meeting must be held within five (5) working days of the consultation with the faculty member. The student will present to the chairman a written statement explaining the reason for the appeal. If the chairman is the instructor involved in the appeal, the student may request a conciliation conference with the dean of the school or college or with the chief academic officer. The department or divisional chair will discuss the appeal with the faculty member and/or arrange a meeting between the faculty member, the student, and the chair. Should such a meeting be called, it will be held within five (5) working days of the student's request for a conference. The chairman and/or dean will seek to help the student and the faculty member resolve the disagreement.
- c) Should the department, college, or school have an established grade appeal procedure, the student shall follow it before progressing to step two.
- d) Should the conciliatory conference not yield a satisfactory result, the student should submit to the chief academic officer a request for a formal meeting.

### **Step Two: Formal Hearing**

A written request for a formal hearing must be submitted by the student within ten (10) working days after the conciliation conference. The written request must be submitted to the chief academic officer. The petition must include detailed factual data and other information that the petitioner deems pertinent to his/her case, including an account of the informal procedures and why the attempted resolution was unsatisfactory.

Within five (5) working days after receiving the student's petition, an ad hoc hearing committee shall be formed. The chief academic officer shall select two faculty members upon the advice from the Chairman of the Faculty Council.

The Dean of Students shall select two students upon advice from the officers of the Student Government Association. The ad hoc hearing committee will select an additional faculty member to be a non-voting chairman. No person with a conflict of interest shall be selected.

The hearing shall be within ten (10) working days of the selection of the ad hoc hearing committee at a time and place determined by the chief academic officer and communicated to all parties through his/her office.

The hearing will be conducted in private and the parties will make no public statements about the case.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and a recommended disposition of the appeal. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records and pertinent University policies and procedures.

#### General Rules of Procedure

- a) Time limits may be extended by the chief academic officer when he/she considers the reasons for an extension to be warranted. However, a grade appeal should be resolved within one academic semester of the time the grade is received.
- b) The committee shall be provided copies of all written correspondence that has been exchanged relative to the appeal. These materials shall be collected by the chief academic officer and given to the chairman of the committee.
- c) All proceedings shall be closed to anyone except the participants and the committee. The committee will review written documentation and hear oral statements from the two parties. At the discretion of the chair, other students or faculty members may be invited for a portion of the hearing to provide relevant information.
- d) All proceedings and records of proceedings shall be confidential.
- e) A tape recording or video recording of the formal hearing will be made by the University. A transcript shall be provided at the expense of the party or parties requesting it.
- f) All formal hearing documents shall be kept in the confidential files in the office of the chief academic officer. The ad hoc hearing committee will present its decision in writing within five (5) working days to all parties and to the chief academic officer. Should the student initiate court action, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants. The ad hoc hearing committee may decide (a) to uphold the grade assigned by the faculty member; (b) to suggest that the faculty member or the chief academic officer change the student's grade; or (c) to negotiate a mutually acceptable compromise between the student and the faculty member. At least three of the four voting members of the committee must concur that the grade should be changed before a decision is made to change a grade.



### **Faculty Appeal Rights in a Grade Appeal Case**

A faculty member may appeal the decision of the ad hoc hearing committee to the Faculty Council. The faculty member has ten (10) working days to send a letter of appeal to the Faculty Council asking for a review of the record and stating his/her reasons for believing that the proceedings were not conducted fairly. The members of the Faculty Council shall meet within five (5) working days of receiving the written appeal and shall review the record. After reviewing all documents and transcripts relevant to the case, the Faculty Council will determine if there is reason to believe that the hearing was conducted with prejudice. The Faculty Council may conclude: (a) the proceedings of the ad hoc hearing committee were conducted fairly and uphold the decision of the ad hoc committee; or (b) the proceedings of the ad hoc hearing committee were not conducted fairly and recommend either that the chief academic officer convene a new ad hoc committee to rehear the appeal or that the president be asked to review the record and make a final decision in the case.

### **Changing a Grade in a Grade Appeal Case**

Under normal circumstances, it is the right of the faculty member to assign grades and any grade change must be initiated by and submitted to the registrar by the faculty member. In the case of a grade appeal, the faculty member shall be requested to complete the change of grade form and submit it to the registrar. However, by virtue of this contract, the faculty herewith agree, in the case of a grade appeal, to yield to the chief academic officer the right to initiate a grade change. The chief academic officer shall not initiate a grade change until all opportunity for appeal by either student or faculty member has been completed. The chief academic officer shall follow the recommendation of the ad hoc committee in making any change of grade.

#### **4.1.4 Faculty Advisor Program**

An opportunity for academic counseling is provided each student through the Faculty Advisor Program. Each student is assigned a faculty advisor by the Academic Dean's Office when he/she enters the University. The student should consult frequently with his/her advisor about the course of study and other matters of academic concern. Note: Students are advised that the final authority with respect to academic requirements is found in the official publications and regulation of the University. Any advice which students obtain inconsistent with those policies and regulations should be confirmed in writing by an academic officer responsible for administration of the pertinent degree or program area.

#### **4.1.5 Mabee Learning Center (Library)**

The Mabee Learning Center has been designed to serve the modern learning and study needs of students. It provides a wide variety of the most up-to-date study facilities: full text services, a fully integrated automated system (SIRSI Unicorn Management System), Dialog Reference Service, ProQuest, conference rooms, typing rooms, lounges, microforms areas, and audio-visuals.

Learning Center patrons must present validated OBU I.D. cards (with affixed bar code) when charging books for use outside the Center. Since the system is automated, charges are made to a student's account when materials are overdue. Swapping or loaning I.D. cards will result in charges being made to the person whose name is encoded on the I.D. card."

A complete copy of the statute, including penalties, is available in the Media Center and Office of Student Development.

#### 4.1.6 The Milburn Center

The Milburn Student Success Center is committed to the success of each student at OBU. Its staff and resources are available to assist students of all majors, classifications, and academic needs with comprehension of course material as well as in the development of study, research, analytical, reading, writing, and critical thinking skills.

The Milburn Student Success Center offers tutoring in most core subjects as well as in mathematics, chemistry, physics, accounting and economics.

Students can also find assistance in writing assignments and in strengthening or developing general study strategies. Further services include academic peer mentoring, broad-based writing support, and assistance in developing formal learning plans to aid students in their success at the university. Writing assistance and tutoring occur in a variety of formats: one-on-one, small-group, and large-group settings.

The Center is located on the third floor of the Mabee Learning Center (MLC 318) and is open Monday – Thursday from 4 p.m. to 10 p.m. and Sunday from 6 p.m. to 10 p.m. Appointments are encouraged but walk-ins are always welcomed. Special forums and events will be offered by The Center throughout the academic year. For the current schedule or to make an appointment, email [student.success@okbu.edu](mailto:student.success@okbu.edu).

#### 4.1.7 Recorders (Audio, Video, etc.) in the Classroom

The use of recorders in the classroom by students without authorization from the instructor or the Special Services Office is prohibited. The participation of individual students in class should not be recorded without their permission.

Any authorization for the use of recorders in the classroom by students carries with it the following limitations: the tapes or digital file shall be used only for the student's private study; information from the tapes or digital files shall not be made available to other persons not enrolled in the course; and all tapes or digital files shall be destroyed at the end of the semester.

