



# STUDENT HANDBOOK

2022-2023



## **In Case of an Emergency...**

All Students should be familiar with the emergency procedures at JBU so that they can act quickly and intelligently if an emergency should occur.

**\*The area code for Siloam Springs is (479).**

### **Fire**

All campus buildings have fire escape routes clearly posted, including the locations of fire extinguishers and nearest exits. In the event of a fire, follow the designated routes quickly.

### **Severe Weather**

Northwest Arkansas is prone to severe weather. In case a Tornado Watch or Warning is issued, students need to follow proper procedures.

A Tornado Watch means that conditions are right for a tornado. During a Watch, Campus Safety and the Residence Life staff will monitor the weather reports.

A Tornado Warning means that a tornado is imminent. When a Warning is issued, students will be asked to move to a secure location.

For your own protection, it is mandatory to move to the secure locations during a Tornado Warning. Resident students are not permitted to return to their rooms until the Warning is over. For your safety, the Siloam Springs Department of Emergency Management has established a system of storm warning sirens. Their use is as follows:

- A long steady blast is for a Tornado Warning, take cover.
- A wailing or rising and falling blast is for nuclear attack and periodic testing.

If you have any questions concerning severe weather procedure, contact a member of the Residence Life staff or Campus Safety.

### **Emergency Telephone Numbers**

Fire/Ambulance	9-911	┌ If using campus phone └ (911 for cell phones)
Police	9-911	
Poison Control	1-800-482-8948	
	1-800-332-6633	
Campus Safety	215-5000 - Call or text	
Hospital Emergency Room	524-4141	

*(continued on next page)*

**Medical Help/Advice**

Student Health Services	524-7320
Siloam Springs Medical Center	524-3141
AIDS Hotline	1-800-342-1437
NWA Center for Sexual Assault	1-800-794-4175
CDC Travel Information	1-404-332-4559
Suicide Crisis Text Line	Text HOME to 741 741 (free, 24/7 crisis support)
National Suicide Prevention Life Line	1-800-273-8255

**Secure Locations *(in case of a tornado)***

If you're in:

J.Alvin Residence Hall  
Mayfield Residence Hall  
Arts Buildings  
Bell Science Hall



Go to...

Basements

Northslope Apartments  
West Twin Springs Apartments

Walton Health Complex (if time),  
otherwise use bathrooms (inside wall)

Townhouses

Downstairs bathrooms

LRC

Downstairs bathrooms, Media Lab,  
hallway, or offices without  
outside walls.

Cathedral

Inner hallways on the lower level

Walton Lifetime Health Complex &  
Bill George Arena

Lower stairways or locker rooms

Walker Residence Hall,  
Berry Performing Arts Center  
Balzer Technology Center &  
Hutcheson Hall

Lower level stairways, away from  
outer walls; restrooms; corridors  
or hallways; small inner office  
areas, away from glass.

## Letter from the President



Dear Students:

Welcome to John Brown University. I trust that your summer has been refreshing and rewarding. We have been looking forward to your arrival because the campus takes on new life with your presence.

John Brown University is committed to offering first-rate academic programs in a supportive Christian community. It is our desire that you will flourish during your time here by coming to understand God, His world, and His design for your life.

You are joining a diverse, talented, and faithful student body. Last year, students came from 33 states and 44 countries, representing over 42 different denominations. JBU's academic and athletic teams competed at the highest levels, receiving outstanding recognition in national competitions and tournaments.

Moreover, many JBU students are actively involved in Christian missions and service through short-term trips, CAUSE student ministries and other activities. I expect that you will find your niche, if you haven't already, and make your own valuable contributions to the JBU community and beyond.

John Brown University is first and foremost a teaching institution, and our faculty, staff and administrators are dedicated to helping students learn. They are excellent scholars and professionals as well as caring people committed to mentoring and advising students. You should take the initiative to get to know them because these relationships may well be life-changing.

This handbook should answer most, if not all, of your questions. It outlines the policies and standards that should guide your choices while you are a part of the JBU community. We have set these standards in the context of Biblical, legal and community expectations, and we trust that they will enable you to thrive here as a student and as a child of God.

Carey and I are eagerly looking forward to meeting you. May God bless and keep you during your time here at John Brown University.

Godspeed,

A handwritten signature in cursive script, reading "Charles W. Pollard".

Dr. Chip Pollard  
President

## Introduction

This Student Handbook provides JBU students with information on a broad spectrum of life at John Brown University. Written so it primarily targets new students, it makes no assumptions about the prior knowledge a student might have about JBU. Nonetheless, students who have been at JBU for some time also find the handbook to be a valuable resource for understanding policies and procedures. We hope this handbook helps you understand student life and the expectations for college living at JBU.

## Mission Statement

John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

## History

From 1919 to this new school year, John Brown University has been dedicated to excellence in Christian higher education. The founder, Dr. John E. Brown Sr., (1879-1957) was one of America's outstanding evangelists for over fifty years. He was an educator as well. At the age of 22, he was President of Scarritt Collegiate Institute, alma mater of Will Rogers.

As he traveled across America in his evangelistic crusades, he dreamed of a university that would evidence academic excellence (head), commitment to Christ (heart), and practical training (hand). An author and pioneer radio broadcaster, Dr. Brown had an optimism made possible by his firm conviction that this was God's work.

In 1919, he, along with his wife and family and a few friends, gathered in the Brown's 300-acre cornfield to dedicate the family property to the building of a school – a unique school that would impact the world.

From its modest beginning in a single-frame building with 70 students, the school has grown to over 2,400 students. Today you are part of this worldwide outreach of John Brown University.



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*The Student Handbook contains policies and guidelines for the purpose of aiding students in living within the campus community. The handbook is not considered a contractual agreement. Lifestyle expectations, campus programs and other information and regulations are subject to change at the discretion of the controlling entities within the university.*

# ACADEMICS

You are here at JBU primarily to get an education, of course. Even though your education at JBU will include many dimensions (spiritual, physical, social, interpersonal, occupational, and intellectual), the formal part of your college education will mostly take place in the classroom.

A comprehensive source for academic information is the John Brown University Catalog which is available on-line on the Academics page of the JBU web site or from the Registrar's office. Here are a few of the essentials:

## Classification

College students are classified in several ways. The number of hours you have successfully completed determines whether you will be called a freshman, sophomore, junior, or senior. Students are also classified as full time (taking 12 hours or more per semester) or part time (taking less than 12 hours per semester).

For more information about student classifications, to determine the number of hours you can take in a semester, or to discuss transfer credit, contact the Registrar's office personnel.

## Class Attendance

Attendance of all classes and lab sessions is important. If you need to miss class for any reason, notify your instructor. Some absences may be excused (see the university catalog). It is your responsibility to check with your instructor about any missed assignments. Faculty members are not obligated or expected to let you make up work due to unexcused absences. Also, failure to attend classes for two consecutive weeks may result in disenrollment from the university.

Instructors differ in their class attendance policies, but there is a university-wide policy that you should know about: a failing grade will result in any course in which you miss half or more of the classes. Finally, please see Chapel Expectations for policies regarding your chapel attendance.

## Academic Integrity

As a Christian institution of higher education, John Brown University seeks to maintain the highest standards of academic integrity. Violations of these standards will result in substantial penalties. Violations and their definitions are as follows:

1. **Plagiarism:** Submitting as part or all of one's own work material that is copied or paraphrased from another source, including online sources, without the proper acknowledgment of that source. Examples include: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
2. **Cheating:** Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include: looking at a peer's exam, altering a graded exam, using notes without permission, etc.
3. **Fabrication:** Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.

4. Facilitating academic dishonesty: Helping another student violate this policy. Examples include: allowing one's work to be copied, working together on an assignment where collaboration is not allowed, doing work for another student.

## **Faculty Action Regarding Violations of Academic Integrity**

All violations of the academic integrity policy will be reported to the AVP of Academic Administration, who will maintain a file on student offenses.

First offense: In the first case of dishonesty, the faculty member will normally give the student a zero for the assignment or test on which the student has been dishonest. Faculty members are free to impose more severe penalties if such penalties are announced in the course syllabus.

Second offense: A second violation of the integrity policy in the same course or in any other course will result in an F in the course.

Third offense: Any further violations of the integrity policy may result in suspension or dismissal from the university.

Appeals: A student who feels that he or she has been unfairly accused or unjustly treated may appeal to the Associate Vice President for Academic Administration.

## **Education Regarding Academic Integrity Policy**

John Brown University is responsible to clearly articulate the Academic Integrity Policy to students and faculty by publishing it in the Student Handbook and the Faculty Handbook and by informing all first-year students of this policy. Furthermore, faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

## **Academic Grievances**

If a student has an academic grievance against a faculty member (alleged violations of student's rights such as unequal treatment or violation of grading procedures as stated in the course syllabus), he or she should go through the process described in Academic Grievance Process of this manual. If a student has a grievance about other academic matters (such as appealing a graduation requirement, or a withdrawal penalty), he or she should follow the "Academic Appeal Process" outlined in the university catalog. For grievances that are not academic in nature, see the Student Grievance Process.

## **REGISTRAR'S OFFICE**

**Chapman Administration Building**

**Dr. Rebecca Weimer, Registrar: 524-7493**

**Sarah Philpot, Associate Registrar: 524-7138**

**Julie McGarrah, Computer System (Records Coordinator): 524-7103**

**Sue Daugherty, Advising & Retention System: 524-7331**

**Vanessa Norrell, Office Manager: 524-7158**

The primary responsibility of the Registrar's office is to maintain student academic records. However, they also schedule classes and monitor students' progress toward their degrees. Other responsibilities



include evaluation of transfer credits, advising students regarding online and summer class work and processing student transcripts.

## **Getting Help**

Each student will be assigned to a faculty advisor. Your advisor will help you develop a four-year plan and will work with you each semester to be sure you are on track. Your advisor is also available to discuss any academic problems you might be having. The Office of Academic Assistance is also available. If you are struggling in any class, seek help right away.

## **Withdrawing from JBU**

If you think you may have to withdraw from JBU, first make an appointment with the Coordinator of Student Success. He would like to talk it over with you to assess the situation and help you decide what course of action will be most beneficial to you.

If you decide to withdraw, you will receive a check-out form to take to several people who need to know you are leaving. This will ensure you are withdrawing in good standing so there will be no hindrance in returning to JBU or transferring elsewhere.

It should be noted that withdrawal has financial implications. (See "Adjustments of Accounts" in the university catalog.)

## **STUDENT SUPPORT SERVICES**

**Learning Resource Center, Room 148**

**Kyle Ireland, Student Support Services Director: 524-7400**

**Suzie Wisdom, Administrative Assistant: 524-7471**

**Deborah Raiees-Dana, General Academic Advisor/ Tutor Program Coordinator/ Math Specialist: 524-7217**

**Rachel Robison, Academic Assistance Coordinator: 524-7401**

**Lisa Hacker, Reading/Writing Specialist: 524-7409**

Student Support Services is a federally funded grant program of the Department of Education designed to promote student academic success. The goal of SSS is to increase the college retention and graduation rates of the participants and facilitate the process of transition from one level of higher education to the next.

The purpose of the program is to assist students who fit federal low-income eligibility guidelines, who are first-generation college students or who have documented disabilities, to stay in school and graduate. This is accomplished through offering a number of academic and personal support services.

The Student Support Services program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their post-secondary education. The Student support Services program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants.

## **Office of Academic Assistance**

The Office of Academic Assistance offers assistance with study skills, test-taking skills, time management, learning styles, and other learning strategies. This office also coordinates the class tutoring program for professors. Any students who are struggling in classes or who want to improve their academic performance should visit the Office of Academic Assistance, LRC 148.

## **Aspire - Academic Support For Inspiring And Reaching Excellence**

ASPIRE supports students academically so that they have the opportunity to be successful in their first year at JBU. As a part of the Head, Heart, Hand Mission of JBU, we seek to come alongside students who may need additional academic assistance during their first year at John Brown University in order to offer guidance, support, and accountability.

ASPIRE is required for all students who are admitted to John Brown University on Special Action admission; that is, students who have either a high school GPA below 2.5, a composite ACT score of 19 or below, or a combined SAT score of 940 or below.

## **OFFICE OF DISABILITY AND TESTING SERVICES**

**Learning Resource Center, Room 150**

**Jarrod Heathcote, Coordinator of Disability and Testing Services: 524-7464**

The Office of Disability Services coordinates services needed by students who have physical, learning, emotion and psychological/psychiatric disabilities. All requests for accommodations, whether physical or academic, should be made through the Office of Disability Services.

View the Disability Services Handbook for more information on our mission and policies. For questions on required disability documentation, view the Guidelines for Documentation of Disability. For compliance guidelines, view the Disability Grievance Procedure.

## **LIBRARY**

**Entrance: First floor, Learning Resource Center**

**Taylor Vanlandingham, Library Director: 524-1527**

**Marikit Fain, Archives and Special Collections Librarian: 524-7207**

**Rachel Maxson, Instruction Librarian: 524-7355**

**Jake Posey, Access Librarian: 524-7276**

**Paula Phillips, Periodicals Coordinator: 524-7185**

**Circulation Services: 524-7202**

The John Brown University Library contains over 115,000 books and multimedia items, as well as 330,000 e-books. Over 94,000 periodical titles are available in electronic and print formats. In addition to the main collection, the Library has reference, reserve, film, juvenile (Romig Collection), healthy relationship resources (Oliver Collection), archive, and game collections.

During the fall and spring semesters, the Library is open seven days a week, with six of those days open late hours. A number of individual carrels, tables, and study/conference rooms are available. Study rooms may be reserved ahead of time. Comfortable seating for leisure reading is located on both levels of the

Library. Located on the first floor of the Library there is a general-purpose computer lab with all-in-one printer-copier-scanners. Food and drink are allowed, however please be respectful of the library space and materials.

Students are encouraged to consult the library staff for help in locating research materials for papers and projects. Research questions may be asked in person, by phone, email, video call, or online chat. One-on-one and group sessions for library instruction are available, and tours can be arranged.

The JBU Library provides efficient interlibrary loan services to its students. Books and articles may be requested. Books can take up to two weeks, while articles typically arrive digitally in 2-3 business days. Normally, there is no charge for interlibrary loan services.

JBU students may have up to 20 items checked out at any time. The Reserve Collection houses materials needed for required and supplemental assignments. Reserve materials circulate for three hours, and must be used within the Library. Students are responsible for a replacement fee for lost or damaged items.

The Writing Center is located on the first floor of the Library and offers consultations and assistance with each stage of the writing process. The ITS Help Desk is also located on the first floor in the back left hand corner of the library. The Media Lab can be accessed through the ITS Help Desk office.

