Letter from the President

American Baptist College and your Future

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

Students who come here soon find out that American Baptist College is a place of historical significance. Students are attracted to study here because the College’s purpose and passion to prepare men and women for greatness in leadership like that of Georgia U.S. Congressman John Lewis, a prominent alumna, is unparalleled.

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

The entire faculty, staff and administration is here to serve you, the student. Your education is our top priority. When your energy, discipline and commitment to becoming an educated person meets with our commitment to academic excellence the results will surprise you. Welcome to our learning community. From here you can launch your dream for a better world.

SINCERELY,

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

Division of Campus Life & Student Services

A Coeducational Christian College offering preparation in Biblical-Theological Studies, Church Vocations and Interdisciplinary Studies

Accredited Member
The Association of Biblical Higher Education
5575 S. Semoran Blvd.,
Suite 36
Orlando, FL 32822-1781

1800 Baptist World Center Drive, Nashville, TN 37207  (615) 256-1463  www.abcnash.edu
The college reserves the right to withdraw, modify, increase or otherwise change the regulations herein contained. Changes will be announced and posted on campus bulletin boards, posted on the College website, and emailed to the college community. This handbook is not meant to be interpreted as a complete compilation of every requirement, but is meant to acquaint the community with American Baptist College’s rules and regulations. Further, the regulations contained in this handbook supersede all previous publications.

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**Mission Statement**

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

**Identity**

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

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

**Goals**

- Goal 1. American Baptist College will provide a comprehensive interdisciplinary education that emphasizes academic excellence and encourages growth in biblical studies, theological education, ethics and the traditions of the Christian faith.

- Goal 2. American Baptist College will encourage excellence in learning, teaching, research, administration and development.

- Goal 3. American Baptist College will continue to manage the resources of the College in a fiscally responsible and highly accountable manner.

- Goal 4. American Baptist College will achieve the highest levels of institutional effectiveness through evaluation and implementation of programs that safeguard the integrity of our mission.

- Goal 5. American Baptist College will graduate quality students who are committed to Christian standards of social justice and the full humanity of all persons.
Nashville was the "University of Nonviolence...the movement's research laboratory...here the nonviolent sit-in was first methodically theorized, practiced, and tested...An extraordinary number of [Civil Rights] Movement leaders got their start in Nashville...Their organizational energy was felt throughout the South for the next decade." \textit{Weary Feet, Rested Souls: A Guided History of the Civil Rights Movement}

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

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

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

This is still true at American Baptist College. We provide an excellent academic education that is open to a wide range of students and is both affordable and practical. We are an open enrollment college working to bridge the gap between a public education system that too often fails black youth and a higher education system that has grown increasingly expensive and elitist. We are committed to educating and training new generations of leaders for Christian service in the world. This commitment entails the education of women and men who will be forceful representatives of the faith that undergirds the Black Christian tradition, and effective agents in working for a more just and humane society, for the development of new and better models of ministry with impoverished and marginalized communities and for leadership in church and society that will help alleviate the oppression of individuals and groups. Our students continue the movement for justice and equality, lighting a flame that lasts forever.
Right to Revise and Amend

The Student Handbook is not a contract. However, students are bound by the policies and community values listed in this book, whether any one student chooses to read the handbook or not. Ignorance of the stated policies, procedures, and values is not excused in the case of violation. The most recent handbook supersedes previous versions. American Baptist College reserves the right to revise and amend this handbook. Notices to any changes in this handbook will be sent to students electronically via email, student portal announcements, and/or official social media platforms. It will also be uploaded to the college’s website at http://www.abcnash.edu/Download/StudentHandbook2013-2014.pdf.

College Facilities

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

Campus Housing and Residential Life

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

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

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

a) Dormitories: Dorm space is filled on a “first come, first serve basis” with preference given to out-of-town students. Regular inspections of dormitory rooms are conducted throughout the semester.
b) **Apartments**: Apartments on campus are only open to full-time students who are enrolled at ABC. Rent is payable one month in advance, and a four-year undergraduate limit is placed on residence.

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

**The T.L. Holcomb and Susie McClure Library**

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

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

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

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

**T.L. Holcomb Chapel**

Worship is central to the College as a Christian School. Chapel Services are required and held weekly in the T.L. Holcomb Chapel. Every service involves students, staff, and faculty with occasional guest preachers, alumni, and scholars in residence. Chapel services are mandatory and held weekly on Tuesday from 5:30 pm to 6:30 pm. Vesper Service is held weekly on Friday beginning at 6:45 pm (attendance not required).

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

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

Griggs Hall was the first building constructed on the campus in 1923. It was named to honor the legacy of the Griggs family: Dr. Sutton E. Griggs was the first president of American Baptist Theological Seminary (ABTS) and his father, Dr. A.R. Griggs, served as the secretary of the National Baptist Education Board. In 1948, a fifty-foot addition to the structure was completed. Currently, this building is undergoing renovation.

Baptist World Center

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

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

The Lewis-Scruggs building was opened in 2005 and named in honor of two ABC alumni, Congressman John R. Lewis (D-GA) and Rev. Dr. Julius R. Scruggs, ABC Board Member and Vice President at Large, National Baptist Convention, USA, Incorporated. The Leadership Center is located behind the T.L. Holcomb Library.