## 4.2 Administrative Services

University administrators encourage students to ask questions and/or to make suggestions about policies or regulations. Students are urged first to direct inquiries and comments about specific matters to the person/office listed below:

- Academic program and area of concentration.....Faculty Advisor
- Academic regulations..... Faculty Advisor, Dean of College
- Academic standing..... Registrar
- Automobile regulations ..... Office of Business Affairs
- Cafeteria matters ..... ARAMARK Manager, Dean of Students
- Career guidance ..... Director of Career Development
- Chapel/Assembly attendance .....Dean of Students
- Employment..... Director of Career Development
- Financial needs, student loans..... Director of Student Financial Services
- Geiger Center, use and facilities ..... Director of Events, Conferences, and Camps
- Housing assignments, single students ..... Director of Residential Experience
- Housing, married students..... Director of Residential Experience
- Housing regulations ..... Resident Director
- Housing unit maintenance..... Resident Director
- Library matters.....Dean of Library Services, Learning Center Committee
- Personal needs.....University Counselor, Campus Minister(s), Dean of Students
- Registration..... Registrar
- Student organizations ..... Director of Student Leadership and Engagement

The Office of Campus Life offers assistance in any matter related to students' interests. Any suggestions or criticism made to the office will be discussed with the proper person/agency. Any matter related to student government should be addressed to the SGA President, Senator, or to the chairman of the appropriate SGA board or committee. Office locations and telephone numbers can be found in the University Directory.

### 4.2.1 Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise

the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following are some, but not all, of the exceptions which allow disclosure by the University without the student's consent.

Disclosure may be made to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to official of another school in which a student seeks or intends to enroll.

The University may disclose directory information, that is, information contained in the education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent education agency or institution attended unless the student notifies the Director of Academic Records / Registrar in writing within two weeks of registration that the student does not want any or all this information disclosed without the student's consent.

The University may disclose information concerning a student which is furnished to the University by the State of Oklahoma pursuant to the Campus Sex Crimes Prevention Act.

The University may release information to the parents of students under the age of 21 at the time of the disclosure when the University determines that the student has violated University rules or the law governing the use or possession of alcohol or other drugs. The University may also release any student record to the parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.

Upon written request, the University will disclose to the alleged victim of a crime of violence or a non-forcible sex offense the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The final results will be disclosed to the victim's next of kin if the victim dies as a result of the crime or offense.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

### **Challenges to the Education Record**

A student shall have the opportunity to challenge any item in his/her education record which he/she considers to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. A student shall initiate a challenge by submitting a request in writing for the deletion or correction of the particular item to the custodian of the record in question.

The custodian of the record shall respond to the student's request within seven (7) calendar days. If the custodian refuses to amend the record of the student in accordance with the request, the custodian shall so inform the student and the University President and shall advise the student of the right to a hearing which must be requested in writing to the University President within seven (7) calendar days.

If the student requests a hearing, the University President shall promptly appoint a hearing officer. The hearing officer shall set a time, date, and place for the hearing within fourteen (14) calendar days of the appointment. At least seven (7) calendar days before the hearing, the student shall be advised in writing by the hearing officer of the time, date, and place of the hearing, of the right to a full and fair opportunity to present evidence relevant to the issues, and of the right to be assisted or represented by individuals of his or her choice at his own expense, including an attorney. If the student chooses to be represented by an attorney, that decision must be conveyed to the hearing officer at least three (3) calendar days before the hearing date. The hearing officer may obtain other relevant information for use in the hearing.

The hearing officer shall provide the student with a written decision within fourteen (14) calendar days after the hearing concludes. The written decision shall include a summary of evidence and reasons supporting the decision. The decision of the hearing officer shall be final.

If the hearing officer refuses to amend the student's record, the student can submit a written statement to the hearing officer presenting his/her position in reference to the item of

information. Both the written decision of the hearing officer and the statement submitted by the student shall be inserted in the student's education record and shall be maintained as part of the education records of the student as long as the record or contested portion thereof is maintained by the institution. If the education records of the student or contested portion thereof is disclosed by the institution to any party, the explanation shall also be disclosed to that party.

### **Exceptions to the Policy**

In compliance with the law, certain data/information, previously and here described, maintained in various offices of the University is not subject to inspection, review, challenge, correction, or deletion. Such information includes:

- financial records and statements submitted by parent/guardian;
- the University employment records of students except work/study students or students who are employees as a consequence of their student status;
- records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional action in his or her professional or paraprofessional capacity, or assisting in that capacity; which are created, maintained, or used only in connection with the provision of treatment to the student; and which are not disclosed to anyone other than individuals providing the treatment. The records can, however, be personally reviewed by a physician or other appropriate professional of the student's choice. ("Treatment" does not include remedial educational activities or activities which are part of the program of instruction at the educational agency or institution.)

A student is entitled to review only that portion of an official record on file which pertains to that student.

#### **4.1.2 Rapid Message System (RMS)**

Oklahoma Baptist University offers an emergency notification system that is available to all students, faculty, and staff.

Students, Faculty, and Staff may register for the RMS at <https://www.getrave.com/login/okbu>. This system is voluntary, but students, faculty, and staff are strongly encouraged to receive text messages on their cell phones in the event of a campus-wide emergency, security and/or severe weather threat.

Students are encouraged to add their parents or guardian to receive RMS notifications. Students are allowed up to three mobile phone numbers and three email addresses to be added to their account. Mobile phone numbers and emails can be added through the "My Accounts" tab.

Understanding that many people pay to receive text messages, the system will be used with discretion and again, only to provide information that would require the notification of the

entire campus. This text message program is an added layer of security. E-mail and the campus website will still be the most reliable sources of information about security-related campus events.

If you are not already registered, we ask that you register for this alert system today as we must remain vigilant in keeping the safety of our students, faculty, and staff as top priority.

### 4.3 Spiritual Life

Oklahoma Baptist University is a Christ-centered University dedicated to the spiritual development of students along with their social, academic and physical development. Campus Ministry is committed to supporting the University's Mission by creating and advancing an atmosphere beneficial for spiritual development through vibrant worship encounters, small group experiences, and through service and mission opportunities in Shawnee, across the U.S. and around the world.

Campus Ministry exists at Oklahoma Baptist University as a partner within the university encouraging and facilitating the personal spiritual development of every student on campus.

1. Campus Ministry is woven through the fiber of the university meeting students where they are.
2. Campus Ministry is biblically based and culturally relevant in all of its endeavors.
3. Campus Ministry is faith development and academic achievement working in concert leading students to integrate a Christian Worldview into every area of their lives.
4. Campus Ministry helps students grow through the education of and involvement in a wide variety of ministry and missions.

#### 4.3.1 Chapel-Assembly

Chapel is considered a worship service where the OBU family worships and glorifies God while building community, informing, and educating. The Chapel program is an integral part of the life of Oklahoma Baptist University. Chapel programs emphasize praise and participation in a creative and celebratory atmosphere.

##### **Attendance Procedures**

Attendance is recorded by scanning a valid, functioning ID card upon entering and departing the chapel program. Students must be in the auditorium and successfully scan their ID card by five (5) minutes after the scheduled start time and at the conclusion of the program in order to receive chapel credit.