The JBU Archives is located in the Alumni Welcome Center, and contains photos, artifacts, and other materials relevant to the history of JBU.

Current information about library hours, links to online resources, an interlibrary loan form, research assistance, access to the Library's online catalog, and other services can be found at the Library's website: <http://www.jbu.edu/library/>.

## SERVICES FOR STUDENTS

### STUDENT DEVELOPMENT DEPARTMENT

**Walker Student Center, first floor**

**Dr. Steve Beers, Vice President of Student Development: 524-7252**

**Denise Farine, Administrative Assistant: 524-7252**

Student Development is a broad department covering a variety of services especially for students. Dr. Steve Beers oversees the Student Development staff and departments. If you do not know whom to see about any question you may have, stop by one of these offices.

The following services or departments fall under the umbrella of Student Development. They are further explained on the following pages.

- Career Development Center
- Counseling Center
- Student Activities
- Student Orientation

- Residence Life
- Student Health Services
- Office of Christian Formation
- International Programs
- Campus Safety
- Intercollegiate Athletics
- Intramurals

*Student Development Mission Statement:*

*"The mission of the Student Development department is to develop Christ-centered students who actively pursue intellectual and spiritual excellence. We develop students through creating services, resources, programs, intentional relationships, and a positive campus environment".*

## CAREER DEVELOPMENT CENTER

**Walker Student Center, Room 145**

**Director: 524-7282**

**Rebekah Brown, Project Coordinator: 524-7365**

<http://www.jbu.edu/career-development/>

The mission of the Career Development Center is to advance the Kingdom of God by teaching students to continually integrate who they are with the decisions and opportunities He has/will put before them. The Career Development Center wants to help you develop the skills necessary to succeed in the work world (résumé writing, effective interviewing, job searching, etc.). We also want to help you discover what skills, abilities, interests, and concerns God has given you and then see where these might fit into a major or into a profession. We believe in work as a way to glorify God and represent Christ to others (Romans 12: 1-2).

*"There are all different kinds of voices calling you to all different kinds of work, and the problem is to find out which is the voice of God rather than society, say, or the super ego, or self interest.... The place that God calls you to is the place where your deep gladness and the world's deep hunger meet".*

—Frederick Buechner

The following resources and services are available in the Career Development Center:

[www.jbu.edu/cdc](http://www.jbu.edu/cdc)

Career Guidance and Testing

Mock Interviews

Resume and Cover Letter Preparation

Career Resource Center

Job Postings

Internship Information

Information about Graduate School Entrance Exams

Employment Directories and Company Files

Annual Graduate School Fair

Corporate Visit Day Program

Computerized Career Testing (Focus II)

Missionary Agency Information

Help with Choosing a Major

Help for Students who are Unsure about Life after Graduation

Online Resume Database  
Strong Interest Inventory  
Myers Briggs Type indicator

The Career Development Center is open Monday through Friday, 8 a.m. to 5 p.m.

## STUDENT COUNSELING CENTER

**100 S. Holly Street**

**Emily Moore, Dean of Student Care and Director of Student Counseling**

**Mollie Reddin, Counselor**

**Kendra Cooke, Administrative Assistant, 524-7251**

**studentcounselingcenter@jbu.edu**

Taking care of your emotional health is an important part of getting the most out of your JBU experience. The staff of the Student Counseling Center is here to help. Students come to see us for many different reasons, such as feeling depressed or worried, concerned about a friend or family member, eating and body image problems, sexual assault, self-esteem problems, identity issues, or academic stress. One of these may be a problem for you, or yours may be something quite different. Students sometimes worry that their problem isn't "big enough" to see a counselor, but we're here to support you at whatever level you need! Information about our confidential services, our staff and making an appointment can be found [here on Eaglenet](#) or by calling the administrative assistant at 524-7251.

## STUDENT ACTIVITIES

**Walker Student Center, Room 144**

**Langley Burton, Director of Student Activities: 524-7475**

**Eve Jagger, Administrative Assistant: 524-7227**

The Student Activities office has been established to provide significant community-building activities for students that serve as a catalyst for deeper relationships.

**Student Events and Activities (SEA)** cultivates community, culture and creativity within the JBU campus. We provide entertainment and experiences that bring the entire student body together. Through our events, we hope JBU students connect with new people, nurture existing friendships and impact the campus atmosphere.

SEA coordinates creative activities that build tradition such as Mock Rock and the Talent Show as well as community events including concerts, Lake Skate, movie nights, bonfires and other new and unique events. See page 20 for more examples of JBU events and activities.

For event details and updates, visit us on Instagram at @jbu.sea, [www.instagram.com/jbu.sea](http://www.instagram.com/jbu.sea).

## STUDENT ORIENTATION

**Walker Student Center, Room 138**

**Sarah Erdman, Coordinator of Student Orientation: 524-7404**

JBU's Fall and Spring Orientation's purpose is to develop relationships and create effective transitions for new students as they enter into our community.

Fall Orientation begins in mid-August and lasts four days. The Orientation Directors, leaders, and

assistants prepare and lead events such as Serve Siloam (a service project in the area), Big Games, and sessions to teach new students about academics, extracurricular activities, and the culture of JBU.

The smaller Spring Orientation is approximately two days of great activities designed to introduce new students to our campus and community.

## **RESIDENCE LIFE**

**Walker Student Center, Room 141, [residence@jbu.edu](mailto:residence@jbu.edu)**

**Juan Carlos Rodriguez, Dean of Residence Life: 524-7344**

**Trevor Magness, Resident Director of J. Alvin Hall: 524-1504**

**Emily Anderson, Resident Director of Upperclass Housing: 524-1505**

**Kendra McIlvain, Residence Director of Hutcheson Hall: 524-1507**

**Sarah Cordle, Resident Director of Mayfield Hall: 524-1501**

Each of the Resident Directors (RDs) live in the residence hall for which they are responsible. They are members of the administrative staff and have experience in mentoring students and related areas. These live-in role models are readily available resources for assisting students in their growth and development. Resident Directors also oversee the student Resident Assistants (RAs) in each residence hall. The Dean of Residence Life provides support for the residence life staff related to housing administration and facilities management.

## **STUDENT HEALTH SERVICES**

**Walker Student Center, Room 158**

**Rhonda Hostler, RN: 524-7320, [rhostler@jbu.edu](mailto:rhostler@jbu.edu)**

The mission of Health Services is to promote lifelong physical well-being while encouraging personal responsibility and good stewardship.

The office is open Monday through Friday from 8 a.m. to 5 p.m. (except during chapel and lunch). The nurse is available to see students and help them evaluate their needs. It is not our intention to replace your primary physician but rather to serve as an alternate health care provider at times when college life may be "hazardous to your health." We want to help you understand these hazards, how to prevent them, and how to take responsibility for your health.

### **Services include:**

- Helping you evaluate your symptoms and choose the best course of action
- Making appointments with area physicians (you can make appointments on your own if you choose)
- Giving nonprescription medicines for emergency and short-term or acute use
- Loaning heating pads, ice packs, crutches, slings, and other medical equipment
- Loaning educational information (brochures, books, and articles) on loan for self-needs and class preparations
- Providing verification of medical problems as needed or required
- Providing flu vaccine at moderate cost.
- Monitoring blood pressure and/or weight for self-initiated wellness program
- Providing international travel information regarding immunizations and medical concerns.

It is important for your own well being that Health Services is aware of any special health conditions you deal with (diabetes, epilepsy, significant allergies, physical/psychological conditions requiring medications, etc.).

If we are aware, we can more efficiently help you in case of an emergency. All medical records are confidential.

Students are expected to have medical insurance coverage. All medical expenses incurred will be the individual student's responsibility. This includes not only expenses initiated by the student, but also those initiated by university personnel responding to an emergency on the student's behalf. (Refer to medical and immunization record form in the nurse's office for more information.)

Arkansas State Law requires the university to have on file the day/month/year of two doses of Measles-Mumps-Rubella immunization for each student. Newly enacted legislation requires incoming students, who were born in or lived outside the U.S. for six months or more have documentation of a T-Spot test within six months of attending classes. For more information, contact the University Nurse.

Arkansas State law requires the university to have on file for each student:

- Dates for two doses of Measles-Mumps-Rubella immunization
- Students, who were born or have lived outside the U.S. for six (6) months or more must document a T-Spot test within six months of attending classes.

For more information, contact the university nurse.

## OFFICE OF CHRISTIAN FORMATION

**Walker Student Center, Room 124**

**Keith Jagger, University Chaplain and Dean of Spiritual Formation: 524-7134**

**Tracy Balzer, Director of Christian Formation: 524-7461**

**Frank Huebert, Director of Service and Outreach Ministries: 524-7175**

**Crystal Perry, Administrative Assistant: 524-7213**

The Office of Christian Formation exists to lead the JBU community to become more like Christ through discipleship, corporate worship, outreach, and fellowship. Please see our web page at [www.jbu.edu/faith](http://www.jbu.edu/faith) for a complete description of these ministries and opportunities for involvement.

## INTERNATIONAL PROGRAMS

**Walker Student Center, first floor, Room 116**

**William A. Stevenson III, Senior Director: 524-7119**

**Seth Sears, Director of Walton International Scholarship Program: 524-7236**

**Melissa D. Stevenson, Coordinator of JBU Global Education: 524-7363**

**Cory and Tiffany Carey, Missionaries-in-Residence: 524-7374**

International Programs manages a variety of programs and provides services including:

- Student Exchange Visitor Program database for ICE (Immigration and Customs Enforcement)
- International F-1 student status
- International Student and MK Orientation
- Walton International Scholarship Program: 60 students from Central America and Mexico
- Missionary in Residence Program
- Friendship Family Program for international students
- JBU Global - all study abroad opportunities both summer and semester
- JBU Global - all short-term mission opportunities

- Irish Studies Program
- Club sponsorships - MU Kappa and Council for International Friendship

## INTERCOLLEGIATE ATHLETICS AND INTRAMURALS

**Walton Lifetime Health Complex**

**Robyn Daugherty, Director of Athletics: 524-7301, WLHC 232**

**Chris Cole, Director of Intramurals: 524-7310, WLHC 231**

**JBU Intercollegiate Opportunities:** The Golden Eagles field teams in: men's and women's basketball, men's and women's soccer, men's and women's tennis, men's and women's cross country, women's volleyball, and cheer. Opportunities for men and women are available for the Cheer Squad, which exists to promote school spirit and engage the fans at home games.

**Intramurals:** Intramurals give students the chance to play a favorite sport in team and individual competitions. Sports played throughout the school year at different times include: flag football, volleyball, indoor and outdoor soccer, basketball, dodgeball, march madness, ping-pong, racquetball, softball, tennis and wallyball.

To receive regular information regarding upcoming opportunities, go to [www.imleagues.com](http://www.imleagues.com) and register under John Brown University.

**Walton Lifetime Health Complex:** JBU undergraduate students enrolled in 12 or more hours per semester are eligible for WLHC free access. Spouses and dependent children do not receive a complimentary membership but can receive a discounted membership rate.

## GENERAL INFORMATION

### AIRPORT TRANSPORTATION

Transportation is available from Tulsa International Airport (TUL) or Northwest Arkansas Regional Airport (XNA) through Express Shuttle (24-hour notice required). For fees and details, contact Express Shuttle at 1-866-535-0127.

### MONEY, BANKING, AND VALUABLES

Students are urged to open an account at a local bank. It is not difficult to cash checks locally if checks are from a local bank and are accompanied by a JBU Student ID card. There is an ATM machine located on campus in the Walker Student Center.

**The University does not assume any responsibility for lost or stolen property, nor does it carry fire, theft, or damage insurance on the personal property of students.** Students are strongly encouraged to secure property insurance for their possessions. Students are urged not to leave large sums of money or other valuables in their rooms.

### TECHNOLOGY SERVICES

**Information Technology Services Help Desk: 524-7256 – [help@jbu.edu](mailto:help@jbu.edu)**



## **Located in the Library in the Learning Resource Center**

### **Online Portal Assistance: [help.jbu.edu](mailto:help.jbu.edu)**

Information Technology Services (ITS) operates a number of general and special-purpose computer labs. These labs are connected to the local campus network and public internet, provide access to printing services, are configured with software for academic work and course-specific applications, and more.

There are two general-purpose computer labs located in the Library and Soderquist Business Center (SBC 109).

There are computer labs available 24/7 in the residence halls for residents of J. Alvin, Mayfield, Hutcheson, Walker, and the Townhouses.

There are several special-purpose computer labs for Anatomy and Physiology, Biology, Chemistry, Construction Management, Engineering, Language, Music, Physics, Visual Arts, and Writing.

Every student automatically receives a network account and email address along with file space for storing academic work. File space is provided locally via the campus network and in the Cloud, via Microsoft 365 (OneDrive). Email and file storage may be accessed from any lab computer, from personal computers in the residence halls, or from remote locations with a secure internet connection.

The ITS Help Desk is inside the Library in the Learning Resource Center, and is open extended hours, seven days a week, to all students. Some services include general technology troubleshooting for software and hardware; assistance and troubleshooting for personal devices, such as smart phones, tablets and laptops; and JBU account assistance to access JBU services and troubleshoot access issues. The ITS Help Desk is the central hub and main contact for all technology needs.

There is a Media Lab located in the Learning Resource Center (LRC 155), adjacent to the ITS Help Desk and the Library, that is a creative lab open to all students, faculty, and staff at JBU to work on and produce academic and co-curricular projects.

Students have access to color printing, copying, and scanning, high-quality photo printing, lamination, a sticker machine, binding, and craft supplies.

Rentable items such as cameras, tripods, projectors, and sound systems are also available.

Items for sale include a large selection of paper types, mat board, mounting materials, and various project supplies.

The residence halls provide access to the local campus network and the public internet via wireless access throughout the buildings and wired ports in many rooms. For additional information regarding personal computer usage in the residence halls, see Residence Hall Computer Network Guidelines.

For additional information regarding technology services at JBU, students may contact the ITS Help Desk at 524-7256, email at [help@jbu.edu](mailto:help@jbu.edu), or stop by in person within the Library in the Learning Resource Center.

The ITS Acceptable Use Policy for technology resources may be viewed online on the campus intranet (Eaglenet) at <https://info.eaglenet.jbu.edu/policies/aup.pdf>.

## **JBU FOOD SERVICE**

Creative Dining provides food and hospitality services for the campus. Creative Dining operates an all-you-care-to-eat program in the Kresge Dining Hall, seven days/week with multiple fresh entrée offerings daily, an extensive salad bar, desserts, cereal, beverages and can accommodate special diets of almost any kind.

Creative Dining also offers one snack/retail location on campus, The California Café (Walker Student Center). The California Café is open Monday - Friday from 8:30 a.m. - 8:30 p.m.