Alumni Hall

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

Campus Safety and Security

American Baptist College is committed to providing an environment that provides security for persons and property without the need for burdensome policies and practices. No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations. The policies and procedures can be found in the Policy, Procedure, Rules and Regulations section of this document.

If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department by calling 615-862-8600, after alerting Campus Security at (615) 512-1833. In the case of an emergency, call should be made to 911. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to the President’s Office, the Office of the Vice President for Academic Affairs and/or any other school official.
The President of American Baptist College or in his absence the Vice President of Academic Affairs is responsible for determining the need for and implementing timely campus-wide notification. If the President deems it necessary to notify the Campus community of an imminent threat, the campus community will be notified via Twitter, email, and other possible quick technology friendly modes. The notification will allow members of the Campus community to be informed about current security and safety activities. Campus Security will make sure that buildings are secured and persons on campus are notified and directed for proper procedures.

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

**Access to ABC Campus and Buildings**

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

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

**No Weapons on Campus Policy**

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

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

**Chapel Services and Spiritual Life**

American Baptist College understands the vital role of worship and its ministry of encouragement, fellowship, and community development on campus. Chapel Service is the largest community gathering time on campus. Therefore, chapel attendance and participation are required components of the development process at American Baptist College.

Full-time undergraduate students are expected to attend at least twelve (12) chapel services each semester. Chapel attendance will be taken as each student receives a communication card prior to the service and returns it to the chapel designated person when the service is dismissed. Students who arrive more than 20 minutes late will not receive a communication card. Students who leave chapel early will not receive a communication card. Students who remain in the lobby, Reading Room or any other part of the library will be considered to be absent unless 1) the chapel is full and other areas are being used for overflow 2) Student is accompanied by young children or a handicap places an undue burden on student to sit or remain in chapel. Attendance at Fall and Spring Convocations are mandatory for all students enrolled at American Baptist College. Chapel is held on Tuesdays, 5:30-6:30pm in the Chapel Auditorium.

**Chapel Attendance Policy:**

Students who do not have classes on campus on Tuesdays or commuting 20 miles or more one way may request to lower attendance requirements from twelve (12) to six (6) chapel services per semester plus Convocation services by submitting a chapel petition to the President’s Office.

Students taking 6 credit hours or less are encouraged, but not required, to attend chapel. However, they are required to attend Convocation services.

Students with extended absences from the college due to medical, personal or family difficulties that prevent class/chapel attendance may receive a chapel modification from the President’s Office.

Exemptions may be granted for those who can verify their work schedule during Chapel.
Written or Verbal verification is required from the employer within two weeks of submission of the petition.

Students who fail to meet the physical attendance requirement (based on their enrollment status) will be put on Chapel Probation the following semester and can expect to receive a letter from the President’s Office.

Students who for a second semester in a row fail to complete their physical attendance requirement while on Chapel Probation will not be able to take classes at ABC the following semester.

Students qualifying for a chapel reduction or exemption must submit a petition in the beginning of the semester or when their work status changes. Petitions are to be submitted to the Office of the President along with documentation from their employer.

**Christian Service Placements**

The Mission Statement of the college reads:

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

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

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

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

**The Garnett-Nabrit Lectures**

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

The Garnett-Nabrit Lectures is the premier lecture series of the year held at American Baptist College. During the lecture series, alumni return to campus to take part in the rich tradition of academic enrichment. This time of homecoming allows former students to interconnect with current and prospective students providing a lasting heritage for American Baptist College. Attendance is highly recommended for all enrolled students.

**Founders Day**

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

**Discovery Week**

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

**ABC Day**

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

**Student Government Association (SGA)**
All students at American Baptist College are members of the Student Government Association (SGA). It is the purpose of SGA to promote the welfare of the student body and to maintain high standards of conduct for all students. Each spring the students elect a student council that supervises the student body. The president of the council serves as a liaison between the students and the administration. The SGA sponsors most of the campus-wide social events that are open to all students. These events include parties, game nights, banquets, and annual picnics. SGA Officers includes: President, Vice President, Secretary, Treasurer, Senior Class Representative, Junior Class Representative, Sophomore Class Representative, and Freshman Class Representative. Other student organizations are a part of SGA. Each organization also has a representative that help plan, promote, and organize the activities of SGA. Currently there are six recognized student organizations: The Southern Christian Leadership Conference, Omega Psi Phi Fraternity, Phi Beta Sigma Fraternity, Baptist Student Union, V.A.S.H.T.I. Sisterhood, Hoi Adelphoi Fraternity. A student must have a grade point average (GPA) of at least 2.5 and be in good community standing to run for office and once elected must maintain a 2.5 (GPA) and remain in good community standing. Elections are held during the Spring semester of each school year.

**Baptist Student Union (BSU)**

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

**Class Officers**

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

**Greek Organizations**

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

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

**Constitution Day**

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

**Student Services and Information**

**Student Photo ID Cards**

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

**Internet Access**

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

**CAMS®**

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

**Use of School Email**

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

**Buying Textbooks Online**

American Baptist College is currently encouraging all ABC students to purchase their books online. You can buy both new and used books online. You can even rent your textbooks online and download them to read on your personal desktop, laptop, or electronic devices. If you own a Kindle, I-Pad, or even an I-Phone or Android, you can purchase and rent books from online. If you receive a refund check, you can order your textbooks online by submitting the appropriate booklist to the Librarian, Ms. Nicole White at nwhite@abcnash.edu.