##### **Attendance Requirements**

Chapel attendance is a graduation requirement for all students enrolled full time (12 credit hours or more) and for students residing in campus housing without regard for the number of hours enrolled. In order for a student to graduate and receive a diploma, all academic requirements must be met including satisfying the chapel attendance policy. Students are

required to attend a total of ninety-six (96) chapel programs to receive a bachelor's degree. Failure to meet the number of required chapels will result in the student contracting to make up the deficiency before a degree is awarded and transcript request fulfilled. The number is prorated for students who attend fewer than eight (8) fall/spring semesters. Credit for chapel attendance is given only for attending chapel. Absences are neither excused or unexcused. Doctor appointments, illnesses, school-related activities, and other reasons for failure to attend chapel do not reduce the total number required.

### **Behavior Expectations**

Chapel is considered to be worship service and a cornerstone in the students' experience while attending OBU. Students are expected to 1) be attentive to the speaker and worship leader(s), 2) refrain from any activity that may interfere in the worship time for fellow students (talking, sleeping, etc.), and 3) make sure personal electronic devices (phones, tablets, computers, etc.) are turned off during chapel. Laptops and cell phones should not be used during chapel. Any student(s) who engage in any disrespectful or disruptive behavior are subject to disciplinary action which may include loss of chapel credit(s).

### **Hardships**

Chapel hardships for a specific semester will be considered when the student completes a form in the Student Development Office (GC 209). Hardships are granted for only the current semester and requests must be submitted by the end of the second week of the semester.

## **4.4 Student Services**

### **4.4.1 Advertisements and Announcements**

Posters, advertisements, and announcements may be placed on bulletin boards in University buildings and/or on stakes on the University grounds with prior approval of person responsible for scheduling the building. Such materials may not be placed on inside and outside walls of buildings. Brief announcements of campus events and activities may be placed in the Chapel/Assembly Bulletin. Off-campus distribution of advertising posters by students representing campus organizations must be approved by the Student Leadership and Engagement Office.

### **4.4.2 Albert J. and Laura Belle Geiger Center (The "GC")**

The Geiger Center is a facility of vital importance to the college community and its constituency. In this building are housed the Geiger Counter Grill, Java City, a convenience store, University post office, copy center, University cafeteria, University Bookstore, meeting rooms, special dining areas, lounges, an information desk, and prayer room. The Campus Life staff offices along with the SGA office and Campus Health Clinic are located in the Geiger Center.



### 4.4.3 Alumni Association

The Oklahoma Baptist University Alumni Association includes graduates and former students. There are no dues, although members are encouraged to support the University through the annual alumni fund-raising efforts. The purpose of the organization is to foster, preserve, and advance quality Christian education; to support and promote the University; and, to unite in fellowship present and former students.

The Association maintains the permanent records of former students, supervises the annual Homecoming activities, publishes The OBU Magazine, and is engaged in the work of alumni organizations located in major areas of population throughout the country. Opportunities are thus provided for alumni to remain involved with OBU following the completion of their college experience.

### 4.4.4 Bookstore

A variety of student classroom, study, and personal needs may be satisfied through purchases in the University Bookstore, located in the Geiger Center.

### 4.4.5 Calendar

The Grand Calendar is the means by which University approved on-campus and off-campus events are announced. The Director of the Geiger Center serves as the Calendar Officer and is responsible for the coordination and preparation of the various calendars. The Grand Calendar may be accessed at [events.okbu.edu](http://events.okbu.edu)

Athletic events, Fine Arts activities and student organization activities shall avoid on-campus scheduling conflicts with the following: campus revival, commencement, Focus Week, Limited Activities Days, Hanging of the Green, Homecoming, and President's Council Dinner.

### 4.4.6 Campus Employment

The Student Services Center, GC 101, maintains a list of current job openings, both on and off campus. An electronic job board may be accessed at <http://forums.okbu.edu/>. In addition, the campus and community are surveyed prior to the beginning of school and a job list is compiled and made available to students on the first Monday after move-in day.

### 4.4.7 Campus Security Hours

The University does not permit on campus activities during night-time hours between 2 a.m. and 7 a.m. The principal reason for this provision is security of persons and property. Students on campus grounds during security hours must respond to the request of campus safety for identification and to his/her instructions if such are deemed necessary.

#### 4.4.8 Career Development

The Career Development Office provides career assessment services for students and information concerning vocational opportunities. The Career Development Office aids students and alumni in securing employment in the following ways 1) offers assistance in resume' preparation, guidance in career planning and aids in job search; 2) acts as a referral service, establishing credentials for each graduate who requests a reference file be established in his name. These files are sent to prospective employers at the individual's or employer's request. There is a nominal fee for this service; 3) maintains current full-time job vacancies and posts part-time vacancies in the Shawnee area at <http://forums.okbu.edu/>; 4) offers the use of pamphlets, catalogs, and other career search material.

With the exception of the reference file, all services offered to students and alumni by the office are free.

#### 4.4.9 Check Cashing

The Cashier's Office offers a check-cashing service to students. Checks drawn on local and hometown banks which do not exceed \$50 will be cashed upon presentation of a valid student ID card. A charge of \$30 is assessed if the bank on which a check is drawn refuses to honor the check and returns it to the University.

#### 4.4.10 Campus Security Report

The University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off- campus buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the office of the Director of Security.

#### 4.4.11 University Counseling Center

The college years are a time of tremendous excitement and potential, but they can also be demanding and stressful. There are academic responsibilities, as well as the tasks of establishing a greater sense of identity, moving toward increased independence and developing meaningful relationships. The professional staff in the University Counseling office can help you deal with these issues when they become overwhelming.

The University Counseling office offers personal counseling services free of charge to any full and part-time undergraduate student, faculty or staff member. Services offered include individual, marital, family or pre-marital counseling with a dedication to creating an

environment of health and well-being, along with an unwavering commitment to professional excellence in meeting the needs of those who are seen for counseling.

Appointments are confidential and may be made by calling the University Counseling office at 405.585.5260.

#### 4.4.12 Employee Relations

Student employees are required to follow all student payroll policies to start and continue employment. Students should consult the Human Resources Office in Thurmond Hall regarding current policies.

#### 4.4.13 Equity in Athletics Disclosure Act Disclosures

In compliance with its duties under federal law, Oklahoma Baptist University makes annual disclosure of the commitment of the University to provide equitable athletic opportunities for men and women students. An annual report is available in the office of the Athletic Director.

#### 4.4.14 Health Insurance

Students not covered by parents' family policies are encouraged to purchase health insurance which provides adequate hospitalization and medical coverage. Students seeking information concerning health insurance should contact the Campus Life Office, GC 101. International students are required to secure health insurance prior to acceptance for admission.

#### 4.4.15 Health Services

Students are expected to assume primary responsibility for individual health needs, including financial responsibility for medical treatment which may be required. The University offers supplementary services through the employment of a Campus Nurse, who is available during specified business hours to consult with students concerning health needs and practices. The principal duties include advising students with health problems; assistance in contacting a physician if the student is unable to take the initiative or unfamiliar with local medical personnel; cooperation with the various departments to provide maximum utilization of health services; and planning/promotion of health education programs available to the University community.