Creative provides sick trays, special catering requests and other special requests throughout the year as directed by staff, faculty, students and parents. Lastly, Creative Dining feels that student input is essential to good food service. An important aspect of serving students is the student-led food service committee that gives feedback and recommendations to Creative Dining. If you are interested in serving on the committee, please contact the Creative Dining Services office in the Kresge Dining Hall.

Meal Plan options can be found at [jbu.edu/dining-services](http://jbu.edu/dining-services).

## **CAMPUS SAFETY OFFICE**

**Central Plant Building**

**Duty Officer: 24/7, Call or Text 215-5000**

**Emergency: 911**

**Scott Wanzer, Director of Campus Safety: 524-7403**

Armed uniformed Campus Safety Officers provide routine patrols of the campus 24 hours a day, seven days a week.

Students are expected to give full cooperation when directed by any member of the Campus Safety staff, and should be prepared to present their ID card if requested.

## **IDENTIFICATION CARDS**

During registration, students are issued an official JBU photo identification card. This ID is valuable and must be protected carefully. Due to the technology embedded in the card, it must not be bent, have holes punched in it, or defaced in any way. It must be scanned to open external doors to residence halls, scanned for chapel attendance, shown to the cashier in the dining hall, used at the library to check out materials, or presented to any Faculty or Staff member if requested. The Student ID card will also admit students to JBU athletic events and sponsored entertainment.

Most merchants in town require it when students write checks. Some establishments in town will give student discounts with the student ID card.

If a student loses his or her ID card, there will be a charge of \$20 to replace it. The ID card must be returned if a student withdraws from JBU.

## **BUSINESS OFFICE**

**Chapman Administration Building**

*Student Account Services and Accounting*

**Ingrid Melgar, Student Accountant Specialist: 524-7398, [studentaccounts@jbu.edu](mailto:studentaccounts@jbu.edu)**  
**Janna Haney, Director of Student Accts & Sr. Financial Analyst: 524-7199, [jhaney@jbu.edu](mailto:jhaney@jbu.edu)**  
**Cashier: 524-7120, [cashier@jbu.edu](mailto:cashier@jbu.edu)**  
**Deidre Douglass, Accounts Payable: 524-7148, [accounts payable@jbu.edu](mailto:accounts payable@jbu.edu)**  
**Barbara Kenney, Systems Coordinator: 524-7113, [bkenney@jbu.edu](mailto:bkenney@jbu.edu)**  
**Harrison Kretzer, Accountant: 524-7139**  
**Tom Perry, Controller: 524-7122, [tperry@jbu.edu](mailto:tperry@jbu.edu)**

#### *Human Resources/Payroll*

**Amy Fisher, Chief Human Resources Officer; Director of Risk Management and Government Relations: 524-7128**

**Melanie Kennedy, Director of Human Resources: 524-7223**

**Averee Gumm, Payroll Specialist: 524-7125, [payroll@jbu.edu](mailto:payroll@jbu.edu)**

## **JBU CAMPUS STORE**

**Walker Student Center, First Floor: 524-7195**

**Lou Suski, Store Manager**

**Store Hours: Monday - Friday, 9 a.m. - 5 p.m.**

**Closed Saturday and Sunday (unless otherwise posted)**

The JBU campus store is here to fulfill all your textbook needs! The Campus Store, in partnership with Slingshot, provides all required course materials including consumable items like access codes and workbooks. Each student who enrolls in Slingshot Premium prior to the beginning of the semester will have their books and materials delivered directly to their residence hall (visit [jbu.slingshotedu.com](http://jbu.slingshotedu.com) for more information). In addition to textbooks, the Campus Store offers a wide range of JBU-themed gifts and apparel, educational supplies and other merchandise. We invite you to visit our store to see our full range of products and services where our friendly associates will be happy to assist you. We have sales and promotions throughout the year to offer you great discounts and big savings. You can also access our online shop at [jbugear.com](http://jbugear.com).

## **MAIL SERVICES**

The JBU Campus Store handles all university mail. Students are notified via email if they have mail or a package available for pick up. Pick up is done at the Campus Store located in the Walker Student Center and available from 9 AM to 5 PM, Monday through Friday (except holidays). Students can also purchase stamps, mail letters or send packages at the Campus Store. Package rates are typically slightly discounted from normal retail pricing. Services offered include USPS, UPS, Federal Express/FedEx (Pickup only) and DHL (overseas packages).

Mail for students should be addressed as follows:

Student Name

Mail ID (4 digit Number)

2000 West University

Siloam Springs, AR 72761

All mail that is inconsistent with the university's mission, (e.g. indecent or pornographic materials) will be distributed to the student through the Student Development Office (see community standards related to pornography on page 23).

## FINANCIAL AID

**Enrollment Office/Student Accounts Office**

**David Burney, Director of Financial Aid: 524-7247**

**Michelle Baker, Associate Director of Financial Aid: 524-7124**

**Bradonia Napier, FAFSA Specialist: 524-7151**

**Gina Pace, Student Loan Specialist: 524-7162**

**Sharon Hayford, Workstudy Coordinator: 524-7102**

This office provides information concerning financial aid. Any student having a problem with finances should contact Financial Aid. Any staff member would be glad to make an appointment to talk with you.

## ACTIVITIES & EVENTS

**Special Events** - Here's a quick overview of some of the special events at JBU.

**Orientation** is a collection of special programs to help new students get acquainted with JBU at the beginning of each year.

**First Friday Futbol** is a great time of fun for students when they return to campus in the fall, put on by the friendly folks in Student Activities, Athletics, and Alumni and Parent Relations.

Throughout the year, the campus community gathers Tuesday and Thursday mornings for **chapel services**. Speakers come from around the world as well as from our own community.

**The Gathering** is a student-led chapel service that meets on Sunday nights in the cathedral.

**Vespers** is an occasional evening service in the Jones Recital Hall that features prayer, scripture and silence.

**Spiritual Emphasis Week** is held each fall, along with **Spiritual Renewal Week** each spring. Outstanding speakers come to challenge us to deeper spiritual growth.

**The Annual JBU Talent and Variety Show** is held every spring during Family Weekend and is sponsored by Student Activities and Parent Relations.

**Mock Rock: The Ultimate Lip-Sync Contest** is a long-held student tradition and crowd favorite that encourages students to organize a lip-sync performance of their favorite song(s) to compete for the winning title.

**Fall Breakaway Retreat** is a weekend away from campus offered to all students to encourage them to grow in their walk with Christ.

**Men's and Women's Retreats** in the spring are designed to foster spiritual growth and deepen friendships.

**CAUSE** is a collection of student-led ministries to help JBU students get connected in ministry with Siloam Springs and the surrounding area.

**Growth Groups** provide small-group communities centered on Scripture, prayer and mutual encouragement allowing spaces for students to grow in their relationship with God and one another.

**Fall break and spring break trips** provide service and ministry opportunities that help students explore a variety of social issues from a Christian perspective, engage in meaningful service to others, and better understand their own gifting and passions.

**Homecoming** is another fall event with special festivities for students and alumni who return to campus.

A time-honored JBU Christmas tradition is the **Christmas Candlelight Service** in the Cathedral sanctuary. The JBU choirs present their annual program in the midst of evergreens, shining brass candlesticks, and dozens of candles.

**World Awareness Week** is held each fall semester, featuring chapel services with a particular emphasis on the needs of the world and its various cultures and conditions.

The **Junior-Senior Banquet** is always an anticipated social event of the second semester that honors the senior class.

**The Center for Healthy Relationships (CHR)** provides seminars and chapel services featuring nationally known experts on relationships.

Additional activities sponsored through the year by many different groups are happening continually. Students should check the master calendar published by the Events Office to keep informed on what's happening on campus.

## GETTING THE WORD OUT

There are many ways that events or announcements are publicized on campus. The **master calendar** on the main JBU webpage is maintained by the Events Office. Other ways to hear about upcoming events and other important announcements include:

**Eaglenet Ads** are found on the Eaglenet website on the Campus Announcements page. There is no cost to post an ad/announcement.

**Here and Now** is sent via email three (3) times a week outlining the upcoming week's events. They are available each Monday, Wednesday, and Friday.

**The Threefold Advocate** (student newspaper) is published every Thursday morning. The newspaper is free and includes information about upcoming events along with articles about JBU.

**Student Government Association (SGA)** is the student voice to the faculty and administration, provides a place for students to voice concerns, and pursues projects that will better the JBU experience for the student body. The four SGA officers (one president and three vice presidents) are elected each spring. Senators are elected each fall and represent each academic area, each residential facility and each of the four classes (freshman, sophomore, junior, and senior).

**General posting areas** are provided across campus in most public areas via bulletin boards. All postings must be limited to these public bulletin boards unless special permission is given through Student Development. Any official JBU group or organization is welcome to post announcements about events in these areas upon receiving approval from Student Development. Advertisements for non-JBU sponsored events are NOT to be posted in any area without express approval from the Student Development Office. Non JBU-sponsored posters must adhere to the community standards and, once approved, can be posted on the bulletin board in front of the cafeteria and by the post office. Employment opportunities will not be posted, rather forwarded to the Career Development Center.

## STUDENT ORGANIZATIONS & CLUBS

Along with activities to attend, there are a number of organizations and clubs that students can join. To get involved in one of the groups, contact the Director of Campus Life & Student Activities

### Student Government Association (SGA)

#### Ambassadors

#### Academic Clubs

#### Special Interests

#### Organizations Involving Academic Credit

#### Sports

For information on joining club sports, contact the sponsor, Ken Carver, at 524-7343.

*\*Club activities do not qualify as excused absences.*

For a detailed list of clubs, see [eaglenet.jbu.edu/pages/clubs-and-organizations](http://eaglenet.jbu.edu/pages/clubs-and-organizations).

## EXPECTATIONS OF STUDENTS

John Brown University is committed to not only imparting knowledge but to the total development of its students. Standards have been established to provide the framework for an environment that is conducive to growth of the whole person. In describing the university standards, JBU recognizes that its students are emerging adults and must have ample opportunity to make decisions, which will aid their development and growth. At the same time, JBU has a distinctive Christian nature and has certain standards that identify JBU as a Christian community.

Each student voluntarily chooses to be a part of the JBU community. Students are required to sign the JBU Community Covenant prior to admission to the university, and again each academic year thereafter, indicating that they know and will observe all community standards and expectations. Enrollment as a student at JBU implies that the student agrees to conform to the policies and regulations of the university and that the student is subject to disciplinary action by the university upon violation (regardless of where the student resides).

Every member of the JBU community is also expected to show responsibility for other members through being an example by their own conduct and in supporting and challenging others to Christian obedience. It is important that every member of the community hold each other accountable for maintaining JBU's behavior standards. **A student who is present when another student violates university policy and behaves in a way that constitutes permitting or condoning the violation will likewise be subject to disciplinary action.** Student expectations at JBU fall into five categories: Scriptural Standards, Legal Standards, JBU Community Standards, Areas of Personal Discretion, and Spiritual Life Expectations. These standards are considered a baseline and are not comprehensive in nature.

The college faculty, staff, administration, and students reserve the right, and are encouraged to confront and address any behaviors that are viewed as harmful, destructive, or inconsistent with the mission and educational philosophy of JBU as stated in the catalog (and, as stated in Matthew 18).

Students violating the expectations listed in the handbook are subject to student disciplinary action.

Every student disciplinary situation is handled on a case-by-case basis considering all of the facts and circumstances and seeking to treat all people involved with truth, love, respect and dignity.

### **I. Scriptural Standards**

Practices forbidden in Scripture should be avoided by JBU students. Included are such activities as dishonesty, occult practices, sex outside of marriage, drunkenness, and theft. Scripture also warns about “sins of the spirit” such as covetousness, jealousy, pride, and lust. Although these “sins of the spirit” are much more difficult to discern, they lie at the heart of relationships with God and with others. Therefore it is important to address such attitudes when they become discernible in order for positive change to occur.

### **II. Legal Standards**

#### **A. General:**

All laws of the nation, state, and local community are to be obeyed. Any student charged or convicted of a felony or misdemeanor can expect a university response in addition to any federal, state, or local response. The only exception to this submission to legally constituted authority would be the rare occasion when obedience to civil authorities would require disobedience to the moral law of God. In such cases, individuals must be prepared to submit to the penalty for such behavior.

#### **B. Drugs, Narcotics & Alcohol:**

Narcotics and/or any and all controlled substances producing altered states of consciousness such as cocaine, amphetamines, heroin, marijuana, any hallucinogenic drugs, or any drug paraphernalia are not to be used or possessed. Exceptions are medications currently prescribed by a physician. Arkansas law does not permit anyone under the age of 21 to use alcohol.

### **III. JBU Community Standards**

In order to provide a structure which allows for social order and cohesiveness while protecting individual rights, in addition to Scriptural and legal standards, JBU has adopted the following specific community standards.

- A. **Language:** The use of profanity, obscenity, racial slurs and vulgarity is not permitted.
- B. **Pornography:** The purchase or possession of computer generated or hard copy literature, pictures, images, posters, or recordings presenting an indecent or immoral philosophy inconsistent with the values of a Christian community as indicated in Scripture is prohibited.
- C. **Sexual Expression:** God has created us for relationships and so we encourage students to build strong and lasting friendships that honor his intentions for us. In all relationships, members of the community are expected to steward their sexual expression with discretion, modesty, and respect for God and others, and in keeping with Biblical standards. John Brown University seeks to foster an environment of sexual purity and wholeness, which is based on a Biblical standard of fidelity in marriage between a man and a woman, and chastity in singleness. Therefore, sexual intimacy is reserved for a man and a woman in a marriage relationship. Similarly, because romantic relationships are often a precursor to marriage, same sex-romantic relationships are not allowed while enrolled at JBU.

In addition, students should seek to live with integrity and congruence between one's birth sex and one's gender identity in keeping with God's wisdom and benevolent design in creating human beings as male and female. JBU recognizes that a student could find it difficult to live out this ideal, and such a student should contact the Vice President for Student Development or the Dean of Residence Life to discuss whether and how JBU might be able to accommodate, if possible, their concerns.

- D. **Harassment:** The university is committed to the preservation of human dignity and the

protection of students, and is particularly concerned about the possibility of harassment, whether sexual, racial, ethnic, or any other type. Harassment in any form - verbal, physical, or visual - is strictly against university policy and will result in immediate disciplinary action. Precisely defining sexual or other harassment is not easy but certainly includes slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. If you believe you have been the recipient of harassment by any member of the community, you are encouraged to report the alleged occurrence to a member of the Student Development staff, faculty, or administration. Be assured that there will be no retaliation toward anyone choosing to report an alleged occurrence of harassment (Refer to Title IX, Sexual Assault, Dating/Domestic Violence, Stalking and Harassment Policy).