**Disability Support**

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ABC will provide reasonable accommodation of all medically documented disabilities. If you would like the college to provide reasonable accommodations of the disability please notify the Office of Academic Affairs as soon as possible. Currently, our facilities are not handicap accessible but if you have a disability that may require assistance of accommodation, or if you have any questions related to any accommodation for testing, note-taking, etc, please speak with the professor as soon as possible.

**Financial Aid**

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

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

1. Financial Aid Application and Eligibility
2. Steps for completing the FAFSA
3. Cost of College Estimator - Estimate your costs and grant aid for attending
4. Types of Financial Aid Available at ABC:
   - Grants – PELL, SEOG and TSAC
   - Work Study
• Scholarships

• Loans- Direct Subsidized loan, Direct Unsubsidized loan, Parent PLUS loan

5. Contact Information

Financial Aid Assistance Applications

To make application for federal and state assistance you must complete the Free Application for Federal Student Aid (FAFSA). You may apply online at www.fafsa.ed.gov, or request a form from your local high school. If you made application for financial aid during the prior academic year, you may also use the Renewal Application mailed to you from the US Department of Education. Both applications provide the same output. Students who wish to be considered for federal or state financial aid assistance must complete the FAFSA or Renewal Application each year. Our institutional code number is #010460. You are encouraged to file your federal tax return prior to completing the FAFSA or Renewal Application. American Baptist College uses a priority filing date of May 1 when awarding Federal Supplemental Education Opportunity Grants (FSEOG) or Federal Work-Study (FWS) funds. The Tennessee Student Assistance Corporation strongly encourages students to submit the FAFSA as soon as possible after January 1 each year. Awards are made until funds are depleted.

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

Eligibility:

• You must demonstrate financial need

• You must have a high school diploma or GED

• You must be a U.S. citizen or eligible non-citizen

• You must have a valid social security number

• You must be a degree-seeking student

• You must be making satisfactory progress

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

Steps for completing the Free Application for Federal Student Aid (FAFSA):
• Apply by going to www.fafsa.ed.gov

• You will need the following in order to complete your FAFSA:

• A Personal Identification Number (PIN) to sign your FAFSA. If you are a dependent student your parent will also need a PIN in order to sign the FAFSA.

• To Obtain a PIN – go to www.pin.ed.gov

• You will need both student and parents (if dependent) current year taxes and w2’s, if filed.

• Social Security Number

• Drivers License Number

• American Baptist College School Code – 010460

Financial Aid Contacts

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

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

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

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

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

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

Work-Study

Federal Work-Study is a program that provides part-time jobs for students. Priority is given to students with exceptional financial need. The Financial Aid Office will determine eligibility by the Free Application for Federal Student Aid (FAFSA). Students must be enrolled in at least half-time and have completed their FAFSA. The amount of the award is contingent upon available of funds.
To be eligible to participate in the federal work study program at American Baptist College, students must be enrolled for six (6) or more credit hours during the academic year.

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

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

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

**Disbursement of Refunds**

Refund checks are made available through the Business Office. Notices will be posted each semester indicating the dates that checks will be mailed to students. It is important for students to make certain the college has their correct address in CAMS. Address information in CAMS is considered the address of record for mailing purposes. Students are responsible for keeping this information current through their student portal. For students living on campus, refund checks will be available to be picked up in the Library on the afternoon of the day that checks are mailed to off campus students.

**Financial Policies**

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

No student may make an outside contractual obligation in the name of the College or in the name of any student organization unless authorization in writing is first secured from the President. The College is not responsible for any account or financial arrangements made by any student, student organization or employee, unless authorized in writing by the President.
All fees are due and payable (each semester) at the time of registration. The student becomes responsible for payment of the charges when enrollment is completed. However, for the student who is unable to pay the full amount due at the time of registration, arrangements may be made to pay according to a deferred payment schedule. The standard deferred payment schedule is one half ½ of the balance is due at the time of enrollment and the remaining portion is due in three (3) equal installments. A Promissory Note is signed by the student and the Business Manager with a copy kept on file in the Business Office and a copy given to the student. Payments are to be completed prior to the end of the semester. Due dates for deferred payments is listed on both the Promissory Note and the college’s Academic Calendar.