#### 4.4.16 Internal Communications Policy for Students

As a Christian institution of higher education, Oklahoma Baptist University has found that communication is an essential part of the daily interactions that make our existence possible. As a result, members of this community are expected to use the communication means afforded to them here at OBU in a prompt and responsible manner. Communication that

upholds these ideals must not only be timely but also respect the standards set in detail in the Student Handbook and other applicable University policies.

In addition to direct means of communication (person-to-person and via electronic means), the University expects all students to use these primary means of internal communication:

1. Campus Mail (provided to all students)
2. Electronic Mail (provided to all students)
3. University Web Site ([www.okbu.edu](http://www.okbu.edu))

Official University communication may come to a student through any and/or all of these three means. All students are expected, on a regular basis, to accept their mail communication (campus, electronic, and voice) within a reasonable time period from the date of receipt. Under normal operating circumstances, a reasonable time period is defined as 2-3 business days. The term accept is defined as reading or listening to the respective form of mail and making any appropriate and reasonable responses.

Periodic circumstances (such as a break in the academic calendar or extended time off campus) may prevent a response within a normal time frame. During this time, students are expected to make their absence known to those on campus who may try to contact them--i.e. notifying the campus post office, leaving a message on voice mail, or an auto-reply on e-mail.

The web site is not a means to send information to members of the University. However, the web site does serve as a repository for important community information such as policies and procedures and information about various programs and services provided by the University. As a result, students are expected to access the University's web site on a regular and/or as-needed basis to seek the information they need.

#### 4.4.17 Café on the Hill (The Caf)

The Café on the Hill is located in the Geiger Center and provides service to students, faculty, administration, staff, and guests. A valid student ID card must be presented by students who have purchased one of the various meal plans, while others are required to purchase meals individually. Students residing in University residence halls are required to participate in one of the meal plans offered as a room/board package. Students residing in apartment units may purchase a 60-meal or 80-meal plan. Exemptions from meal plan participation are considered only when employment prohibits participation or at the written request of a medical doctor who attests the need for exemption. Food service personnel will make every reasonable attempt to accommodate special dietary needs.

#### 4.4.18 Lost and Found

Articles are gathered in Geiger Center office 209 and each of the residence hall offices. Items may be discarded or donated if not claimed within thirty (30) days.

#### 4.4.19 Mail

Letters and packages addressed to University residents are delivered to the campus bookstore. Residents should advise relatives and friends of their box number. Mailboxes are available, upon request, for students who reside off campus and are enrolled in at least six credit hours. Correspondence addressed to campus organizations is delivered to the sponsor or the Office of Student Development.

#### 4.4.20 Meetings and Facilities

The Office of the Director of Events, Conferences, and Campus is responsible for the campus-wide University Calendar (Grand Calendar) and thus serves as the official clearinghouse for the scheduling of all meetings of campus organizations and all other non-academic meetings or activities held on campus.

Guidelines are required to provide maximum use of space because of constant and heavy demand for meetings and program presentations areas. Priorities apply to some of the facilities which campus organizations may use.

#### 4.4.21 Missing Person Policy

In compliance with Higher Education Act Title IV, Section 485 (j), this policy applies to students who reside in campus housing, including off-campus housing rented by the University.

A student may be considered to be a “missing person” when absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or when a student may be known to be with persons who may endanger the welfare of the student.

All resident students shall have the opportunity to designate an individual or individuals to be emergency contacts in case the student is determined to be missing. The contact will be notified by the University no more than 24 hours from the time the student is determined to be missing. The emergency contact will remain in effect until changed or revoked by the student. If a missing student is under 18 years of age, the University will notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the University.

The University will also notify the Shawnee Police Department when the student is determined to be missing.

#### 4.4.22 Personal Property

The University is not responsible for the personal property of students. Residents of University housing are encouraged to take appropriate precautions to protect property, including obtaining Renter's Insurance.

#### 4.4.23 Publications Board

The Publications Board is an administrative advisory committee which studies the nature and problems of student publications. The board's primary duties are formulation of recommendations concerning The OBU Bison (campus newspaper) and the Yahnseh (yearbook) and the selection of the editors for each publication. The board also acts on requests for on-campus distribution of independent publications and on requests for solicitation of off-campus advertising by student organizations. The board consists of four faculty members, one administrator, and four students.

#### 4.4.24 Sales/Solicitations

Oklahoma Baptist University operates with a centralized fundraising philosophy. All fundraising efforts by OBU faculty, staff, students or organizations must be approved in advance by the Vice President for University Advancement. Applications may be picked up in the Development or Student Activities offices.

Outside agencies are not permitted to solicit sales or offer anything for sale to any employee or student on the University campus, unless approved in advance by the associate vice president for business services.

#### 4.4.25 Severe Weather Conditions

Only during the most severe weather conditions – which could potentially endanger the safety of students or staff – will OBU consider closing or moving to a snow-day schedule. The decision to close or to adopt the snow-day schedule will be made as early as possible and will be released for broadcast on the following radio and television stations:

- KGFF (AM 1450) Shawnee
- KWTW (Channel 9) Oklahoma City
- KIRC (FM 105.5) Seminole/Shawnee
- KOCO (Channel 5) Oklahoma City
- KTOK (AM 1000) Oklahoma City
- KFOR (Channel 4) Oklahoma City

If there are no announcements from the above media, the assumption may be made that OBU will be operating on its regular schedule. The OBU switchboard operator will be informed of the decision by 10 p.m. OBU students and personnel can call the switchboard at 275-2850 or the

University's News and Information Office at 878-2107 for 24-hour information regarding the University's operating schedule.

#### 4.4.26 Snow-Day Schedule

##### **Snow Day Schedule for Mon-Wed-Fri Classes**

- Regular Class Time ..... Snow Day Schedule
- 8-8:50 a.m. .... 9:30-10:15 a.m.
- 9-9:50 a.m. .... 10:25-11:10 a.m.
- 11-11:50 a.m. .... 11:20 a.m.-12:05 p.m.
- 12-12:50 p.m. .... 12:15-1 p.m.
- 1-1:50 p.m. .... 1:10-1:55 p.m.
- 2-2:50 p.m. .... 2:05-2:50 p.m.
- 3-3:50 p.m. .... 3-3:50 p.m.

NOTE: The 10 a.m. period has been absorbed into the adjusted schedule, leaving no free period or Chapel-Assembly during the snow day schedule.

- Snow Day Schedule for Tue-Thur Classes
- Regular Class Time ..... Snow Day Schedule
- 8-9:15 a.m. .... 9:30-10:25 a.m.
- 9:30-10:45 a.m. .... 10:35-11:30 a.m.
- 11 a.m.-12:15 p.m. .... 11:40 a.m.-12:35 p.m.
- 12:30-1:45 p.m. .... 12:45-1:40 p.m.
- 2-3:15 p.m. .... 1:50-2:45 p.m.
- 3:30-4:45 p.m. .... 2:55-3:50 p.m.

EVENING CLASSES will meet as scheduled unless otherwise announced.

University administrative offices will be informed of closing times on days when the Snow Day schedule is utilized. Student workers should contact their supervisors concerning work schedules on such days.

#### 4.4.27 Special Services (Disability Services)

The University provides support services to students with disabilities. The University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. If you have a need for services due to disabilities, please contact the Campus Life Office at 405.585.5250.

#### 4.4.28 Student Grievances

University policies provide the opportunity for students to file grievances concerning academic matters and/or complaints about administrative/staff personnel. Information regarding procedures may be obtained from the Academic Center and/or the Office of Student Development.