- E. **Tobacco and Alcoholic Beverages:** Tobacco and/or other smoking products (i.e. e-cigarettes and Hookah) and alcoholic beverages of any kind (including non-alcoholic beer and alcohol powder) are not to be used or possessed either on- or off-campus, or at any time while enrolled at JBU. A policy exemption application is available for qualified students who are 26 years of age or older. Please contact the Office of Student Development to complete the exemption request.
- F. **Gambling:** It is against Arkansas State law to gamble (Arkansas Code 5-66-101 to 5-66-119; 6-2-113). Moreover, gambling has a broad definition, generally it can be defined as any game of chance which involves the betting of any item of any monetary value in hopes for greater return. The University strongly advises against the visiting of any venue where gambling takes place.
- G. **Theft of Copyrighted Material:** Theft of copyrighted material is not permitted. The Internet has increased the theft of copyrighted material and if any student has questions as to whether something is copyrighted or not, please contact the Dean of Residence Life.

#### IV. Areas of Personal Discretion

Students are expected to exercise careful judgment based on Scriptural standards when making choices in such areas as movie, video, computer and television viewing; reading material; room decorations; off-campus entertainment; and on-line social networks.

#### V. Spiritual Life Expectations

All of our lives are to be lived to the glory of God. This is to be reflected in our private thoughts and actions, our relationships to all Christian brothers and sisters, and in our words and actions toward those outside the body of Christ. Students are encouraged to cultivate a dynamic faith in Christ by loving God with all their heart, soul, mind, and strength and by loving their neighbors as themselves (Mark 12:29-31). This includes practicing a devotional life through prayer, Scripture reading, corporate worship, participation in a growth group or other accountability group, and evangelism and service through CAUSE or other ministries. We also encourage all students to regularly participate in a local church body.

## DISCIPLINE

### Philosophy

Every student at John Brown University not only has student rights but also student responsibilities. The "Expectations" on the preceding pages are responsibilities governing all students. Students who live in the residence halls are subject to additional responsibilities. (See Residence Life for residence hall regulations.)



Failure to meet those responsibilities may result in formal discipline. The processes outlined here are designed to handle infractions as expeditiously, wisely, and fairly as possible. Throughout the entire process, the aim is to be redemptive and to move toward reconciliation by giving direction and encouragement to desirable behavior.

The underlying principle of discipline at JBU is the assumption that discipline may be equated with guidance toward Christian goals and, ultimately, toward self-discipline. Discipline consists of encouraging desirable attitudes and behavior. The university expects students to conduct themselves both on- and off-campus (including breaks during the semester, e.g., Thanksgiving and Spring Break) in accordance with their commitment to the university's lifestyle expectations and may discipline or dismiss any student who, in its judgment, fails to do so. Students in the traditional undergraduate program are called to abide by the community expectations during their enrollment dates of each semester. In addition, they are to abide by the Community Covenant and Student Handbook outside of enrollment dates while living in the residence facilities, participating in study abroad programs, summer sessions, and other JBU-sponsored trips or activities.

Rumors and hearsay are a fact of life on a small college campus. The Student Development staff will not make a decision that affects a student's status at the university based solely on rumors. On the other hand, rumors will be addressed. It is our belief that rumors are detrimental in the community and issues resulting from rumors will be addressed in a manner deemed appropriate. Although various persons and processes are involved in discipline at JBU, the final responsibility for the student's discipline process rests with the Vice President for Student Development.

## **Discipline Process**

Ideally, deviations from community expectations are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough about each other to confront - one student to another - as the first step in dealing with conflict. If the behavior does not change appropriately, it is the obligation of community members to enlarge the circle of confrontation. At this point, members of the Residence Life staff become involved. Those situations that are of serious consequence to the individual or to the campus community may call for an immediate response by a staff member. In such cases, Student Development staff members will make that determination in consultation with the Dean of Students. Most disciplinary responses are initiated by an incident report completed by a member of the Residence Life staff. The incident report is routed to the Resident Director and then, if necessary, to the Dean of Residence Life for appropriate action. Incident reports will be placed in the Student's Student Development file. Resident students charged with misconduct will be interviewed by their Resident Director to determine if judicial procedures are necessary. Residence hall violations such as fireworks, water fights, and noise violations will be handled by the Resident Director (RD) or by the Resident Assistant (RA) in conjunction with the RD. The RD may refer the student's situation to the Dean of Residence Life, if necessary. In addition, repeated violations in one semester will likely lead to the violation being handled by the Dean of Residence Life. Discipline proceeding will use the preponderance of the evidence standard. This standard adjudicates fault when the evidence suggests there is more than 50% chance the claim is true. Resident students whose situations have been referred to the Dean and all off-campus students charged with infractions will be handled in the following manner:

The student(s) will have a hearing with the Dean of Residence Life and/or Residence Life Staff. Based on the available information, the Dean of Residence Life will make a determination concerning a judicial

response. Judicial proceeding under the direction of the Dean of Residence Life may include input from at least one additional staff member.

In the event that a student's discipline may include suspension or dismissal the Dean of Students will include at least one Judicial Appeal Board member in the decision making process when possible. The designated Judicial Appeal Board member will then be excluded from the specific student's review or appeal. In addition, suspensions and dismissals may be reviewed by either the Judicial Appeal Board for recommendation to the Vice President for Student Development or for final review by the Vice President for Student Development at the discretion of the student.

## **Appeals Procedure**

All testimonies and information gathered by the university in disciplinary cases can and will be shared between Student Development staff and Title XI investigators, the Title IX discipline process and appeal is separate and different (see Sexual Assault Policy).

Students wishing to appeal a disciplinary decision must submit a written appeals request (email communication is acceptable) to the Vice President for Student Development within forty-eight (48) hours of the time the student was informed of the decision. Student Development discipline appeals will be permitted only in the event that one of the following occurred and is outlined in the written request: 1) a procedural error or irregularity which materially affected the decision; 2) new evidence not previously available which materially affected the decision; or 3) bias where it can be clearly demonstrated that the facts were altered resulting in discriminatory action. The burden of proof lies with the student making the written appeal. The written appeals request must show clear and convincing evidence relating to at least one of the above reasons for an appeal. Only one appeal is permitted. The Vice President or his/her proxy shall determine whether the request is for valid cause. The Vice President reserves the right to also grant an appeal based upon his/her best judgment.

All appeals will be heard by either the All Campus Judicial Appeal Board (consisting of faculty, staff and students) for review and recommendation to the Vice President for Student Development or may go directly to the Vice President. Generally, this decision will be based upon the timing of the request, the student's preference or if the Vice President believes it is in the best interest of all parties. In any scenario, the final decision rests with the Vice President. When possible, a student's case must be heard within seven days of the appeals request. Please be mindful that convening the All Campus Judicial Appeal Board on short notice is difficult and every effort will be made to solidify attendance of as many members of the committee as possible. The student may request, in writing, up to a seven-day postponement of his or her appeal's hearing. Individual Judiciary Committee members may opt out of participating in a particular appeal based upon their relationship to the student.

The Vice President will lead the hearing. The disciplinary representative from Student Development will have time to present the rationale for the discipline and the disciplined student will have time to present the appeal. In addition, the student may also ask a representative from inside the JBU community (i.e. a fellow student or a faculty/staff member) to accompany the student as a support or to provide relevant testimony. The student must inform the Vice President at least 12 hours prior to the hearing of an intent to bring a support person. It is the responsibility of the student to communicate with the support person the role that they have and any relevant information regarding the meeting (i.e. time, location and role). The support person will be given time to share relevant testimony. The hearing is closed to

all other individuals, including attorneys. The student, a support person and the Student Development disciplinary representative may be present throughout all presentation of testimony and evidence at the hearing. Once relevant testimonies from all parties are concluded, the Vice President will provide the All Campus Judicial Appeal Board deliberation time in order to render a recommendation apart from the oversight of the Vice President. The Vice President will work to render the final decision within a 48 hour time period after the hearing.

The student will not be eligible to represent the university in any curricular or co-curricular activity while they are the subject of a disciplinary process or appeal without written permission from the Vice President for Student Development or his/her designee. Where immediate suspension, dismissal, or expulsion is involved, the student's enrollment may be interrupted until the appeal process has been completed.

## **Disciplinary Action**

The following is a list of potential disciplinary actions available when students are found in violation of the "community covenant" and/or residence hall regulations. The disciplinary actions or variations of those listed below may be taken at the discretion of the All-Campus Judicial Appeal Board or university officials dealing with discipline. When violations are committed anonymously and/or in an online format, disciplinary action may be initiated with direct communication to the student's user name. Consequently, when a student's identity is discovered associated with the user name or IP address used, the on-going disciplinary process will continue in person at whatever stage it was.

1. Admonition – Personal contact and discussion about inappropriate behavior or attitude.
2. Formal Warning – A warning statement issued when a student is in jeopardy of serious disciplinary action.
3. Community Growth Contract – A status unto which a student is placed when in jeopardy of suspension or dismissal from the university. Any student leaders who report to Student Development may lose his/her leadership position when placed on a Growth Contract. Elements of the contract will be outlined in a written format.
4. Suspension – A student is suspended for a specified period of time. In that case the student is to leave campus and not return until the period has ended. Class absences are inexcusable but will be able to take major examinations missed and submit major papers. Any student leader who reports to Student Development will automatically lose his/her leadership position when suspended.
5. Dismissal – A student is dismissed from school immediately. The student is not eligible to apply for readmission for at least the balance of the semester. Dismissal could cause potential loss of financial aid eligibility for ensuring terms of enrollment.
6. Expulsion – Not eligible to return to John Brown University.

"Elements of discipline" that may be a part of any actions:

1. Community Service
2. Structured mentoring sessions
3. Fines
4. Restitution/Reconciliation
5. Denial of Privileges – loss of campus opportunities
6. Removal from Residence Halls

It is important to note that not every disciplinary situation will follow this order. Definitions of these

sanctions and further information related to the judicial system are available from the Student Development Office.

The university is committed to ongoing evaluation of this judicial system and the disciplinary procedures in order to ensure that it is effective in rehabilitation, just and fair, educative towards self-discipline, and preventative of unacceptable behavior.

## **DO YOU OR SOMEONE YOU KNOW NEED HELP?**

If a student is having difficulty with an issue in their life, whether it be in violation of the Community Covenant or not, they are strongly encouraged to seek help from some member of the campus community. **When students come forward seeking help, every effort will be made by the University to bring healing, wholeness, and reconciliation.** Professors, counseling center, medical staff, Residence Directors, and Student Development staff are eager to listen and help students through difficulties.

## **Immunity Policy**

In line with JBU's developmental and redemptive philosophy, the immunity policy is designed to support students who have experienced or witnessed unwelcome sexual conduct that is severe, pervasive, and objectively offensive. A student who has experienced or witnessed unwelcome conduct is strongly encouraged to report the behavior to the Title IX coordinator. In order to lower barriers in reporting sexual misconduct, JBU will not pursue disciplinary action against a student who makes a report to the university as a reporting party or witness to an incident of unwanted sexual conduct. When immunity is extended, the university may initiate an assessment or educational discussion or other non-disciplinary options regarding alcohol and other drug use.

## **GENERAL EXPECTATIONS**

### **Attire and Etiquette**

As an academic institution, JBU students are expected to use discernment in their choice of attire, etiquette and behavior in their educational endeavors. Students should use discretion in their clothing choices as they prepare for the world of work.

- Clothing with profane messages or themes that are inconsistent with the JBU mission should not be worn on campus.
- Clothing choices for classes, meals in the cafeteria and campus events will vary with the activity. As a general rule, shoes and shirt, and other clothing for modesty should be worn in all public buildings. Shirts should generally be worn on the outside "quad" area.
- Specific classroom attire or behavior may be expected in particular course and outlined by the instructor or by a supervisor in a work-study situation.

Students are expected to adhere to any additional guidelines regarding attire or behavior specified by an instructor for his or her class or by a supervisor in a work-study situation.

### **Public Displays of Affection**

JBU affirms the Biblical standard that calls for fidelity in marriage between a man and a woman and chastity in singleness, therefore public displays of affection (PDA) should be in keeping with that

standard and considerate of others in the community. In general, couples should be upright, approachable, and modest in their public expressions of affection. Resident Assistants may issue warnings or the Resident Director may alter visitation rights for repeated issues.

## **Dancing**

All on-campus dances, including the selection of music, should be done in a way that upholds scriptural principles of discretion, modesty, and respect for God and others.

Typically the four or five official JBU sponsored dances will be of a specific genre (square, folk, line, swing, and ballroom) and include lessons both before and during the dance. The sponsoring organization will complete an application which will be approved by the Student Development Committee, chaired by Student Activities and composed of two (2) students, faculty, and staff. Choreography as part of a school sponsored production and any spontaneous celebration should follow the scriptural principles stated above.

## **Electronic Media**

The viewing of films/videos call for discretion on the part of the viewer/user. The university is concerned with promoting good stewardship of time and responsible decision-making within a Christian framework.

One concern is the acceptability of viewing material. "X" or "NC-17" rated films may not be viewed by individuals or groups on campus. Films that are exceptionally violent, vulgar, or sexually explicit may not be shown in group settings on campus. Individuals are strongly discouraged from viewing them as well. We expect Christian discretion in these areas.

Students should conduct themselves in electronic media and on Internet sites (including online social networks) in a similar manner as face-to-face interactions. Students should be mindful that social networks and publicly visible web pages are considered public communication. Communication that does not conform to the standards outlined in the Community Covenant are not acceptable. Discussions occurring in the comments sections on social media sites are considered the responsibility of the social media account holder, as well as the individual students posting comments. Any violation of general JBU policy or expectations may be subject to disciplinary action.

## **Public Expression, Assembly and Forum Policy**

John Brown University promotes the expression of diverse views that do not fundamentally conflict with the mission/identity of our unique Christian higher education community. To accomplish this, public expression through rallies, demonstrations, marches, silent vigils, peaceful assemblies, etc. are allowed. Such activities though may not interfere or disrupt university business or events, or infringe on the rights of others. If an activity becomes disruptive, the university will take action to limit or terminate the activity. In the event a campus area is damaged and not restored to its original condition, the organizer will bear financial accountability. The use of university space for such forums to express ideas or viewpoints in compliance with this policy does not imply the university's acceptance or endorsement of the views expressed.

All students are welcome to meet ahead of any planned event with the Vice President of Student Development. General guidance and/or specific stipulations may be placed on any event on a case-by-case basis at the sole discretion of the Vice President of Student Development or designee. Events or forums

that do not conform to these provisions may subject participants to sanctions including but not limited to those outlined in the Student Handbook. Persons who are not JBU students may not host such events or forums on campus and may be asked to leave campus.