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

The Business Office will not cash checks, nor make change for students (unless there is a need to return change during a formal transaction with the student). Payment by check may be revoked for students who have checks returned by the bank more than once. A return check is charged back to the students account with a return check fee of $35.00 added to the account.
## TUITION & FEES SCHEDULE

### 2014 – 2015

#### TUITION

<table>
<thead>
<tr>
<th>Hours</th>
<th>Tuition Cost</th>
</tr>
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<tbody>
<tr>
<td>1 – 8</td>
<td>$362 – $2,896</td>
</tr>
<tr>
<td>9 – 15</td>
<td>$2,896 – $5,430</td>
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<tr>
<td>16 – 21</td>
<td>$5,430 – $7,240</td>
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</table>

#### FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit – No Credit (Non Transferrable)</td>
<td>$100</td>
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<tr>
<td>Late Registration Fee</td>
<td>$362</td>
</tr>
<tr>
<td>Application Fee</td>
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</tr>
<tr>
<td>Application Fee (International)</td>
<td>$40</td>
</tr>
<tr>
<td>Re-Admission Fee</td>
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</tr>
<tr>
<td>Student Activity Fee</td>
<td>$235</td>
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<tr>
<td>Technology Fee</td>
<td>$215</td>
</tr>
<tr>
<td>Fee Type</td>
<td>Amount</td>
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</tr>
<tr>
<td>SUMMER Technology Fee</td>
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<tr>
<td>Technology Fee – (On Campus Housing)</td>
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<tr>
<td>Drop/Add Fee</td>
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<tr>
<td>Student ID Card (Yearly)</td>
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<tr>
<td>Lost Student ID Card</td>
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<tr>
<td>Parking Permit (Yearly)</td>
<td>$15</td>
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<tr>
<td>Graduation Fees:</td>
<td></td>
</tr>
<tr>
<td>Associate Degree</td>
<td>$125</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$135</td>
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<tr>
<td>Th.B (Bachelor of Theology)</td>
<td>$150</td>
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<tr>
<td>Return Check Fee</td>
<td>$35</td>
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<tr>
<td>Transcript Fee</td>
<td>$5</td>
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**RESIDENTIAL HOUSING**

<table>
<thead>
<tr>
<th>Feature</th>
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</thead>
<tbody>
<tr>
<td>Security Deposit (Non-Refundable)</td>
<td>$150</td>
</tr>
<tr>
<td>Dormitories (per bed)</td>
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<tr>
<td>Mailbox (Yearly)</td>
<td>$31</td>
</tr>
<tr>
<td>Replacement Key</td>
<td>$100</td>
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<tr>
<td>Meal Plan (per semester)</td>
<td>$1,000</td>
</tr>
<tr>
<td>FAMILY HOUSING UNITS</td>
<td><strong>Available - Spring 2015</strong></td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Efficiencies (per month)</td>
<td>$525</td>
</tr>
<tr>
<td>1 Bedroom (per month)</td>
<td>$625</td>
</tr>
<tr>
<td>2 Bedroom (per month)</td>
<td>$725</td>
</tr>
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</table>

All fees are effective July 1, 2014

**Business Holds**

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

**Health and Wellness Center**

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

Services:

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

- first aid interventions (minor injury)
- health information and educational resources
- seasonal flu vaccines
- community health referrals
- illness and injury assessment
- starter doses of over-the-counter medication
- health screenings (e.g., blood pressure checks, height and weight measurements)
- community health referrals
● educational presentations or speakers for any health topic, customized to meet the needs of college students.

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

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

Community Resources for Urgent Care:

Matthew Walker Comprehensive Health Center

Metro Public Health Dept. Nashville and Davidson County

Meharry Dental Programs

Lloyd C. Elam Mental Health Center

United Neighborhood Clinics

Immunization

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

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

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

Measles, mumps and rubella immunity:

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

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

Varicella (chickenpox immunity):

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

° Date of birth before 1980 or
History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, or

- Documentation of 2 doses varicella vaccine given at least 28 days apart, excluding doses given earlier that 4 days before the first birthday, or
- Documentation of blood test (serology) showing immunity to varicella.

Valid exemptions to requirements:

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

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

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

Health Insurance

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

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

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

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

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

International Students

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

Tuberculosis (TB) Screening

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

Confidentiality

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

In an Emergency

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

Call ABC Security immediately (615) 512-1833 and 911 from any campus or cellular phone.

Meal Plan

American Baptist College provides food services for its students. The meal plan is mandatory for those students living on campus. Each student who obtains on campus housing will be assessed a fee of $1,000 per semester for their meal plan. This fee is added to their student account at the beginning of each semester.
American Baptist College subsidizes the student meal plan by allowing students to purchase 3 meals per day (1 breakfast, 1 lunch, 1 dinner) at a reduced cost. Any meals purchased by the student over that number will be purchased at the regular meal rate. American Baptist College will not be refunding balances left on the meal plan for any given semester.

Off campus students will be able to participate in the meal by choosing either Option #1 - $400 per semester or Option #2 - $250.00 per semester. Non-residential students are able to receive the same meal subsidy as the on campus housing students. They may purchase 1 breakfast, 1 lunch and 1 dinner at a reduced cost. All additional meals will be purchased at the regular meal rate.

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

**Food Services at the Flame Café**

The college provides meals on campus between the hours of 9:00 a.m. - 6:00 p.m., Monday-Friday, through a private licensed caterer. The Flame Café is located in the Lewis-Scruggs Center at the entrance to the food service area. The Flame Café is equipped with wireless service, table, lamps and chairs, music and TV. It is an area designed for students to lounge and utilized for studying and fellowship. Our campus café provides a wholesome menu to provide a nutritional meal for students, staff and faculty who would otherwise be subject to unhealthy food choices in light of the institution being located in what is referred to by environmentalist as a food desert.