#### 4.4.29 Student Publications

The principal publications with which students are directly concerned are The Bison, the student newspaper, and the Yahnseh, the yearbook. Student publications also serve as journalism laboratories, and, as such, are responsible to the Communications department within the College of Fine Arts. The Bison is published regularly and distributed at various locations on campus. The Yahnseh is delivered each September and distributed at that time to students returning from the previous fall and spring semesters.

#### 4.4.30 Testing Services

The Testing Office administers the majority of non-classroom related tests on campus. Among those given are the English Proficiency Exam, the ACT, interest inventory/personality inventory tests, and special accommodation testing. For information on Testing Services, please contact the Milburn Center or the Dean of Students and Vice President of Campus Life.

#### 4.4.31 Voter Registration

All states require that you be a United States citizen by birth or naturalization to register to vote in federal and state elections. You cannot be registered to vote in more than one place at a time. Each state has its own laws regarding registering and voting as well as deadlines for registering to vote and absentee voting. For the latest information, go to [www.canivote.org](http://www.canivote.org). (This nonpartisan website is maintained by the National Association of Secretaries of State.) Voter registration forms are located in the Campus Life Office, GC 101, or in the Library at the Circulation Desk.

### 5.0 Residence Life

*\* See the Residential Life Handbook for a more detailed treatment of housing related issues.*

A long-standing tradition of Oklahoma Baptist University has been the provision of a residential campus. This position has been affirmed through research, which reveals that if students remain in campus housing they are more likely to complete their college education, develop a stronger sense of spiritual formation, participate in campus activities, adjust to various social situations, and establish life-long friendships with students and faculty.



Oklahoma Baptist University shall continue the commitment made to Oklahoma Baptists to provide a residential campus, thus students who choose to reside in off-campus housing without University approval will be subject to disciplinary action which may include suspension from the University.

All unmarried students who are enrolled in eight or more hours must reside in University housing except students who:

1. reside with parent(s) or immediate family or in property owned by the student or parent(s); proof of ownership is required;
2. secure employment for which payment is, or includes housing on the business premises; student must provide proof of employment, that housing is a required condition of employment, and that the housing is owned or leased/rented by the business;
3. have attained the age of 21, or shall during the semester for which the request is made\*; or,
4. have attained senior status (a minimum of 90 credit hours) prior to the semester for which the request is made\*.

\*The latter two requirements are contingent upon the student being in good standing with the University.

Students may request permission to reside off campus by completing an "Off- Campus Exemption Form," which must be approved by both the Dean of Students and Vice President of Campus Life and the Director of the Residential Experience. It is an element of University educational philosophy that students reside on campus during the earlier years of their University experience; thus exceptions to the policy will only be granted to those few "extremely unusual circumstances" which make living off campus necessary for the student's well-being. Permission to reside off campus may be canceled if conditions warrant resulting from behavior not consistent with University philosophy as expressed in institutional policies.

## 5.1 Residence Hall Guidelines

### 5.1.1 Accidents/Emergencies

In an emergency involving a student he/she should contact the appropriate Residence Director or R.A. to alert him/her of the situation. If the Director or R.A. determines that the police, fire department, or ambulance service should be contacted, the agency will be contacted immediately by the staff member. University Police also will be notified by the staff member.

Students who find themselves in a "life threatening" situation, or observe such an incident, should immediately call the appropriate agency (911), followed immediately by calling the Residence Director or R.A., who should be responsible for contacting University Police.

A report of any accident or emergency which occurs at any time is to be reported at once to the Residence Director. If the Residence Director is unavailable, a report is to be made to the

Director of the Residential Experience, another Residence Director, or the Dean of Students and Vice President of Campus Life.

### 5.1.2 Appliances

The following electrical appliances are permitted: desk lamps, computers, radios, stereos, television, clocks, irons, razors, blankets, toothbrushes, refrigerators, and coffee makers with automatic shutoff.

Radios, stereos, and televisions must be operated at volume levels which do not disturb other residents.

Hot pots, hot plates, microwave ovens, toasters, and similar appliances are NOT permitted in Agee, Kerr, Taylor, WMU, or Howard residence halls. Refrigerators must NOT exceed 5 cu. ft. nor use more than 2 amps.

### 5.1.3 Fire Precautions

In the event of fire, residents are reminded to use the stairs leading to the nearest exit. The door and windows to the room should be closed before departing. To help prevent fire, residents are requested to observe the following precautions:

1. Do not overload or abuse electrical outlets.
2. Check appliance cords for frayed or worn areas.
3. Refrain from activities which involve fire or flame.
4. Utilize surge protectors, not extension cords.

Fire equipment is provided on each floor for the protection of human life and property. Tampering or playing with the firefighting equipment and/or alarms is a violation of local, state, and/or federal laws. Section 10-56 of the Shawnee City Code reads: "Whoever in this city shall give or sound a false alarm of fire, without reasonable or probable cause, upon conviction thereof, shall be fined in any sum not to exceed one hundred dollars, plus costs." Further, such event shall result in disciplinary action, including, but not limited to disciplinary probation or disciplinary dismissal. Resident Assistants will provide additional specific instructions of procedures in the cases of fire or tornado warnings in floor meetings.

### 5.1.4 Furniture

An inventory of the furnishings and the state of repair is taken at the start of each year and maintained by the Residence Director. Residents are advised to check the inventory and conditions of the room and furnishings with the Resident Assistant when the room is first occupied. No furniture may be removed from the room unless permission is granted by the Residence Director.

A room/apartment must be acceptably clean when the resident moves from it, or the cost of cleaning will be charged to the resident. Charges for damages, losses, and cleaning will be billed to the student accounts.

### 5.1.5 Guest Rooms

Guest rooms in WMU, Kerr, and Agee Residence Center are available to families of residents and to University guests. Reservation of a guest room can be made by calling the Office of Residential Life at 405.585.5250 during office hours Monday through Friday. Each of the guest rooms may be rented for \$25 per night. Guest rooms are only available after the beginning of the academic year and only when the dorms are open for residents.

### 5.1.6 Housing Assignments

Housing assignments are the responsibility of the Director of the Residential Experience and Residence Directors. Residents are required to file housing requests for each semester of occupancy. Assignments are based on classification, citizenship, institutional needs, GPA, and length of time the student has lived on campus at OBU. See the Residential Life Handbook for Housing Sign Up Guidelines.

### 5.1.7 Housing Visiting Hours

Dorm lobbies are opened until 1 a.m. for opposite sex visitation. Members of the opposite sex are allowed into the dorm rooms every Tuesday from 4 p.m. – 10 p.m., and Friday and Saturday from 2 p.m. – 11 p.m.

Residents returning to University housing units between 1 a.m. and 7 a.m. must use main hall entrances:

- WMU Residence Center: Front (east) door
- Kerr Residence Center: Front (south main) door
- Agee Residence Center: North and South second floor lobby doors
- Taylor Residence Center: Front (south) door

Use of or assisting other(s) to use entries to housing units other than the designated door can result in disciplinary action. Entrance-exit doors in all University housing units are locked from 1 a.m. until 7 a.m.