## **Solicitation or Money-Making Ventures on Campus**

JBU does not want to curb entrepreneurship, but it does desire to protect students from salespeople who view the college student as a prime market. Therefore, no soliciting for money or conducting of enterprises for profit is allowed on campus. This would include any non-JBU affiliated business as well as small businesses run by students, staff, or faculty (i.e. babysitting, haircutting, etc.) Door-to-door sales or offer services are not allowed in the residence halls. Traditional fund-raising activities for recognized university-sponsored groups or organizations are permitted in the Walker Student Center. Advanced arrangements with the JBU Events office must be made. Any advertising by recognized university-sponsored groups or organizations should comply with the acceptable use standards of the university (Here and Now, Weekly Beat, EagleNet, public bulletin boards). Campus-wide solicitation emails are not allowed.

## **Vehicles and Parking**

Student automobiles, motorcycles, and motorized scooters must be registered online before arriving on campus. Motorcycles and motorized scooters should park in areas of parking lots that are striped off, such as corners and ends of rows, but not striped areas adjacent to handicapped spaces. Motorcycles and scooters should try not to park in regular parking spaces. Three wheelers, dirt bikes, and other off-road vehicles are not allowed on campus. Due to safety concerns, skateboards are prohibited on streets and should only be used on sidewalks.

Upon registration, parking decals will be sent to the Student's Campus Post Office box. For the Fall Semester, decals will be assigned the first week of school. Citations will not be issued the first week of classes to allow decals to be received and displayed on the passenger side of the inside of the front windshield. Decals are good for the entire school year, both semesters. Students driving a borrowed vehicle that is not registered, for example a parent's car, must contact the Campus Safety office to receive a temporary permit free of charge.

Vehicles are restricted to streets and parking lots. They may not be driven or parked on sidewalks or grass. Students must become familiar with JBU parking and traffic regulations. A copy of the regulations will be attached to the issued decals, and are also posted on the JBU website under Campus Safety.

The operation of a vehicle on campus is a privilege. Failure to comply with traffic and parking regulations may result in loss of that privilege. Multiple offenses or failure to pay fines may result in disciplinary action.

## **Weapons, Fireworks, and Explosives**

Dangerous and offensive weapons are prohibited on any university property. This includes firearms, BB guns, pellet guns, paintball guns, Airsoft guns, and all other devices which expel a projectile by any means. Specifically, students are not to store any firearm or gun in their residence hall, apartment, or vehicle. They must be stored off-campus.

In addition, ammunition, martial arts gear, machetes, swords, spears, hunting knives, offensive knives,

bows and arrows, slingshots, and body armor must be stored off campus.

It is unlawful to possess fireworks within the city limits. Fireworks are also prohibited on any university property. Specifically, fire crackers, black cats, bottle rockets, smoke bombs, rocket engines, cannons, or similar explosives (e.g. homemade pyrotechnic or non-pyrotechnic explosive devices) are prohibited on person, in vehicles, apartments, or in residence halls.

## CHAPEL EXPECTATIONS

### Purpose

The purpose of chapel is to gather in the context of corporate worship in order to:

- better know, love, and glorify God;
- gain God's perspective on our learning; and
- grow together as a Christ-centered community so that we might serve in the world as Jesus' disciples.

### Temporary Amendment to Chapel Policy

We are expecting the normal chapel policy to be in effect for the 2022-2023 academic year. If temporary adjustments are needed due to COVID, information will be posted at [eaglenet.jbu.edu/pages/temporary-chapel-information](http://eaglenet.jbu.edu/pages/temporary-chapel-information).

### Attendance Requirement

Chapel is an essential part of fulfilling John Brown University's mission of providing Christ-centered higher education to our students. Therefore, attendance is mandatory.

- All full-time students (12 hours or more) and residential (on-campus) students are required to attend a minimum of 21 chapels per semester.
- At least 15 of those must be weekday "regular" chapels (generally Tuesdays and Thursdays). The remaining six (6) requirements may be any combination of regular chapels and/or services that are designated as "additional" chapel events, such as The Gathering (Sunday night student-led chapel) and other forums approved by the Office of Christian Formation.
- Part-time students are required to make up any chapel requirements which they were short the prior semester.

### Schedule

Chapel services are held each Tuesday and Thursday from 10:30 to 11:15 a.m. in the Cathedral of the Ozarks. The Gathering is held Sunday nights at 9 p.m. in the Cathedral of the Ozarks. "Additional" chapel opportunities are listed as they become available. A complete chapel schedule can be accessed on Eaglenet by searching "Chapel Schedule."

### Unmet Chapel Requirement

Students who do not meet their attendance requirement in any given semester will be required to make up the number of chapels missed as follows:

- **Increased Attendance:** If the student falls below minimum attendance by 6 or fewer chapels,

the student will be required to make up the number of chapels missed the following semester in addition to meeting the regular attendance requirement.

- **Chapel Contract:** If the student falls below minimum attendance by seven (7) or more chapels in any given semester, they will be required to make up the number of chapels missed the following semester in addition to the regular chapel requirement. In addition, the student may lose the opportunity to hold leadership positions or participate in honors, special programs, or school-sponsored events. Contract status may also impact housing choices, including living in the townhouses, or apartments, as well as off-campus housing requests. A written contract will also be required, signed by the student, the University Chaplain, and the Dean of Students, stating that an additional semester of deficient chapel attendance while on contract may result in a one-semester suspension.

**Graduating seniors must have their chapel requirement fulfilled one week prior to the beginning of finals week in order to participate in commencement exercises. Exceptions to this early deadline must be approved by the Office of Christian Formation.**

## Scanning

Chapel attendance is recorded by a scanning system. Students are required to bring their ID cards to chapel and must scan in and out of chapel within a posted timeframe in order to receive credit. Students may access complete instructions for scanning at <https://eaglenet.jbu.edu/pages/chapel-scanning-procedures> and should make note of the following:

- Students are responsible to monitor their chapel attendance. The online chapel record on the “Chapel Attendance” link on EagleNet is the student’s actual attendance record. If that is not correct as of the processing date shown, the student should contact the Office of Christian Formation as soon as possible, by selecting the “Questions about Chapel Credit” link where they check their attendance.
- In the event of a lost or damaged ID, it is the student’s responsibility to contact Campus Safety and secure a new ID card. If the old ID is found after it has been replaced, it will no longer be valid for chapel credit and should be returned to Campus Safety.
- Integrity in chapel attendance is expected. Students are only allowed to scan their own ID. If they are discovered scanning another student’s ID, both the student scanning and the student who gave their card to be scanned will lose credit for that chapel and may be referred to the Dean of Students for disciplinary action. Likewise, students discovered scanning for credit but not attending chapel may also be referred for disciplinary action.

## Exemption

If a student has a special circumstance, they may submit an online application for chapel exemption to the Office of Christian Formation by the end of the first week of classes each semester. The policy and application can be found at <https://eaglenet.jbu.edu/pages/chapel-exemption>.

Exemption requests are considered individually and are subject to the final decision of the Chapel Exemption Committee. Exemptions are granted for one semester at a time, and are based upon exceptional circumstances and chapel attendance history. A student must reapply in subsequent



semesters even if circumstances remain the same. The Chapel Exemption Committee limits exemption to a maximum of one full exemption or two partial exemptions during a student's four years at JBU.

Students who are age 25 or older, or who feel they may otherwise qualify due to family and work situations usually associated with non-traditional students, may apply for a non-traditional exemption. This exemption waives six (6) "additional" credits, which reduces the requirement for qualifying students to 15 "regular" chapels. Non-traditional students must reapply each semester, but there is no limit to the number of non-traditional exemptions a qualifying student may be granted.

There are no automatic exemptions. Please note that your application for exemption has not been granted until you receive notification from the Office of Christian Formation.

## **RESIDENCE LIFE**

### **Philosophy of Residence Life**

John Brown University is a residential community that emphasizes growth and development within the living/learning environment. We are committed to providing a residence life program that nurtures the integration of the whole person intellectually, socially, emotionally, physically, and spiritually. Two of the primary forces for change in this integration process are the Holy Spirit and the influences of one's community. We are committed to making the residence halls positive, healthy places to live.

Our residence halls are the focal point for many challenges that will encourage growth and development. As students meet these challenges, they will receive support from residence life staff who are trained to serve as skilled resources. The residence halls are more than just buildings in which to sleep and study. They are centers for growth and for learning to live with other people. The residence life staff promotes the following basic objectives aimed at helping achieve unity and an atmosphere conducive to community life:

- To explore and experience the concept of a Christian community as it is affected by the diverse backgrounds and patterns of thought in a national and international student body such as ours.
- To help each other learn about living with ourselves as well as with others.
- To promote meaningful communication among students, faculty and administration.
- To learn to make decisions that will positively affect us, as well as those in our living area.
- To develop an understanding of individual and corporate accountability.

### **Residence Life Mission Statement**

The Residence Life department supports the mission of both John Brown University and the Student Development department. The John Brown University Residence Life office exists to foster relationships that disciple, challenge and support, create learning experiences and develop a positive living environment.

## **ON-CAMPUS HOUSING OPTIONS**

### **J. Alvin Hall**

J. Alvin Residence Hall houses 200 students. There are 14 suites laid out among three floors. Each suite consists of 12-18 students.

## Mayfield Hall

Mayfield Residence Hall houses 230 students. This two-story building was built in a U-shape resulting in three wings affectionately dubbed “old,” “middle,” and “new.” All three wings have two floors, each containing approximately 20 rooms, and one large, centrally located bathroom.

## Walker Hall

Walker Hall is a unique hall that was built with JBU’s head, heart, and hand model in mind. There are three floors with two wings separated by a lounge on each floor. Walker is arranged in two-room suites that share a bathroom.

## Hutcheson Hall

A hybrid environment with two-room suites with a shared bathroom as well as four-room suites with a shared bathroom. The building has been designed to foster community by creating many places for students to gather.

## Townhouses

The townhouses are generally for upper-class students. These six apartment-like dwellings are home to over 100 students. Each townhouse has two sides; each side has four or five rooms, two bathrooms, a kitchen, and a living/dining area. The townhouses are a step toward a responsible and independent living environment – a step closer to life after college. This includes the possibility of a limited meal plan and the responsibility of cleaning one’s own house.

# HOUSING PROCEDURE DETAILS

## Residence Life Staff

An important part of the college program, and the residence hall program in particular, is the Residence Life staff. These are trained professional and para-professional men and women whose objective is to facilitate growth and development of students in all areas of their lives.

The **Dean of Residence Life** and the **Resident Directors** work together at various levels in Residence Life. They are responsible for the total administration, operation, and leadership of the student staff within the residence halls.

Under each Resident Director is a student who assumes the role of **Assistant Resident Director** (ARD). He or she is directly responsible for overseeing the needs of the residents and the Resident Assistants. The Assistant Resident Director also participates in the Residence Hall Association, assists the Resident Director, and is responsible for various office procedures.

**Resident Assistants** (RAs) are students who go through an extensive, competitive selection process, have demonstrated commitment to service, and are trained in helping students in various ways. They also work as information sources and communicators between the institution and the students within the residence hall. The RAs provide feedback to the Resident Director concerning problem areas within the residence halls. RAs are key links to the university and its resources and should receive the same respect as a faculty and/or staff member. They are part of the Student Development staff, and each one is responsible for an area of the hall. Resident Assistants in each hall rotate nightly hall duty (Sunday

through Thursday from 7 p.m. to midnight, and Friday and Saturday from 7 p.m. to 1 a.m.). The name of the person on duty is posted in a central location in the hall. Students should feel free to ask the **“RA on Duty”** for any assistance.

Each residence hall has a hall government known as **Residence Hall Association (RHA)**. The council is responsible for providing a variety of programs throughout the year, such as social gatherings, recreational events, and educational programs.

## Room Reservation

During spring semester, students are given a chance to reserve their room for next year. Students who choose to keep their current room sign up first; those who wish to change rooms are allowed to sign up later with priority given to students based on credit hours. Students who wish to live in university housing must pay a \$100 room reservation deposit (this is not the security deposit) and bring a receipt of this payment in order to reserve a room, as well as be registered for fall classes.

The room reservation deposit is non-refundable if the student decides not to return to JBU housing. Those returning will have their deposit refunded to their student account. All students must have a roommate or be compelled to sign up for housing last. See Off-Campus Policy for related information.

## Changing Rooms

Occasionally a student desires to move to another room after classes have begun. Permission must be obtained from the RD prior to moving, and no room changes will be made until September 15. Room change request forms are available from RDs, and failure to fill it out may result in denial of permission to move. If a student decides to move from one living area to another, they must get prior approval from the RD.

## Checkout

At the end of each school year, students will set a time for Resident Assistants (RAs) to check them out before vacating rooms. (This applies to changing rooms during the year, as well as moving out at the end of the spring semester.) All personal belongings must be moved out of the room. The floor, desk, dresser, bookshelves, closet, and drawers need to be empty and clean. The room key should be given to the RA, and both the resident and the RA must sign the checkout form.

The residence hall officially closes at 8 a.m. (5 p.m. for graduating seniors) on the day of graduation. Students will be charged \$25 for late checkout. There is a \$50 fine for failure to check out. If necessary, clean-up or damage costs may be charged for room and suite areas. It is under the discretion of the RA or RD to charge additional fines for those who abuse checkout.

Residence life reserves the right to ask any student causing a disturbance to leave campus within 24 hours of their last final.

## Holidays/ Breaks

Residence halls and townhouses will be closed during Christmas, Thanksgiving and spring break vacations. Residents who need to remain in town must make arrangements to stay elsewhere. **Dates and times of breaks are posted on the Residence Life website.**

## Residence Hall Damages

The only fair way to handle charges for damage within the residence hall is for the individual responsible to come forward and pay for it. If no one takes responsibility then the charges will be shared by residents according to the following areas:

**Personal common** - Residents of each room share responsibility for their individual room including furnishings.

**Suite common** - Residents of each suite share responsibility for all areas outside the rooms (including the outside of their room door) but within the suite door.

**Residence hall common** -All residents within a residence hall share responsibility for all areas outside suite doors including but not limited to laundry room, TV room, lobbies, lounges, conference room, offices, fire/safety equipment, and hall furnishings.

Students are not allowed to construct any type of loft or platforms within their room. University furnishings cannot be modified or used in a manner outside their design. Painting rooms or suite area is not allowed.

Appropriate charges for damages shall be made against students' accounts and must be paid promptly.