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

Food Services is under the supervision of the Office of Campus Operations. If you have any questions, concerns, or comments please contact (615) 687-6959.

**Weather Emergencies**

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

- American Baptist College web page [www.abcnash.edu](http://www.abcnash.edu)
- CAMS and the Webstudy™ home page for the school closing announcement.
- School Email
- Official American Baptist College social media i.e. Facebook and Twitter.
- Local media – Campus Operations Office has coordinated with the following media to broadcast closing information:

  **Television:**
  WKRN-TV, Channel 2
  WSMV-TV, Channel 4
  WTVF-TV, Channel 5

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

**Transportation and Parking**

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

**Postal Services**

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

**Academic Testing and Placement**

All entering students are required to take the English, Writing, Math, Bible, and Computer placement tests. Students who have previously taken a college entrance exam (i.e., ACT or SAT) and scored 19 or above in any section will not have to take the English, Writing and Math placement test. ACT scores will only be considered within 5 years of application. If students do not attend these tests, they will automatically be enrolled in developmental courses whose credits do not count toward graduation.

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

- 120 credit hours
- No failing grades the semester of graduation
- Good financial standing ($0 balance)
- Good community standing (student should not have needed to appear before Honor or Community Conduct Councils in final semester)
- Submission of application for graduation (pay fee associated as well)

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

**Policies, Procedures, Rules and Regulations**

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

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

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

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

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

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

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

The Honor Council: reviews matters pertaining to the academic activities.

The Community Conduct Council: reviews matters pertaining to violations of the dormitory regulations, community policies and conduct codes.

Honor Council

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

Types of Violations the Honor Council Reviews

- **Plagiarism**: Plagiarism is using other people’s words and ideas as your own without giving credit. This includes failure to use quotation marks and list references as well as failure to cite sources of paraphrased sections.
- **Cheating**: Copying of papers, examinations, tests, etc., when it does not represent the student’s work.
- **Falsifying Records**: Any attempt to alter, amend or otherwise change official documents or the results of academic work will not be tolerated.
- **Duplication of Assignments**: A student may not submit the same or similar work in two courses simultaneously unless he or she obtained prior approval from both instructors. Neither may a student resubmit a previously completed paper, even if modified, unless prior approval is obtained.
- **Deceptive Action**: Any action designed to deceive a member of the faculty or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.

Penalties Imposed by the Honor Council

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

Procedures of Honor Council

Should a faculty member suspect a student of violating the Honor System, s/he may choose to meet with the student to see if the matter can be resolved.
If the matter is not resolved satisfactorily, the faculty member should provide a brief written summary of the issue to the Vice President of Academic Affairs. The student may also submit a written report to the Vice President of Academic Affairs. The Vice President of Academic Affairs (or designee) will notify the student in writing as to the nature of the charges, the supporting evidence, the possible consequences if guilt is established and the time and location of a conference.

If an agreement can be reached between the instructor and the student during an initial conference with the Vice President of Academic Affairs, the matter will be settled. If neither party is satisfied then the procedures will follow as given below.

The Vice President of Academic Affairs (or designee) will inform the faculty and student members of the Honor Council that a hearing has been called. The hearing must occur within ten working days of the Vice President of Academic Affairs receiving the accusation. The professor or instructor charging the student and the student charged must be present at the hearing. If the student charged with violation refuses or fails to appear before the council, the accused will be tried in absentia.

Both the student charged and the person bringing the charges will be dismissed while the council deliberates in private. The council will decide guilt and disciplinary action. The student charged and the person bringing charges shall be informed in writing of the decision of the council within forty-eight hours of the hearing.

The Vice President of Academic Affairs shall keep a record of the proceedings, charge and verdict of each case and these will be placed on permanent file. Hearings are closed to the public and the proceedings held in confidence.

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

If these procedures are not followed the student may ask for the charges to be dropped. Appeals of the council’s decision must be made in writing and directed to the Vice President of Academic Affairs within five days of the time of the decision. The Vice President of Academic Affairs will then review the case and will make a decision which will be final and binding.

**The Community Conduct Council**

The Community Conduct Council (CCC) is responsible for hearing all alleged campus violations not included under the rubric of the Honor Council. **Disruption,** as applied to the academic setting, is defined as: verbal and other behavior in the classroom that a reasonable faculty member judges as interfering with normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, intimidation, physical threats, harassing behavior, personal insults, and refusal to comply with faculty direction.
Academic settings are defined as: classroom, community forums, panels, conferences, commencement, convocation, graduation, baccalaureate services, and service learning opportunities that receive academic credit.

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

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

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

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

Procedures of the Community Conduct Council (Non-Academic Setting)
When infractions of community conduct codes, including violations of the housing policies, occur, attempts should be made to resolve the conflict directly. If the conflict cannot be resolved, students and/or faculty and staff will report them to the Vice President of Academic Affairs (or designee) within 3 days by writing and signing a Disruptive Incident Report of the alleged incident.

Upon receipt of the alleged incident the Vice President of Academic Affairs shall respond within 3 business days to both alleged violator, accuser, and members of the CCC. The response is to determine whether or not the CCC will convene. If the the CCC is to convene it should do so within 5 business days of written notification by Vice President of Academic Affairs (or designee).