### 5.1.8 Illness

If a resident becomes ill, the Residence Director and/or R.A. should be notified immediately. Students are expected to be faithful in class attendance. If a student offers illness or participation in an official University activity as an excuse for absences from class, the instructor may elect to require additional work to compensate for class absences. The illness or absence

due to participation in an official University activity must be properly attested by a faculty sponsor or University physician, nurse, residence director or parent (for illness). The student is responsible for assuming the initiative to ensure that course work is not adversely affected by absence, for whatever cause.

### 5.1.9 Laundry Facilities

Washers and dryers are available in all housing units. These appliances are located in the basements of Agee, WMU, and Kerr. They are located in the center building of West University Apartments and in the laundry room at Howard Complex, Midland Apartments, East Devereaux Apartments, and Taylor Residence Center. Laundry facilities are provided for the use of current housing residents only. Midland Apartment residence may use the laundry facility in Agee Residence Hall.

### 5.1.10 Loft bed / Cinderblock Policy

OBU prohibits the use of cinderblocks in all University-owned housing. This policy is in place to protect the safety of the students and the property of the University. In addition, OBU limits the height of loft beds. The sleeping surface of these beds must not exceed 6 feet. Furthermore, students are not permitted to remove the University-provided bed (or any other University-provided furniture) from the room. The University discourages the use of loft beds and reserves the right to inspect and reject any loft bed placed in University-owned housing.

### 5.1.11 Overnight Guests

Residents are permitted to have overnight guests of the same sex. The guest(s) must be 15 years of age or older and must be registered at the Residence Hall Office or with the Residence Director. All guests are subject to approval by the Residence Director. Guests should not extend their visit to inconvenience the roommate(s) or other residents. Guests are discouraged during exam week.

The OBU resident is responsible for the behavior of a non-student guest including the serving of penalties for infractions committed by the non-student guest. Guests may stay two nights free during any given week. A charge of \$5 per night will be assessed for visits over two nights. The student host/hostess should be in the room/apartment where a guest is visiting.

Resident students are expected to maintain residence in their assigned room; however, they may spend the night in other residence hall rooms of the same sex if it does NOT inconvenience the roommate(s) of the host/hostess.

Students spending the night in rooms other than their assigned room are considered guests and are responsible for their own behavior and any infractions of regulations. The student must sign out overnight in his/her own residence hall and be approved by the Residence Director where he/she is visiting.

Babysitting is not permitted in OBU residence halls or apartments.

#### 5.1.12 Pets

No animals (except for fish) are to be kept by students in any OBU residential facilities. Students are fined \$50 per incident for violations of this policy and may be subject to additional fines for multiple incidents.

Students who, because of a disability, seek approval for a support or assistance animal must request a reasonable accommodation through the Student Services Office, and must have appropriate supporting documentation. A determination is then made regarding whether it is reasonable for the animal to be on campus. For policies regarding service animals, please contact Student Services.

#### 5.1.13 Privacy

The University defines the procedural aspects of the right of housing residents to privacy in the Residential Life Agreement Form which each resident is required to read and sign when checking into the housing unit. Generally, search of rooms/apartments must be conducted for cause and approved by designated University officers. The University reserves the right of periodic inspection of room conditions and refrigerator contents by housing staff.

#### 5.1.14 Private Rooms

The resident's room charge is based on double occupancy (two [2] to a room, four [4] to an apartment). When a residence hall room or an apartment bedroom is occupied by one (1) student only, an additional charge is added to the student's bill. Private rooms are usually unavailable at the beginning of the fall term.

It is the responsibility of the student to secure a roommate. Failure to do so will result in the student being charged for a private room.

If a resident's roommate moves from the room during a semester, the person remaining shall have the option of accepting another (double occupancy) room or paying the single occupancy rate on a pro-rated basis.

#### 5.1.15 Protection of Personal Property

The University is not responsible for the loss/damage of money, valuables, or other personal effects. Residents should keep their rooms locked at all times. Immediately report any loss of property to the Resident Assistant or to the Residence Director. A written report of the loss should be submitted to the Residence Director as soon as possible. OBU strongly encourages all campus residents to obtain renter's insurance on their personal property.

### 5.1.16 Public Rooms

Study lounges, conference, recreational, weight, exercise, and laundry rooms are provided for the convenience of on-campus residents. Care of the furnishings and considerate use of these and other public areas are responsibilities of each resident. Irresponsible behavior in and/or physical abuse of these facilities can result in assessment of penalties and/or banishment from the facility.

### 5.1.17 Quiet Hours

Residents should observe and respect quiet hours (10 p.m. until 10 a.m. on weeknights/midnight to noon on weekends) to permit students to rest or to study without being disturbed. At all times, the residents shall keep noise at a reasonable and prudent level. Residents are reminded that they are expected to be responsible and courteous to people around them.

Residents of each floor are expected to deal with any problems of noise that may arise through communication, floor meetings, or consultation with the Resident Assistant. If a problem persists, residents who violate quiet hours are subject to disciplinary action.

Vocal practice and instrumental playing are not permitted at any time. There are no "playing fields" within the housing facilities, therefore, games requiring physical activity must be played outside the building.

### 5.1.18 Room Changes

The Residential Life staff is committed to Christian reconciliation. Room changes will not be granted automatically. Each resident will participate in a reconciliation process in order to promote learning and growth. If a student desires a room/apartment change, the proper paperwork must be filled out by all parties involved. The resident must go by the RA desk or the Residential Life Office and pick up a "Request for Housing Change" form. Approval must be made by Director of the Residential Experience before anyone can move. Moving without permission will result in your room change being denied and you will be required to return to your assigned room.

### 5.1.19 Sales in Housing / Solicitors

Sale of food or other products by members of chartered campus organizations is permitted provided that permission is obtained from the Residential Life office at least twenty-four (24) hours before the desired time of sales. Failure to comply with guidelines can result in withdrawal of sales opportunities and disciplinary action. Solicitation of and sales efforts directed toward students on campus must be authorized by the Dean of Students and Vice President of Campus Life. Residents should report immediately the presence of unauthorized solicitors or salesmen, or those exceeding the limits of authorization to the Residence Director

or the Dean of Students and Vice President of Campus Life. Door-to-door solicitation is not allowed. This restriction is not intended to limit the right of OBU students to canvass or solicit support on campus for religious or political causes and candidates. However, all soliciting/canvassing must be approved through the Student Development or Residential Life offices.

#### 5.1.20 Storage

The University has very little storage space for students. It is recommended that students utilize local storage facilities for summer storage and to store items that will not fit in their room during the academic year. Storage areas are provided in housing units as follows:

WMU: basement (for current residents during their occupancy).

All items must be labeled for identification before being placed in storage. Key security is maintained by housing staff, but residents are reminded that the University does not assume any responsibility for personal belongings. All items stored during an academic year must be removed by September 1 of the following academic year unless the owner is still a resident of the University owned housing. If items are not removed, they will be disposed of at the discretion of the Residence Director.

#### 5.1.21 Vacating of Room

Each resident who moves into OBU housing is obligated to pay the housing charges for the entire semester. Exceptions to this policy apply to students who withdraw from the University or receive exemption from the Director of Residence Hall. When vacating a residence hall room or apartment, each resident must:

1. Remove all personal items and clean room/apt.
2. Return all keys to the RA Desk and sign appropriate paperwork.
3. Provide a forwarding address to the OBU Mail Room.
4. Confirm that any needed housing for future terms has been obtained.