## Off-Campus Policy

Research supports our belief that the residence life experience is a vital part of the student's development as a whole person (head, heart, hand). Therefore, all unmarried traditional undergraduate students who are enrolled for twelve (12) or more hours of academic credit are required to live in on-campus university housing.

Those who are 22 years old prior to the beginning of the semester in which they would live off-campus are eligible to do so without application but must complete the Commuter Notification Form.

Traditional undergraduate students who are not yet 22 and wish to move off-campus must complete an application process and receive approval from the Student Development office. Students who wish to live with a parent or an approved relative (i.e. grandparents, aunt & uncle) do not need to complete this process but must complete the Commuter Notification Form.

Only qualified students should apply to live off-campus. Qualifications are:

- Cumulative GPA is 2.5 or better
- Student has lived in on-campus housing for six semesters.
- Senior transfer students who have lived on campus at another institution and have lived in JBU housing for a minimum of two semesters.
- Clearance from the Financial Aid Office
- A clean current disciplinary record

To begin the approval process, students may print an application off the Residence Life webpage (<https://www.jbu.edu/residence-life/off-campus/>), fill it out appropriately, and return to Student Development, including two references (one from RD, one from advisor). (Watch campus publications for pick-up and due dates.) Many students wish to apply for both off-campus and on-campus housing in the event their off-campus application is not approved. This is permissible. Simply follow both procedures (including payment of the \$100 room reservation deposit). Once you know where you will be living,

please notify the Student Development office. If you are approved to move off-campus and do so, the \$100 deposit will be refunded to you.

The Director of Residence Life will inform students via campus mail whether or not they have been approved. Students who are approved must inform the Student Development office by April 15 if they will be moving off-campus the following semester by filling out the Commuter Notification Form.

Students who are not approved may submit a written request for special consideration by the Off-Campus Appeals Committee, which meets only once per semester. Reasons for special consideration must be included in the written request.

Financial difficulties related to continuing as a full-time student are not considered as valid reason for exception. Further information about the process may be obtained in the Student Development Office.

JBU institutional aid cannot be used for off-campus expenses, except for rent at JBU-owned facilities.

## OPEN HOURS

### **Walker Hall**

#### *Lobbies*

Open seven days a week	8 a.m. to midnight
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### **J. ALVIN HALL**

#### *Main Lobby*

Open seven days a week	8 a.m. to midnight
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#### *Atrium*

Sunday through Thursday	10 a.m. to 10 p.m.
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Friday and Saturday	10 a.m. to midnight
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### **MAYFIELD HALL**

#### *Main Lobby and Lower TV Lounge*

Open seven days a week	8 a.m. to midnight
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### **HUTCHESON HALL**

#### *Main Lobby and 3rd Floor Lobby*

Open seven days a week	8 a.m. to midnight
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## VISITATION HOURS

Listed below are the hours for each residence facility. Doors to student rooms must be left at least halfway open when members of the opposite sex are present.

<b>Walker:</b>	<b>Wednesday, 6 p.m. to 10 p.m.</b>
<b>J. Alvin:</b>	<b>Tuesday, 6 p.m. to 10 p.m.</b>
<b>Mayfield:</b>	<b>Thursday, 6 p.m. to 10 p.m.</b>
<b>Hutcheson:</b>	<b>Monday, 6 p.m. to 10 p.m.</b>
<b>Townhouses:</b>	<b>Sunday through Thursday, noon to midnight</b>
	<b>Friday and Saturday, 10 a.m. to midnight</b>

All residence halls will have an additional open-dorm every Friday and Saturday night, from 6 p.m. to midnight. The RA on duty is responsible for clearing the residence halls of non-residents prior to the close

of open house or visiting hours. Students' guests need to be cooperative and leave the building at the appropriate time. First violation of the visitation hours will be addressed with a formal warning. A second violation will include a community growth contract and a \$50 fine.

## **RESIDENCE HALL SPECIFICS**

These expectations are in place to help ensure safe, secure, and harmonious community living.

### **Appliances**

Students are permitted to use coffee makers, popcorn poppers, and blenders in their rooms. Hot plates, fry pans, air fryers, bread makers, crock pots, Foreman grills, counter top toasters, ovens, microwave ovens or Fry Daddys are not permitted in a student's room due to consideration of wiring and fire hazards. These appliances can be used only in kitchens or areas designated by the Resident Director. (Each residence hall has one or two full kitchens available for student's use. Questions concerning cooking need to be directed to the Resident Director.)

Air conditioners, space heaters, and halogen lights or freezers are not permitted. Facilities Services may check-out space heaters to some students as needed. Irons should have an automatic-off feature. Ironing must not be done on a bed or the carpeting.

Students may keep a mini-refrigerator (maximum size of 4.0 cubic feet) in their room. It is expected that these units will be cleaned regularly and that no food/beverage will be stored in them during Christmas break. All items must be unplugged during breaks.

To avoid potential safety hazards, all electrical appliances (lamps, refrigerators, etc.) must have "UL" approval.

### **Building Access**

Students should enter and leave the building by the main lobby doors. Crawling on/over the roof or through the windows or using the fire exits is prohibited except in the case of fire. Violations will be subject to discipline and a \$100 fine.

### **Bicycles, Roller Blades, Skates, Skateboards**

JBU students are welcome to ride bicycles, skateboards, skates, or scooters for transportation. However, these items are not to be used inside any campus building due to safety and maintenance concerns. Moreover, these items should not be used in any way that damages university property, endangers other people, or the rider. Students should use caution while riding these items on sidewalks when other people are present. The right-of-way belongs to the pedestrian. Due to safety concerns, skateboards, skates or scooters should not be used on streets – only on sidewalks.

Railings, stairs, steps, benches, monuments, etc should not be used to perform tricks or maneuvers. Students who are in violation of this policy may have these items confiscated. Non-students are not allowed to use these items on campus.

Bicycles should be stored in designated areas of the residence hall. For security purposes, they should be locked at all times. Over extended breaks, students should find more secure areas to store their bikes, since the university cannot be liable for their safety. If bicycles are left over the summer, they will be

removed and sold.

## **Candles, Incense, Open Flames**

Candles (including birthday candles), open flames, and incense are not permitted in the residence halls or townhouses due to fire safety regulations. Students are subject to fines, or other disciplinary action for their use. A \$50 fine will be assessed for those who violate this policy. Precaution should be used with candle warmers. The wax can stain flooring, furniture and fabrics. Any damage from the wax will result in fines.

## **Darts**

Metal-tipped darts must not be used in the residence halls due to the damage that they create.

## **Doors, Locks, and Keys**

All residents are urged to keep their doors locked, especially when no one is in the room. Moreover, students should never prop open an exterior door to a living area since it creates a security breach for the other residents. Students found propping doors are subject to fines or other sanctions.

If a student loses a room key, he or she needs to report it to the Resident Assistant (RA) or Resident Director (RD) immediately. The student will be charged \$25 for replacing each lost key. The RD in turn will notify Facilities Services so that the lock can be re-cored. In addition, with the loss of an ID, students will need to pay \$20 to replace.

Contact an RA if you are locked out of your room. Security officers are not responsible for unlocking student doors or houses unless there is an emergency. Depending on the situation, there may be a charge to unlock your room. In addition, if a door jams, notify the RA.

## **Firearms, Fireworks, Explosives**

Guns, ammunition, weapons, and fireworks are not allowed on campus, and therefore are not permitted in any residence hall for any reason. See section under general expectations.

## **Fire Drills**

Each living area will have a fire drill each semester. Evacuation routes are posted in each living area by the bulletin board. Anytime the alarm sounds, the building must be evacuated. Students must remain outside the building until the Residence Life staff has searched the building and disengaged the alarm. Disregard for a fire drill will result in disciplinary action.

## **Fire Hazards**

The following items are considered fire hazards and are not permitted in the residence halls: motorcycle parts, automobile parts, tires, engines, and containers that contain any flammable materials/liquids. Prohibited items found in the residence halls will be confiscated and a fine will be imposed.

## Fire Safety

In order to maintain a safe environment for students in the residence halls, a number of guidelines have been developed concerning fire safety. Evacuation routes are posted at each entrance to the building. All of the residence halls are equipped with fire protection devices including smoke detectors, emergency lights, fire alarms, fire extinguishers, and exit lights.

The safety of the residents lies heavily on the quality and effectiveness of this equipment. Misuse of fire protection equipment only increases the chance of injury or death to hall residents. Disregard for, tampering with, or misuse of any fire protection device will result in immediate disciplinary action and appropriate fines. Students failing to comply with this policy can expect up to a \$200 fine.

All residence hall rooms and hallways are equipped with smoke detectors; some detectors operate on battery power. If a detector battery goes out, please contact a member of the Residence Life staff who will assist in getting a replacement. The Residence Life staff will periodically inspect all rooms to be sure that the smoke detectors are working properly. Tampering with or disabling a smoke detector will result in a \$50 fine.

## Guests

Students are allowed to have overnight same-sex guests in their rooms. However, certain procedures are necessary to ensure the security of the hall and maintain good relationships among the other residents. Therefore, each student should follow these guidelines when hosting an overnight guest:

- Roommates should arrive at an agreement before inviting a guest.
- The RA must be informed of non-student guests.
- Guests may stay a maximum of three nights. JBU students not on room and board are not considered guests.
- If a guest is a prospective student, residents should check with the Admission office prior to that guest's arrival.
- Guest keys, bedding, towels, etc. are not supplied by the university. If the guest is using another student's bed, prior approval must be obtained.
- Mattresses will not be provided by the university, nor should lounge furniture be used for sleeping purposes.
- The host is totally responsible for the behavior of guests and shall be charged for damages that might occur. It is also the responsibility of the host to inform the guest of residence hall and university policies. JBU reserves the right to deny access to any non-resident to the residential facilities.

## Hallways

For insurance, safety, and fire code reasons, the hallways must remain clear throughout the year. At the beginning of the semester, a one-week limit is set to have all storage items (boxes, suitcases, etc.) moved to storage. Moreover, students should not throw balls, frisbees, etc. in the hallways.

Excessive accumulation of newspaper, shredded paper, clutter, trash, etc. in the rooms, hallways, or stairwells is also considered a violation of the fire code and therefore is not permitted.



## Laundry Service

Laundry service is available through washing machines and dryers located in each residence hall. Machines are activated using credit or debit cards. Students are responsible for furnishing their own linens (sheets, pillowcases, towels, washcloths, etc.) and laundry detergent. If there are problems with laundry machines, the student should refer to advertised reporting procedure in each laundry room.

## Loss and Theft Liability

**John Brown University assumes no responsibility for any loss or damage to personal possessions resulting from theft, fire, power outages, or other disasters.** Residents are urged to take all possible precautions to protect their belongings (including locking the door, proper surge protection for electronics, and taking valuable personal belongings home over breaks). Keep a record of the serial number, make, model and a picture of the device for identification. Residents are responsible for obtaining their own personal property insurance. If a theft occurs, students should contact Campus Safety (215-5000) to file a theft report. For your convenience, Residence Life can provide information of property insurance providers. The Student Property Insurance is only available at the student's arrangement and cost.

## Maintenance Requests

All maintenance needs should be reported to the Resident Assistant (RA) or Assistant Resident Director (ARD). Work orders are processed by the ARD. If prompt service is not received, the Assistant Resident Director must be notified. Students should NOT contact Facilities Services staff about the matter. Any emergency repairs such as water leaks should be reported to the RA immediately, as well as smoke detector batteries or light bulbs as needed. Maintenance personnel will announce their presence on the women's wings.

## Music, Noise and Quiet Hours

Although your room is your home away from home and a place for you to relax and enjoy yourself, remember that not everyone's lifestyle is the same as yours. For this reason, the hall must be reasonably quiet at all times, allowing for work or study as desired.

Each living area, under the direction of the Resident Assistants and Resident Director, will be allowed to set specific expectations for that area during certain periods of the day. It is a general expectation for the residence halls to have "Quiet hours" between 10 p.m. and 8 a.m. the next morning so that students can get a reasonable amount of undisturbed study and rest.

During the day and evening, students need to keep in mind that the acceptable level of volume for speakers, televisions, radios, and noise is exceeded when it is audible to anyone outside the walls of their own room or suite. Each student is expected to exercise caution and consideration for others in this area. In addition, choice of music needs to be appropriate - not offensive - to other community members or contrary to the lifestyle expectations of the university.

No electric pianos, guitars, or drums are allowed in the residence hall unless played with headphones. Speakers should not be directed outside due to the disturbance that they could create on campus. Students should remember that consideration of those living around them is key in determining choice of music, level of horseplay, and volume of noise emitted from rooms at any time during the day or

evening. Even outside of “quiet hours,” students do not have the right to make as much noise as they like. At all times, all residents have the right to a quiet, peaceful environment for study and sleep.

## **Night Watch**

The entrance of residence halls are equipped with video security cameras. Sunday through Thursday from midnight to 6 a.m., and on Friday and Saturday from 1 a.m. to 6 a.m., a night watch person monitors these cameras.

## **Personal Property Storage**

Limited storage space is available in each residence hall for students living 500 or more miles away, although the university cannot accept responsibility for personal items stored. All stored items must be clearly labeled with the student’s name and address. All items must personally be put in storage.

## **Pets**

Experience has shown that in a close-quartered community, pets can create an uncomfortable, inconvenient, and unhealthy environment. Therefore, keeping pets in the residence halls, townhouses, and apartments is not permitted. Fish (eg. goldfish) are the only exception. A fine of \$25/day is assessed for having any other type of pet in your room. The university has policies regarding service animals and emotional support animals. Regarding these animals, students should work with The Office of Disability Services.

## **Right of Entrance**

The university reserves the right to enter a student’s room for reasonable inspection of health, safety, and sanitation standards, or for the purpose of maintenance and repairs. Every attempt will be made to allow the resident to be present when entrance is necessary. These rights include search and seizure when sufficient reason is shown.

## **Room and Hall Cleanliness**

In order to maintain harmony among residents, every student needs to do his or her part in maintaining a clean, healthy community environment. Keeping your room clean and assisting in keeping the residence hall common areas in order are important contributions to these efforts.

## **Room Decorations**

Pictures and posters are permitted, but discretion should be used in the selection. Ask your RD and roommate about any questionable items. The RD reserves the right to have students change room décor. Items displaying alcohol, tobacco, drug-related messages, the objectification of men or women, or other objects inconsistent with JBU’s Community Covenant may not be used as decorative items in one’s room.

Students may display political signs inside of their rooms. As a non-profit institution, JBU does not endorse any particular political candidate. Therefore, no political advertising may be placed in outward

facing windows or in public, shared areas of the residence halls in order to avoid the appearance of advocacy for a specific political party or candidate for elected office.