At meeting of the CCC it will hear evidences and statements from primary participants in alleged incidents as well as any other relevant witnesses. After hearing, viewing, conversing with all evidences and parties involved the CCC will deliberate to decide whether or not any further disciplinary action is warranted.
The meeting will consist of members of the CCC (above for specifications), the alleged violator, accuser, relevant witnesses. The alleged violator is allowed one person who may act as counsel for him/her. However, counsel is not allowed to speak directly with the CCC or any other participant but may only confer with alleged violators.

**Procedure for Community Conduct Council (Academic Setting)**

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

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

Nothing in this policy prohibits an immediate call to the appropriate authorities. The Academic VP (or designee) will inform the student charged with a violation in writing at least three days before the disciplinary hearing. The notice will include the specific regulation or policy alleged to have been violated.

Upon exclusion from an academic setting, the student shall make every reasonable effort to resolve the matter with the faculty or staff member. If an excluded student and the faculty or staff member who excluded that student cannot resolve the matter, either the student or the faculty member or Vice President of Academic Affairs shall ask the Community Conduct Council to mediate a resolution of the dispute.

The Chairperson of this council shall call the council together and hear the alleged offense within five days of receiving the notice. The Council will meet with the student, faculty or staff members, and any other witnesses to the incident and make a determination and a recommendation on how the matter may be resolved. All resolutions of student conduct problems shall be in writing and shall be binding on all parties.

After a student appears before the council twice it will be assumed that stronger measures are needed to control behavior and the matter will be sent directly to the Vice President of Academic Affairs. The student shall have the right to appeal the decision of the Community Conduct Council to the Vice President of Academic Affairs.

The Vice President of Academic Affairs (or designee) shall review the exclusion with the excluded student and the faculty or staff member. If, upon review of the exclusion, the Academic VP (or designee) determines that the student’s exclusion from the class is warranted, the Academic VP or designee shall, in writing, so inform the student and the faculty or staff member.
A typed copy of the review shall be forwarded by the Academic VP to the President of the College. The President’s determination on this matter shall be final. All records of the council meetings will be placed in the permanent file and kept in the office of Vice President of Academic Affairs.

**Procedure for Dismissal of Students**

Students may be dismissed, suspended, or expelled for the college for reasons to be determined by the HC, the CCC Vice President of Academic Affairs, Executive Vice President, or President of the College. In the event that a student is dismissed, suspended, or expelled from the College the following will take place.

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

**Procedure of Readmission for Dismissed Students**

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

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

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

**Grievance Procedures for Students Involving Students**

Mutual resolution of grievance should be sought by parties involved. However, if the conflict cannot be resolved, students may report the incident to the Vice President of Academic Affairs (or designee).
All grievances directed to the Vice President of Academic Affairs (or designee) must be submitted in writing within 48 hours of the occurrence. A grievance against another student that cannot be resolved by the Vice President of Academic Affairs (or designee) will be referred to Community Conduct Council. Appeals can be made at each level. Final appeal is to the President.

**Grievance Procedures Involving Faculty, Staff and Administrators**

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

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

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: 615-741-529.

**Housing Policy**

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

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

**Priority:** In the assigning of rental units, upper class members and out of town students will be given priority. Married student quarters are rented on a first come basis and/or family size.

**Housing Deposit:** A $150 non-refundable housing deposit must be received to secure housing on campus.
Refrigerators: Apartment size refrigerators are permitted only with the approval of the Campus Operations Office and are subject to a utility charge of $15/semester.

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

Assessments for Damages

Bathrooms
Stall Petition...............................................................................$200.00
Remounting Commode.................................................................$50.00
New Commode............................................................................$185.00
Shower Curtain...........................................................................$20.00
Shower Hooks............................................................................$10.00
Toilet Paper Holder.................................................................$30.00
Commode Seat............................................................................$30.00
Soap Dispenser............................................................................$30.00

Cleaning of bathrooms

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

Bed

Missing..............................................................................................$175.00
Missing Frame................................................................................$175.00
Headboard......................................................................................$25.00
Repair Frame..................................................................................$40.00
Mattress............................................................................................$125.00

Window and Blinds (Replacements)

Dorms .........................................................................................$25.00
Apartments ..................................................................................$30.00
Broken Window Glass.................................................................$75.00
Window Screen..............................................................................$55.00/resident
Buildings
Graffiti (Interior) ............................................................... Community fine per resident depending on damage
Graffiti (Exterior) ............................................................... Community fine per resident depending on damage
Chairs
Desk/Study Chair (Regular) ................................................... $100.00
Metal ................................................................................... $108.00
Lounge Chair ................................................................. $295.00
Cushion Repair ............................................................... $75.00
Closet Doors
Hinged (Hollow Core) ....................................................... $75.00

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

Desks and Chest of Drawers
Desk ................................................................. $350.00
Burns ................................................................. $50.00
Contact Paper Removal ................................................... $20.00
Paint
Removal ................................................................. $20.00
Fingernail Polish ........................................................... $20.00
Laminate Top Replacement/Repair ............................. $100.00
Veneer Side ................................................................. $68.00
Drawer Front ............................................................... $35.00
Runner ................................................................. $10.00
Glides ................................................................. $0.25
Complete Drawer ........................................................... $75.00
Vanity (Apartments) ........................................................... $50.00
Night Stands ................................................................. $125.00
5-Drawer Chests ............................................................ $300.00
3-Drawer Chests ............................................................ $240.00