#### 5.1.22 Visitors

Visitors of the opposite sex are not allowed in residence hall rooms, apartment bedrooms, or restricted areas except at designated times, e.g., hall visitation, or by permission from the Residence Director. The student host/hostess must be in the apartment when a guest of the opposite sex is present. Residents' family members may visit in restricted areas of housing units at the discretion of the Residence Director. Residents are responsible for their visitors and their actions. Student visitors also are liable to disciplinary action for violation of regulations.

## 6.0 Traditions

### 6.1 Freshman Beanies

Freshman Beanies are furnished for each freshman and/or transfer student.

### 6.2 Welcome Week

A period of activities designed to facilitate the adjustment of new students to the OBU campus and college life. Students are encouraged to participate in the planned activities and attend scheduled sessions throughout the orientation period.

### 6.3 Harvest Festival

The annual Harvest Festival is celebrated in early November in conjunction with Homecoming. The Bison and Lady Bison basketball teams play on Saturday afternoon of Homecoming. Comprising the Harvest Court are the Harvest Queen and Harvest King, Best All-Around Man and Woman, and Most Servant-Like Man and Woman selected by students in an election prior to the festivities.

### 6.4 Hanging of the Green

Christmas is a special time on Bison Hill, as the holiday season highlights the annual Hanging of the Green. The events of this evening of activities include a formal dinner, music, drama, and the beautifully staged Hanging of the Green.

## 7.0 Motor Vehicle Regulations

### 7.1 Introduction

The motor vehicle regulations are designed to allow the orderly movement and parking of motor vehicles on campus and to provide adequate access to campus buildings for service and emergency vehicles. All persons who operate a motor vehicle on University property are expected to observe the regulations and are subject to disciplinary action for failure to follow the regulations set forth by the University. The penalties assessed can lead to, but are not limited to, the revocation of the privilege of operating and maintaining a motor vehicle on campus.



## 7.2 Disclaimer

The owner and/or operator of any vehicle to be operated or maintained on campus shall assume all risk and responsibility for the vehicle and any loss or damage to any such vehicle and/or its contents. The University will not assume responsibility for the safety, care, or protection of any such vehicle and/or its contents.

## 7.3 Motor Vehicles

### 7.3.1 Registration

A motor vehicle to be operated or maintained on campus by a student or faculty/staff member must be registered with the University Police Department within five business days after the vehicle is first brought on campus.

More than one vehicle may be registered. FAILURE TO REGISTER YOUR VEHICLE(S) WILL RESULT IN A FINE OR DISCIPLINARY ACTION. Vehicle registrants are responsible for all violations of registration and parking regulations involving the vehicle they have registered, whoever the operator may be.

The registrant is responsible for maintaining the accuracy of the information provided to the University. The permit must be permanently and completely mounted on the vehicle registered. Taping or the partial mounting of a permit on a vehicle will not be considered proper. Only one current year permit is to be issued and affixed to any vehicle with the exception of one additional TEMPORARY MEDICAL permit per vehicle. Vehicle permits are the property of Oklahoma Baptist University and must be surrendered to University Police upon request.

1. Permits will be obtained at the University Police Department.
2. The mounting location for permits on automobiles is the rear bumper on the driver's side. If this is not practical, the permit may be mounted on the exterior of the rear window on the lower corner of the driver's side. In both cases the permit should be mounted to be visible from directly behind the vehicle.
3. Permits are mounted on the right front fork assembly of all two- and three-wheeled motor vehicles.

### 7.3.2 Permit Classifications

Registrants of vehicles receive a permit according to their classification status as follows. Permits are valid, with exceptions, until July 31.

| <b>CLASSIFICATION</b>   | <b>RESIDENCE</b>                    | <b>COLOR</b> |
|-------------------------|-------------------------------------|--------------|
| Apartment Housing South | WUA / HRC / Howard Apt. /<br>E. Dev | Magenta      |

|                         |  |        |
|-------------------------|--|--------|
| Apartment Village       | Village Apartments / The Lodge / Taylor Residence Center | Black  |
| Commuter                | Off campus / University owned houses                     | Yellow |
| Dorm Housing            | Agee   | Blue   |
| Dorm Housing            | WMU / Kerr   | Gold   |
| Married Student Housing | Cobbs / Burns / W. Dev                                   | Silver |
| OBU Employee            |  | Green  |
| Vendor Employees        |  | White  |

### 7.3.3 Temporary Medical Permits

Registrants of vehicles that receive a permit according to the classification status of the University may also apply for a temporary medical permit when necessary. The application for the permit can be obtained in the University Nurses Office. The permit should be placed on the vehicle rear view mirror and shall be accompanied by an explanatory letter from the Campus Nurse. The permit will explain the special parking privileges. At no time is the registrant authorized to park in marked handicapped spaces or any space reserved for visitors. State issued "Handicapped" permits should be used for permanent Medical conditions.

### 7.3.4 Parking On Campus

A parking space is defined as any area in a parking lot bounded by lines, posts, curbs, or other types of barriers on three sides. To be properly parked, a vehicle must be wholly within the area, parked front first of one parking space. Backing into parking spaces is prohibited. Parking in fire lanes is prohibited at all times. The University reserves the right to confiscate the permit, deny the privilege of operating a vehicle, or to tow at owner's expense and liability, any vehicle that is in violation of any vehicle regulation.

Lack of space in a particular lot is not a valid excuse for violating parking regulations and will not be considered as a valid basis for appeal.

### 7.3.5 Restricted Parking Spaces

All spaces set apart by RED, BLACK, GREEN or YELLOW PAINT on curb or parking block are reserved.

- VISITOR (Green) - reserved at all times for persons who are not students or faculty/staff
- MAINTENANCE (Black) - reserved at all times for Physical Plant personnel.
- RESERVED (Black) - Faculty, Staff and University-owned vehicles.
- FIRE LANES (Red) - curbs painted red reserved for firefighting equipment
- NO PARKING - any yellow curb indicates NO PARKING with exception of loading zones, which are labeled.

- LOADING ZONES (Yellow) - established for loading and unloading purposes only. Parking in these areas for any other usage is prohibited.
- HANDICAPPED - vehicles bearing current State permits issued to the permanently disabled.
- OFF-ROAD PARKING and PARKING ON GRASS is prohibited and will be fined as Parking in a No Parking Zone.

Students may use reserved spaces in unrestricted hours. Refer to Restricted Parking Lots for restricted hours. All other spaces are to be used as explained above.