Traffic signs usually have a history of being stolen, even if the current owner purchased them. Also, the display of a traffic sign, or similar item, with no historical story can communicate acceptance, and we want to avoid any appearance of possessing someone else's property. Therefore, displaying old traffic signs, or similar items, is not allowed.

Due to the resurgence of bed bugs, it is highly discouraged to bring second-hand upholstered furniture and rugs into the rooms. (For example, items purchased from second-hand stores, garage sales, or the side of the road). Live Christmas trees are prohibited. Students will be asked to remove these items if they are displayed.

## **Hanging Items, Stick-Ons**

All room doors, woodwork, and windows are to be free from any stick-ons, hooks, tacks, or nails. (This includes wooden furniture as well.) Two-sided tape should not be used on carpet installation, and contact paper is not to be used as a decorative device. Residents should use Plasti-Tak (white only) to stick pictures, posters and wall hangings on the walls. Use of anything other than Plasti-Tak on wood surfaces is prohibited. Fines will be assessed if necessary. No wallpaper borders are permitted. Hanging chairs and hammocks are not permitted in the residence halls. Painting rooms or suite area is not allowed.

## **Furniture**

Each room is equipped with university furniture. This furniture can be arranged in a way so that the room is most comfortable for the student, but must be used in the way it was designed. Students are not allowed to bring in any lumber or construct furnishings on which to sleep or live. Moreover, university furnishings cannot be modified beyond design of furniture. Due to storage limitations, this furniture is not to be moved from your room. The furniture in your room at the beginning of the year may not be removed at any time and must be in the same condition (exactly) when you check out.

## **Visitation and Visiting**

Open house, visitation, and common area visiting hours are privileges at JBU. They provide opportunities for students to socialize and study with classmates in their own living area.

Members of the opposite sex are not permitted in residence hall rooms, stairwells, or hallways unless they have the permission of the Resident Director or it is an open house visitation period.

## **Visitation Schedules**

Each residence hall has its own respective visiting hours for common areas (lobbies). These common areas are open only to residents of the respective hall once visiting hours are over. Couples should remain upright and any display of affection should be tasteful and should reflect the nature of JBU. Students may reserve the common areas by talking to their RD. No one is allowed to sleep in the lobby areas.

Listed below are the visitation hours for each residence facility. Doors to student rooms must be left halfway open when members of the opposite sex are present.

<b>Walker:</b>	<b>Wednesday, 6 p.m. to 10 p.m.</b>
<b>J. Alvin:</b>	<b>Tuesday, 6 p.m. to 10 p.m.</b>
<b>Mayfield:</b>	<b>Thursday, 6 p.m. to 10 p.m.</b>
<b>Hutcheson:</b>	<b>Monday, 6 p.m. to 10 p.m.</b>
<b>Townhouses:</b>	<b>Sunday through Thursday, noon to midnight Friday and Saturday, 10 a.m. to midnight</b>

## **Water Fights**

Water fights are not permitted in the residence halls. Fines will be imposed and students will be held responsible for any damage that results.

## **Wiring, Extension Cords**

Students are not allowed to alter or supplement the wiring in their rooms due to safety concerns.

Any electrical needs must be directed to Facilities Services via a maintenance work order processed by your ARD.

It is required that students use an outlet center/power strip extension cord with a surge protector, which must be UL-rated. If a student's use of power cords is considered a fire hazard, the Residence Life staff will instruct the student accordingly.

## **RESIDENCE HALL COMPUTER NETWORK GUIDELINES**

You are responsible for the correct configuration and operation of your personal computer. Information Technology Services (ITS) and the ITS Help Desk will provide limited technical support for computer and connectivity problems in the form of advice, instruction, and some general troubleshooting, but you may need to pay a local business to get your computer fixed. ITS will make sure that the network connectivity in your room is working but cannot practically address all hardware and software problems on your personal computer.

You are encouraged to make use of passwords on your personal computer to protect yourself. You are responsible for the use of your computer and you should try to limit who has access to it.

If malware infects your computer, ITS may disable your network connection without notice to protect the rest of the residential network.

ITS operates an enterprise firewall that provides protection from most internet attacks but cannot realistically protect your computer from the rest of the residential network. You are responsible for correctly configuring your computer to protect it from internal network attacks. In particular, be careful about enabling any kind of file and printer sharing.

Most computers have personal firewall software installed and it is available for most operating systems. Configured correctly, this software can provide increased security for your computer.

There are a number of connection sharing devices marketed for home use on broadband internet connections (usually called a “router” or “wireless router”). Please do not set up routers and other related wireless access points, such as wireless printers, as they can potentially disrupt the connectivity of your devices and others. If one disrupts the operation of the network, ITS may disable your network access without notice.

- Internet file-sharing programs are popular for downloading and sharing software applications, music, movies, and other files. There are a few things you need to know about these programs:
- They run protocols that can easily consume all of the internet bandwidth available. Therefore, JBU limits the amount of bandwidth used by these applications and you will find that they generally run slowly.
- Most of the files you will collect using these programs are illegal copies of copyrighted material and it is against JBU's Acceptable Use Policy (<https://eaglenet.jbu.edu/resources/its>) for you to download or share them.
- JBU does not engage in searches of personal computers for illegal files; however, if a company presents JBU with a valid legal order to identify a computer that they suspect is storing or serving copyrighted files, we are required by law to comply to the best of our ability.
- Media companies regularly seek to enforce their copyrights. If you share copyrighted material, you could be fined, or worse.

Various local area network applications are popular and might run successfully on JBU's network (no guarantees). Examples are game servers and file sharing applications. You may use these with some limitations. Remember, you are responsible for the correct use of such programs, especially if you set up a computer running a server for any of these applications. In particular:

- Their traffic must be limited to the on-campus network. Off-campus connections will be blocked.
- Game servers are allowed as long as they do not cause excessive network traffic.
- File-sharing servers are allowed as long as you are not sharing or enabling the sharing of copyrighted material. In realistic practice, the way these file-sharing networks are generally used on university campuses, they are not allowed.

## JOHN BROWN UNIVERSITY FILM POLICY

As a Christian institution, the John Brown University community agrees to honor and obey copyright laws. In general, films shown in public settings must be legally obtained and used under the guidelines established by the copyright laws.

**Films in dorm rooms:** Students are permitted to show films without public performance rights if the movie is shown to a small group of friends within their “home”. For JBU students, this means their dorm room and also some dorm lobby areas if it is an impromptu, non-JBU sponsored gathering without publicity or a general invitation.

**Films in public settings** must be legally obtained and used under the guidelines established by the copyright laws. They are subject to the following guidelines:

- The federal Copyright Law makes it unlawful to show a JBU-sponsored film in a public space without the expressed and written permission from the copyright holder, or without purchasing a public performance license.
- Public space at JBU is any place on campus except the individual dorm room assigned to a specific student or students. In some situations the dorm lounge space closest to the student's room may also be considered personal space.

- Meetings of JBU-sponsored clubs, organizations and housing units are considered public spaces and therefore must have explicit permission from the copyright holder or a public performance license to show a film.

**Exceptions for educational purposes:** Film copyright laws recognize exceptions for educational purposes if the showing of the film is in the course of teaching activities of a nonprofit education institution. John Brown University is nonprofit educational institution, and therefore a film showing is most likely to fit within the educational exception if:

- The showing is in a classroom or similar location for instruction.
- The showing is part of an educational activity and is accompanied by a related discussion forum.
- For more information see: Section 110(1) of the Copyright law.

## FEDERAL INFORMATION & JBU POLICIES

### ACCESS TO EDUCATIONAL RECORDS

*The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974* extends to all former and presently enrolled students at JBU the right of access to certain educational records maintained by this institution.

Student's rights include:

- Inspection and review
- Explanation or interpretation of contents.
- Duplication of the record at a standard fee of .10/page.
- A formal hearing, if necessary, to challenge the contents of any such record.

"Educational Records" include those records, files, documents, and other materials, which contain information directly related to a student and are maintained by this institution or by a person acting for this institution. Not included in this term are:

- Records in the sole possession of the maker thereof, which are not accessible or revealed to any other person
- Records maintained by a professional or para-professional in medical or psychological treatment of the student and which are not available to anyone other than the persons providing such treatment
- Records of employees of this institution who are not presently in attendance and which pertain solely to their employment
- Confidential letters and statement of recommendation placed in the student's file prior to January 1, 1975
- If the student first signs a waiver, the student will not have access to confidential recommendations subsequently compiled respecting:
  - a. Admission to JBU
  - b. Application for employment
  - c. Receipt of honorary recognition
- Financial records of parents of students

Requests for access to educational records should be submitted in writing directly to the school official responsible for custody of the records. A standard form, "Students Request to Review Record", is available

at the Registrar's office. Consistent with time and record security limitations, access must be granted or permission denied and a reason stated within 45 days of the request to review the record. Access will be denied only for reasons specifically authorized by the Act and applicable regulations.

An informal record review and resolution of conflict is urged. If this process does not prove satisfactory, the student may petition a "Student Rights Committee" for a formal hearing. Petitions for a hearing should be submitted through the Registrar.

The Student Rights Committee has been appointed specifically to deal with student petitions under applicable federal laws and regulations, such as the Buckley amendment. The student has the right to challenge the content of the record only on the ground that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. No challenges will be heard regarding the merit upon which individual grades have been based. The record may be amended, based upon the committee's findings, or the student may insert in the record a statement commenting upon or in rebuttal of the document.

All determinations of the Student Rights Committee are subject to a final review by the Associate Vice President for Academic Administration, if requested by the student in writing, within two weeks of the committee's decision.

### **JBU's Response to these Requirements**

A copy of the institutional policy adopted in response to the requirements of the Family Education Rights and Privacy Act may be obtained from the Registrar's office. Any student having pursued the administrative remedy may submit a further appeal in writing to:

The Family Educational Rights and Privacy Act (FERPA)  
Department of Human Services  
330 Independence Avenue, SW  
Washington, DC 20201

## **RELEASE OF EDUCATIONAL RECORDS**

The following directory information concerning each student will be released by this institution without the student's consent unless the student makes a written request to the Registrar's office within 10 days of class registration for this information to be withheld:

- Name
- Address
- Telephone
- Date and place of birth
- Major field of study and year in school
- Participation in officially recognized sports and activities
- Weight and height (if student is a member of athletic teams)
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Parents' names and addresses

- Marital status (name of spouse)
- Religious preference

## **MEDICAL LEAVE POLICY**

Medical Leave is available for students who, due to documented serious physical or psychological illness, need to leave the University. Medical leave is intended to enable a student to maintain his or her status as a student so as to continue their education at a later date. Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus. The Coordinator of Student Success can help navigate this option.

## **HOSPITALIZATION POLICY**

When a student is hospitalized they are required to consult with university staff before returning to the residential facilities. JBU seeks to fulfill a duty to care for students, thus a student hospitalized for medical treatment should meet with the University Nurse and a student hospitalized for mental health treatment should meet with the director of the Student Counseling Center before returning to JBU student housing or attending classes. In order for JBU to support students in healthy holistic decisions, students should provide documentation of ongoing treatment plans. Multiple hospitalizations for related symptoms may necessitate consideration of alternative educational options (i.e., off-campus housing, academic programs, etc.).

## **ACADEMIC GRIEVANCE PROCESS**

- Student complaints about a faculty person should be discussed first with that faculty person.
- If talking with the faculty person fails to bring resolution, the student may meet with the appropriate college dean and present a concise, well thought out, written statement of the problem and the desired resolution.
- The college dean will offer to meet with the student and the faculty person in question. If the student is unwilling to attend such a meeting, the college dean is at liberty to dismiss the complaint at that point. If the student consents to the meeting, then the college dean will be responsible for documenting the proceedings and outcome of the meeting in writing.
- The accused faculty person or the aggrieved student may request a second meeting within seven days to which both the faculty person and the student, within limits set by the college dean, may invite colleagues and students. Written documentation of the proceedings and outcome of this second meeting is the college dean's responsibility as well.
- If the problem is still not resolved to the satisfaction of either party, an appeal may be made to the AVP of Academic Administration.
- Occasionally a student may wish to appeal to an academic action such as a graduation requirement, or a withdrawal penalty. Such appeals should be made in writing to the AVP of Academic Administration. In most cases, the student should first request the support of his or her major advisor, department chair or college dean.



## STUDENT GRIEVANCE PROCESS

A student should seek administrative resolution in the following manner if the student believes (a) there has a legitimate grievance under federal law with respect to the nondiscrimination policy of the university or (b) there is a serious non-academic grievance against any university official; provided, however, that in case of grievance related to an harassment claim, the student follow the policy and procedure covered in Sexual or Other Harassment Policy and in the case of a grievance related to an academic issue, the policy and procedure of the Academic Grievance Process.

- Submit a statement of the grievance in writing to the Dean of Residence Life.
- The Dean will respond in writing to the student within a reasonable time of receiving this notification.
- If the Dean's response is not satisfactory to the student, a written request for appeal should be given to the Vice President for Student Development for an administrative hearing before the Judicial Board. The board will meet within a reasonable time following receipt of the written request for appeal.
- All final recommendations by the Judicial Board are subject to review and approval by the Vice
- For employment-related grievances, students should contact Human Resources. The Human Resources office will follow the procedures outlined in the Employee Handbook, Section 7.7, Anti-Harassment.

## TITLE IX, SEXUAL ASSAULT, DATING/DOMESTIC VIOLENCE, STALKING AND HARASSMENT POLICY

John Brown University (JBU) is committed to the preservation of human dignity, and is particularly concerned about the possibility of harassment, whether sexual, racial, ethnic, or any other type. This applies to all members of the JBU community including but not limited to students, employees, and third parties. Harassment in any form – verbal, physical, or visual – is strictly against JBU policy and will result in immediate disciplinary action. Harassment of any type is strictly prohibited. It is a violation of state and local law and University regulations to commit a sexual assault (including rape).

The law and the policies of JBU prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of attendance. The prohibitions against harassment and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

The prohibited sex discrimination covers sexual harassment, sexual violence, domestic violence, dating violence, sexual assault, and stalking.

(JBU) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, JBU has developed internal policies that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment or retaliation. JBU values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

John Brown University's full policy is available at <https://www.jbu.edu/title-ix>.

## **JBU SUICIDE PREVENTION PROTOCOL**

According to recent case law, JBU has a limited duty to take reasonable measures to protect a student from foreseeable self-harm that could lead to death.

This responsibility occurs when a JBU employee acquires knowledge that a student has recently attempted suicide while a student or shortly before becoming a student, or becomes aware of a student's stated plan or intention to commit suicide. When a faculty or staff member has or develops reasonable concern that a student is potentially at risk, they will take action to help protect the student.