Doors
Room ................................................................. $300.00
Entrance, Fire Doors, etc .............................................. (Call Campus Operations for price quote)
Paint ................................................................. $50.00
Clean ................................................................. $25.00
<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill &amp; Paint Nail Holes</td>
<td>$40.00</td>
</tr>
<tr>
<td>Remove Plastic Hooks</td>
<td>$10.00</td>
</tr>
<tr>
<td>Remove Paint</td>
<td>$10.00/Sq. Ft</td>
</tr>
<tr>
<td>Fill &amp; Paint Dirt Holes</td>
<td>$20.00/Sq. Ft</td>
</tr>
<tr>
<td>Replacement of Door Seal</td>
<td>$30.00</td>
</tr>
<tr>
<td>Unauthorized exit of Emergency Doors</td>
<td>$75.00</td>
</tr>
<tr>
<td>Building Doors (Exterior Doors, Fire Doors, etc., Call Facilities for price quote)</td>
<td></td>
</tr>
</tbody>
</table>

**Locks:** Re-key and Keys

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Key (Dorm)</td>
<td>$58.00</td>
</tr>
<tr>
<td>Lost or Stolen Key (Core change)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Residence Dorm door knob/core</td>
<td>$150.00</td>
</tr>
<tr>
<td>Apartment door knob/core</td>
<td>$175.00</td>
</tr>
<tr>
<td>Deadbolts/Core (Apartments)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**Fire Extinguisher, Smoke detectors, and Pull Station Covers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace extinguisher due to tampering</td>
<td>$150.00</td>
</tr>
<tr>
<td>Recharge extinguisher due to vandalism</td>
<td>$5.00/resident</td>
</tr>
<tr>
<td>Smoke Detectors (Student rooms)</td>
<td>$75.00/roommate</td>
</tr>
<tr>
<td>Smoke Detectors (common areas)</td>
<td>Community fine per resident depending on cost</td>
</tr>
</tbody>
</table>

**Floors**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un-mopped Room</td>
<td>$25.00/roommate</td>
</tr>
<tr>
<td>Un-Swept Room</td>
<td>$25.00/roommate</td>
</tr>
<tr>
<td>Stained</td>
<td>$20.00</td>
</tr>
<tr>
<td>All Tape Removal and Painting</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Kitchen (Replacement Cost)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>$400.00</td>
</tr>
<tr>
<td>Stove</td>
<td>$375.00</td>
</tr>
<tr>
<td>Stove Hood</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Kitchen cleaning (Apartment Residents)

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>$50.00/resident</td>
</tr>
<tr>
<td>Cabinets</td>
<td>$25.00/resident</td>
</tr>
<tr>
<td>Sink</td>
<td>$25.00/resident</td>
</tr>
<tr>
<td>Floor</td>
<td>$25.00/resident</td>
</tr>
<tr>
<td>Stove</td>
<td>$50.00/resident</td>
</tr>
</tbody>
</table>

**Lights**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior</td>
<td>$50.00</td>
</tr>
<tr>
<td>Plastic Fixture/bedroom light cover</td>
<td>$35.00</td>
</tr>
<tr>
<td>Bedroom Globes (Apartments)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Ceiling Light Cover**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$35.00</td>
</tr>
</tbody>
</table>
Fluorescent Fixture ............................................................................................................... $50.00
Dining Room Light Globes (Apartments) ........................................................................... $50.00
Mirrors Bathroom ........................................................................................................... $55.00 each

Smoking

No smoking in the Dorms/Apartments ................................................................................. $75.00

Room Changes: Requests to change rooms should be made in writing to the Chief Operations Officer, 615-687-6959. Students may not change rooms without permission. Room changes should only be made under extreme situations of duress. Reasonable reasons to request a room change.

1) Handicap accessibility (If a student undergoes a major mobility transition while on campus)

2) Unsuitable living conditions (If they are damaged or malfunctioning items in a room, not due to student negligence or maleficence)

3) Roommate disagreeability
   This is not “liking” a roommate. This is a result of documented lifestyle differences. For this reason a resident student may apply for a roommate change only after three (3) student involving student grievances are filed with Chief Operations Officer. A typed report of each incident must be written and filed separately (cannot be done at once). It must not be determined that the student filed was the aggressor or agitator in any incident report. If it is determined that a student is the aggressor this is grounds for automatic dismissal of the request.

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

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

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

Termination of Housing: Student quarters are rented subject to the rules and regulations established by the college. If a student is found in violation of school rules
and regulations and refuses to comply, the Chief Operations Officer will request a referral for an immediate hearing by the Community Conduct Council.

A student requested to find living quarters off campus or dismissed from school secure passwords for systems that support them and take precautions may not remain as an overnight guest of any other resident student.

A student must move out of his or her apartment on the Friday after the last schedule exam if you are not registered for the following semester.