### 7.3.6 Restricted Parking Lots

The following parking areas have restrictions: (During January Term, at the end of Spring Term and the beginning of Fall Term, residents of campus housing also may park in any parking space normally restricted to commuter students.)

| Parking Lot                                       | Restriction   |
|---|---|
| Oval  | Reserved for commuter students and visitors, 2 a.m. to 5 p.m., M-F  |
| Bailey/ Montgomery Hall                           | Reserved for commuter students, visitors and OBU employees, 2 a.m. to 5 p.m., M-F. The far west lot of Montgomery Hall is also reserved for Kerr and WMU residents. |
| Geiger Center                                     | Reserved for visitors and OBU employees, 2 a.m. to 7 p.m., M-F  |
| MacArthur St.                                     | Reserved for visitors and OBU employees, 2 a.m. to 5 p.m., M-F  |
| Raley Chapel Drive                                | Reserved for OBU employees, 2 a.m. to 5 p.m., M-F   |
| Raley North Lot                                   | Reserved for visitors and commuters, 2 a.m. to 5 p.m., M-F  |
| All Residence Centers and Apartment Lots          | Reserved for residents of facilities only   |
| Art Annex   | Reserved for commuter students, visitors and OBU employees 2 a.m. to 5 p.m. M-F   |
| Cargill Center Drive                              | Reserved for visitors and employees of Cargill Center   |
| Noble East, Tennis, Soccer, and Baseball/Softball | Open parking  |

### 7.3.7 Regulations Governing Vehicle Operation

1. Vehicle operation on campus must conform to all applicable state and local laws, statutes, rules, and regulations, as well as those University rules and regulations contained herein.
2. When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to yield to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
3. Pedestrians have right-of-way on campus at all times. Pedestrians do not have the right to impede the normal flow of traffic for an indefinite period of time.
4. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.
5. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.
6. The maximum speed limit on campus is 15 miles per hour. This speed limit is considered the maximum for normal conditions. Vehicles may not be operated at any speeds which are excessive for conditions that may exist.
7. Any person operating a vehicle on campus shall be responsible for the control and safe operation of the vehicle and the observance of any traffic control signs, barriers, or other traffic control devices, and these regulations.
8. Any accident involving a vehicle that occurs on campus must be reported to the University Police Department as soon as possible after the accident.
9. Operation of a vehicle in any area other than a street, roadway, or parking area intended for vehicles is prohibited.
10. Operators of a motor vehicle must abide by parking regulations that apply to the permit issued and mounted on the vehicle.

### 7.3.8 Appeals Procedures

1. Written appeals must be filed within five business days with the Chief of University Police Department. Appeal forms are available from the University Police Department.
2. The Chief of University Police will rule within 10 business days of the appeal. Notification of the ruling will be sent to the appellant in writing through campus mail.
3. Decisions of the Chief of University Police may be appealed to the Traffic Appeals Board which has final authority. An administrative fee of \$10 will be assessed per application for a hearing by the Traffic Appeals Board. Applications to the Appeals Board may be made at the Business Office in Thurmond Hall, Room 104.

4. Appeals to the Traffic Appeals Board will be heard by the board within six (6) weeks from the date of application to the board.

### 7.3.9 Fines for Violations of Regulations

#### Violations of Regulations Concerning Registration

- Vehicle registration not current..... \$40.00
- Permit not properly mounted on vehicle ..... \$10.00
- Falsification of registration information ..... \$40.00
- Unauthorized use, reproduction, or alteration of permit ..... \$50.00

#### Violations of Regulations Concerning Vehicle Operation

- Exceeding the posted speed limit ..... \$40.00
- Reckless driving or racing..... \$40.00
- Driving off road or street ..... \$30.00
- Failure to yield the right-of-way to pedestrians..... \$40.00
- Operating an excessively loud vehicle ..... \$15.00
- Failure to report an accident ..... \$15.00
- Failure to obey a traffic officer, signal, or device ..... \$40.00
- Unauthorized vehicular access in fenced areas restricted from motor vehicles ..... \$100.00

#### Violations of Regulations Concerning Parking of Vehicles

- Unauthorized use of a Disabled Space ..... \$100.00
- Unauthorized use of a restricted area ..... \$30.00
- Parking in a Fire Lane ..... \$100.00
- Improper Parking ..... \$30.00
- Parking or standing in a roadway or traffic lane..... \$30.00
- Overtime parking in or unauthorized use of a loading zone ..... \$30.00
- Parking in a No Parking Zone ..... \$30.00

## 7.4 Bike Policy

### 7.4.1 General Regulations

Cycling is an excellent way to travel around the campus community. Due to the large number of pedestrians and the risk of theft and/or abandonment, cyclists must exercise safety by following the campus bike policy.

### 7.4.2 Registration

All bicycles must be registered with the university. Registration is free and will be filed with the University Police Department. Registration is valid for six years and will include physical

address, phone number, make, model, serial number and estimated value. The registered owner is responsible for communicating any change in address or phone number with the University Police Department. The registered owner will receive a decal that should be placed on the bike frame below the seat. The owner or person to whom a bicycle registration is issued is responsible for any parking or registration violations and associated fines in which the bicycle is involved.

### 7.4.3 Riding

Two and three wheeled bicycles may be operated on those sidewalks that provide the shortest and most direct route between a bicycle rack and the street, roadway, or parking area closest to the bike rack.

### 7.4.4 Parking

Bicycle parking is permitted on bike racks only. Bicycles should be locked on racks in order to promote maximum security. When a bike is parked for an extended amount of time in long term parking areas, it is strongly encouraged that the seat and any quick release tires be removed.

Bicycles may not be parked inside buildings.

### 7.4.5 Designated Parking Area

Bicycles parked, chained or otherwise attached to trees, plants, railing, posts, signs, light poles, handicapped ramps, or any other than a bike rack may be impounded. The University assumes no responsibility for the care and protection of any bicycle, attached accessory, or contents, at any time the bicycle is operated or parked on campus.

Bicycle racks designated for long term parking can be utilized throughout the school year without penalty for parking.

The following bicycle racks are designated as long-term parking areas:

- Agee Residence Center
- Burns & Cobb Apartments
- East Devereaux Apartments
- Howard Apartments
- Kerr Dormitory
- Village Apartments
- The Lodge
- Taylor Residence Center
- West Devereaux Apartments
- West University Apartments
- WMU Dormitory

All bicycle racks not specifically designated as long-term parking areas are considered short term parking areas. Bicycles racks designated for short term parking can be utilized up to 3 days without penalty.

#### 7.5.6 Violations and Fines (Bicycles)

Parking and registration violations will be assessed a fine of \$15 by appropriate University officials. Fines can be appealed within 10 business days of the ticket issue or paid in the Business Office in Thurmond Hall. If not paid, a fine will be billed to the registered student's account.

#### 7.5.7 Impounding

Bicycles may be impounded for the following reasons: Illegal parking, lack of registration, and/or abandonment. The University will not be liable for any damage or loss caused by impoundment. Impounded bicycles will be placed in storage until the end of the current academic year. The University will dispose of impounded bicycles after the end of the current academic year. Release of impounded bicycles requires proof of registration, ownership, and proper release form from the designated campus agency.

Abandonment: A bicycle that does not show any sign of recent use or owner care is considered abandoned. Abandoned bicycles may be picked up and impounded.

#### 7.5.8 Theft

Any bicycle suspected of being stolen should be reported immediately to the University Police Department.

# Appendix A

## The Baptist Faith & Message as adopted by the Baptist General of Oklahoma

### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.



## **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

## **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ.

He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26;

15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12,8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

## **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

## **VI. The Church**

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

## **VII. Baptism and the Lord's Supper**

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

## **VIII. The Lord's Day**

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I

Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

## **IX. The Kingdom**

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21- 22.

## **X. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

## **XI. Evangelism and Missions**

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15;

13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

## **XII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

## **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

## **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

#### **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

#### **XVI. Peace and War**

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

## **XVII. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

## **XVIII. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his



wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.