In such cases, JBU will provide (and may require) a prompt professional evaluation. If risk to self is considered foreseeable, then the student will be provided options for treatment. If a student with foreseeable risk declines the treatment options provided and does not provide an equally credible or acceptable course of safety in place of the options presented by the university's representatives, then the student's emergency contact will be alerted.

Although JBU takes its obligation to protect the privacy and autonomy of its students seriously, the university regards its responsibility to take reasonable measures to protect students at foreseeable risk of harm as its predominant concern. Any intervention to protect the life and safety of an individual student will be conducted with these considerations in mind.

## **MISSING STUDENTS POLICY**

If a member of John Brown University's Community has a reason to believe that a student is missing, they should immediately notify the Campus Safety Department at 215-5000, who will notify Student Development Staff, the Resident Director, or Vice President of Student Development, whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well being through the collaboration of the Campus Safety Department and the student life staff. If the student is an on-campus resident, the Campus Safety Department will work with the Student Development staff to make a welfare entry into the student's room.

If the student is an off-campus resident, the Campus Safety Department will coordinate with the Siloam Springs Police Department, and enlist their help in investigating the circumstances involved with the missing student, through contact with friends, associates, and/or employers of the student when the student has been considered to be missing for more than 24 hours. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work study or other work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to the campus health officials.

If the student is not located, notification of the family and the local law enforcement within 24 hours of receiving the initial report is made, to determine if they know the whereabouts of the student. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing persons report with the Siloam Springs Police Department, or outside the city, with the Benton County Sheriff's Department, or other law enforcement agencies with jurisdiction.

If the missing student is under the age of 18, and is not an emancipated individual, the Vice President of Student Development, or his replacement, who is responsible for the student will notify the student's parents or legal guardian immediately after the law enforcement agency with jurisdiction has determined

that the student has been missing for more the 24 hours. The Campus Safety Department and Student Development staff will cooperate, aid, and assist the primary investigation agency in all ways prescribed by law. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case. All students, faculty and staff have the option to identify confidentially an individual to be contacted by the university, in the event the student is determined to be missing for more than 24 hours.

If a student has identified such an individual, the Student Development staff will notify the individual no later than 24 hours after the student has been determined to be missing.

## HAZING

John Brown University abides by the definition and restrictions related hazing set forth in Arkansas statute 80-5501ff. as described below:

“No student of any school, college, university or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other student in the commission of this offense.

Hazing is defined as follows:

- Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attached by threatening such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
- The playing of abusive or truculent tricks on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others upon a student to frighten or scare him or her; or
- Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against another student done for the purpose of humbling pride, stifling the ambition, or impairing the courage of the student attached, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
- Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or maiming, or to do so seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such students as defined in this section.
- The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

“No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section. The offense of hazing is a Class B misdemeanor”.

# CAMPUS SAFETY INFORMATION

## General Information

John Brown University is strongly committed to campus safety and security. Campus Safety Officers are well-trained in providing safety, security and service to every person on the campus. Campus Safety Officers represent John Brown University and have authority to allow or restrain access to all university buildings including student residences. Campus Safety Officers also have the authority to enforce campus traffic and parking regulations. Crimes of violence, alcohol, and/or drug-related acts, or more serious confrontations will be referred to the Siloam Springs Police Department for intervention and assistance. Everyone on campus is encouraged to report criminal activity to the Siloam Springs Police Department by dialing 911 or 9-911 from campus extensions. All crimes statistics can be found at [jbu.edu/campus-safety/resources/reports/](http://jbu.edu/campus-safety/resources/reports/)

For general safety concerns, call Campus Safety at 215-5000. Campus Safety provides routine patrols of the campus 24 hours a day seven days a week.

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturdays, Sundays, and holidays in the Walton Lifetime Health Complex.

Faulty locks or other security deficiencies are reported daily by Campus Safety Officers to Facilities Services staff for repair or replacement.

Residence Life Assistants are on duty in residence halls to monitor access to buildings and to provide assistance to the students during evening hours (7 p.m. to midnight, and until 1 a.m. on weekends). Campus Safety Officers regularly patrol the campus and check exterior and interior doors and grounds several times each evening to ensure the security of residence halls and other campus facilities.

Exterior lighting is an important part of the University's commitment to campus safety and security. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well lighted. Formal surveys of exterior lighting on campus are conducted by Campus Safety Officers on a routine basis and reported to the Facilities Services Director for repair or replacement. Members of the campus community are encouraged to report any exterior lighting deficiencies, campus safety or maintenance concerns to the Facilities Services Department, extension 7261.

## EMERGENCY MANAGEMENT PROCEDURES

The JBU back-of-door Emergency Response Guide is a guide to provide John Brown University faculty, staff and students with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designed to carry out specific responsibilities are trained to know and understand the University's policies and procedures. The Emergency Response Guide was created to meet the Occupational Safety and Health Administration Standard 29 CFR 1910.38: Emergency Action Plan.

The Crisis Response Team is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near JBU. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operation procedures.

## Emergency Test and Evacuation Drills

JBU participates in emergency tests or evacuation drills to assess and evaluate emergency procedures and capabilities. The evacuation drills, table top exercises, and emergency preparedness training are done in partnership with the Campus Safety Department and with the City of Siloam Springs Police Department and Fire Department if needed.

## Crisis Alert System (CAS)

The Crisis Alert System used at JBU broadcasts immediate e-mail, text, and voice-mail messages to those who have chosen to participate in the program. JBU will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by e-mail, as needed.

The televisions on campus (like those in the Walker Student Center, the Kresge Dining Hall and various lobbies around campus) are tools for crisis communication during emergencies and **MUST REMAIN ON AT ALL TIMES**. Repeated attempts to turn off the televisions may result in disciplinary action. If you have questions or comments about the content on the JBU televisions when they are not relaying emergency information, contact the Chief Communication Officer in University Communications.

## RESIDENCE HALL FIRE INFORMATION

### Fire Safety Improvements and Upgrades

JBU Campus Safety annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

	Fire Detection System (Smoke, Heat, Ion)	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year
Residence Hall					
J. Alvin	Yes	Full System	Yes	Yes	2
Mayfield Hall	Yes	Full System	Yes	Yes	2
Hutcheson Hall	Yes	Full System	Yes	Yes	2
Walker Hall	Yes	Full System	Yes	Yes	2
Townhouses	Yes	No	Yes	Yes	2
Northslope Apts	Yes	Full System	Yes	Yes	2

### Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the department of Campus Safety and the individual residence hall staff. Evacuation route maps are posted in each Residence Hall showing the closest egress route. Students who fail to leave the building during a fire drill are fined and the incident is reported to the Dean of Students.

## **Fire Life Safety Education**

Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flame are prohibited in residence halls. Residence Life policy on evacuation from residence halls is in the student handbook, and is discussed with residents when they move into the residence hall as follows:

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.

## **Smoking Policy**

JBU prohibits smoking in any of the residence halls and anywhere on campus. JBU is a tobacco-free campus.

## **Reporting a Fire**

Students reporting a fire should dial 9-911. If the fire event is no longer a danger, they should contact the Resident Director or Resident Assistant to report the incident to Campus Safety.

# **STATEMENT FOR THE PREVENTION OF DRUG & ALCOHOL ABUSE**

## **Behavioral Expectations**

The behavioral expectations of JBU for every member of its community include the prohibition of possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities.

NOTE: This is not to be interpreted to mean that students can drink off campus. See *Expectations of Students* for details.

## **Treatment Support**

Every employee of JBU with a drug and/or alcohol concern is provided one session with a university counselor for the purpose of assessment and referral to an appropriate therapist and/or agency in the area. Students may have as many sessions with a university counselor as the counselor deems necessary. Assessment and/or referral may be part of the process.

## **Behavioral Review and Actions**

Students at JBU who are involved with alcohol and/or drug use or abuse are subject to review by the campus judicial system. The judicial process facilitates awareness, understanding, and restitution while encouraging desirable behavior and inhibiting undesirable behavior. The specific sanctions of the judicial process are as follows: admonition, formal warning, developmental contract, disciplinary probation, restitution, fines, and denial of privileges, suspension, and dismissal.

Employees involved with alcohol and/or drug abuse are subject to review by the appropriate administrators. An employee who violates the code of conduct (which includes drug and alcohol abuse) is subject to discharge. Students and/or employees who sell illicit drugs will have their relationship with the college terminated along with being referred to local authorities for prosecution.

## **Effects of Alcohol**

Even the moderate use of alcohol can produce consequences such as impaired physical activity, slowed mental alertness, and dulling of conscience. Heavy drinking increases the inability of an individual's control or judgment. Heavy drinking over long periods of time reduces both the quality and length of life. Lowered resistance to disease and irreversible damage to organs such as the brain, heart, liver, kidneys, and stomach can occur. Beyond the physical problems lies social destruction, including dysfunctional family living.

## **Effects of Drugs**

The following negative effects from the use of illicit drugs are cited to describe the danger involved in drug abuse:

- Cocaine – dependency, increased blood pressure, seizures, cardio respiratory collapse, severe mental disorders

- Amphetamines – temporary psychosis, dependency, heart disorders

- Marijuana – dependency, loss of coordination, brain lesions, lung tissue damage

- Barbiturates – addiction, apathy, loss of self-control, convulsions, coma

- LSD – hallucinations, recurring effects (flashbacks), brain damage, chromosomal breakdown

- Heroin – lethargy, convulsions, coma, liver problems, mental deterioration

## **State and Federal Penalties for Illicit Alcohol**

Under the Arkansas criminal code, it is illegal for a person under the age of 21 years to use or possess alcohol. Possession of alcohol in Arkansas by anyone under 21 years of age is a class C misdemeanor which carries maximum penalty of one year in jail and a \$1,000 fine. A person can serve up to 30 days in jail and pay a \$100 fine for the crime of public intoxication. For furnishing an alcoholic beverage to a minor, the penalty can be as high as \$500 and a one-year jail term (which can be increased to five years in the state penitentiary upon a second conviction). Various other offenses, such as minor-in-possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to \$500 or six months in jail, or both.

Under federal law of the United States, whoever transports alcohol into any district in which the sale of alcohol is prohibited “shall be fined not more than \$1,000 or imprisoned not more than one year or both.”

## **Illicit Drugs**

Under Arkansas law the fine for manufacturing or delivering (or possession with the intent to manufacture or deliver) a controlled substance ranges from \$10,000 to \$250,000, depending on the classification of the substance. Prison terms for this crime range from 15 to 40 years, or life. Furthermore, these penalties may be doubled if the crime involves distribution of a narcotic drug to a minor.

Simple possession of a controlled substance in a relatively small quantity carries penalties ranging from a \$1,000 fine/one year in prison for a first offense, to \$10,000/ten years in prison for a third offense or possession of a Schedule I or Schedule II substance (such as cocaine).

The criminal sanctions under federal law for manufacturing or distributing (or possessing with the intent to manufacture or distribute) a controlled substance are similar to those under state law: three- to 30-year prison sentences and fines from \$10,000 to \$250,000. Likewise, simple possession of a controlled substance carries a \$5,000 fine, a one-year term of imprisonment, or both for a first offense. These penalties are doubled for subsequent offenses.

## **Review of Drug and Alcohol Abuse Statement**

This statement is subject to biennial review by John Brown University in order to implement necessary changes and to ensure consistent application.

## **Requirement to Report Violations**

It is a requirement of the Drug-Free Workplace Act of 1988 that work-place drug convictions of employees be reported by the employee to his/her employer within five days of conviction. A condition of employment at JBU is that this requirement be adhered to.

## **Requirement to Support Drug-Free Policy**

It is also a condition of employment that employees understand and support the Statement for the Prevention of Drug and Alcohol Abuse at John Brown University.

## **CAMPUS CRIME STATISTICS**

As of August 1, 1991, the *Crime Awareness and Campus Security Act of 1990* established a uniform standard for all colleges to begin collecting statistics for the following crimes on campus: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. In addition, colleges must also maintain records of all arrests for liquor law violations, drug abuse violations, and weapons possession. In August 1999, the Crime Awareness and Campus Security Act now referred to as the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act was amended to state that categories of crimes that must be reported include even incidents that are processed through campus judiciary channels. These would include arson, alcohol and/or drug incidents, and weapons violations.

Crime Statistics link - [jbu.edu/campus-safety/resources/reports](http://jbu.edu/campus-safety/resources/reports)

Additional information can be obtained by contacting the Campus Safety Director at 524-7403.

## **CAMPUS REGISTERED SEX OFFENDERS NOTIFICATION POLICY**

The Campus Safety Department maintains information on registered sex offenders for John Brown University. The office will be responsible for making notification regarding registered sex offenders associated with the University consistent with the state guidelines pursuant to Arkansas Code Annotated 12-12-901 and 12-12-1301-1303.



A written summary of campus guidelines and the notification plan for each offender will be maintained by the Campus Safety Department. Notifications will be made in conjunction and in cooperation with the Siloam Springs Police Department and in consultation with the President's Cabinet.

Additional information can be obtained by contacting the Campus Safety Director at 524-7403.

# HOURS OF OPERATION

**Library:**

Monday through Thursday	7:30 a.m. to Midnight
Friday	7:30 a.m. to 10 p.m.
Saturday	10:30 a.m. to 6 p.m.
Sunday	2 p.m. to Midnight

**Cafeteria:**

Monday through Friday	7 a.m. to 7 p.m.
Saturday	9:30 a.m. to 6:30 p.m.
Sunday	8 a.m. to 6:30 p.m.

**Walker Center and Walker Prayer Room:**

Open 24 hours

**Post Office:**

Monday through Friday (closed during chapel)	9 a.m. to 4 p.m.
Saturday	10 a.m. to 11 a.m.

**Campus Store:**

Monday through Friday	9 a.m. to 5 p.m.
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**Registrar's Office:**

Monday through Friday (closed during chapel)	8 a.m. to 5 p.m.
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**Business Office:**

Student Account Services, Human Resources, and Accounts Payable

Monday through Friday (closed during chapel)	9 a.m. to 4 p.m.
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**ITS Help Desk (Library):**

Monday through Thursday	7 a.m. to 2 a.m.
Friday	7 a.m. to midnight
Saturday	10 a.m. to 6 p.m.
Sunday	2 p.m. to 2 a.m.
(Other computer labs are open during the day, but may be unavailable due to classroom use)	

**Walton Lifetime Health Complex**

Track, Racquetball/Basketball Courts, and Fitness Center

Monday through Friday	5 a.m. to midnight
Saturday	9 a.m. to midnight
Sunday	2 p.m. to midnight

**Pool**

Monday through Friday	6 a.m. to 7:30 a.m. 12 p.m. to 1:30 p.m., 6:30 p.m. to 9:30 p.m.
Saturday and Sunday	2 p.m. to 4 p.m.