A student who is graduating must move out of the housing facility within 24 hours of the commencement exercises.

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

**Inspections and Search**: All rental units are subject to inspection by the Campus Operations Office to determine status and condition of the property. Inspections of dorm rooms and common spaces will occur three times per semester at random. Inspections are to ensure that no issues go unchecked and student concerns are resolved.

For further details concerning the Housing Policy, please visit the ABC website at www.abcnash.edu.

**Library Policy**

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

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

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

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

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

Students may borrow as many books as they can responsibly use and return within the loan period. No matter when checked out, all books must be checked in by the “Study Day” at each semester’s end. A fine of 10 cents per day is charged for overdue books.
Instructors occasionally place books on “Reserve.” These may be used in the Reference Room for 2 hours. These may be checked out overnight within 30 minutes (but no later than 10 minutes before) closing time. They must be returned within the first hour of opening the next day. The late fine is 25 cents an hour.

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

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

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

Policies for Student Organizations

Student organizations including fraternities and sororities may not meet during class hours.

Each fraternity, or sorority, and other student organizations shall provide the Academic Vice President (or designee) with a complete roster of members, officers, and pledges after the beginning of each semester. Students under discipline may be removed from participation in these organizations by the Vice President of Academic Affairs or the Community Conduct Council. Failure to comply with these regulations will make the organization liable and in danger of losing its status.

How To Start a Student Organization

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

The name of the organization:
Mission statement of the organization/group:
If the organization/group is specific to ABC or comes from a parent body:
Proposed faculty/staff sponsor:
A statement explaining why or how this group will contribute to the student life of the College:

A proposed structure of officers and functions:

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

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

The organization/group will then have a waiting period of at least 30 days but no longer 45 days to ensure that their representative can meet with SGA before they host their first event. They must undergo any vetting process that SGA has in place for the formation of any new student organizations. They will be required to have representation for SGA meetings. After meeting with SGA the group is a member of the American Baptist College experience and should begin fulfilling its stated purpose on the campus and in the student body.

(College) Logos and Word Marks, Use of by Student Organizations

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

Copyright Infringement

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

Break Policy

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

**Campus Security and Safety Policy**

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

**Compliance with Campus Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as part of the Higher Education Act of 1965, is a federal law that requires colleges to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to the Act.

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

**Responsibility for Compliance**

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

**In Compliance with the Campus Security Act:**

American Baptist College is committed to providing an environment that provides security for persons and property without the need for burdensome policies and practices. No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations.
If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department at (615-862-8600). In the case of an emergency, calls should be made to 911. No firearms or weapons are permitted on the campus of American Baptist College. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to the campus Resident Assistant, the Campus Operations Director, or any other school official.

Campus Crime Report and Security

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

Crime Report

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

*Criminal offenses that display evidence of prejudice based on race, religion, sexual orientation or ethnicity. All of the crimes listed above that are committed on the campus of ABC must be reported annually to the U.S. Department of Education, and must be readily available to the public upon request.

Campus and Community Notification of Criminal Activity

It is the policy of ABC to notify members of the Campus community of any reported crime(s) that are determined to pose an imminent threat to the safety of students or employees. Anyone with information warranting a potential timely warning should report the circumstances to the Resident Assistant or to the Campus Operations Director, or any other college official. In the case of witnessing a crime being committed on campus, the incident should be immediately
reported to the Metro Police Department at (615) 862-8600 or by dialing 911. The President, Vice President, or Campus Operations Director is responsible for determining the need for and implementing timely campus-wide notification. If either official deems it necessary to notify the Campus community of an imminent threat, Public Safety Bulletins will be published and posted through social media, phone texts, and on bulletin boards throughout the campus. The social media notifications or bulletins will allow members of the Campus community to be informed about current security and safety activities.

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

**Campus Safety**

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

ABC urges persons affiliated with the school to make use of the extensive safety resources at the City of Nashville Metro Police and Fire Departments. ABC encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the Metro Police and Fire Departments and the Campus Operations Manager.

**Procedure to Report Criminal Activity and Emergencies**

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

- If immediate danger of life or property exists, dial 911 or the Metro Police Department at (615) 862-8600.
- If immediate danger is not present, call the Resident Assistant at (615) 256-1463 or Campus Operations Director at (615) 256-1463.

In all cases, report the incident to the Resident Assistant or Campus Operations Director. It is the policy of the College that all crimes or threats made against the security and safety of the campus or individuals on campus must be reported. Such incidents may also be reported to college personnel with responsibility for controlling access to buildings or facilities, or to college staff and faculty having significant responsibility for student life and campus activity.

**Annual Testing**

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

**Missing Student Notification Policy**

All potential missing student reports must be referred to the Resident Assistant or Campus of Operations Director for investigation. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, American Baptist College provides each student residing on campus the opportunity to designate a confidential contact. This contact will be notified if the student is missing. Although it is not required to do so, ABC makes the missing student notification procedure available to all students. This confidential contact is in addition to any other emergency contact that the student may identify, although both the confidential contact and the emergency contact(s) may be the same person. In the case of non-emancipated students under the age of eighteen, the HEOA requires that a custodial parent or guardian be notified; however, an additional contact may also be specified. Only the Campus Operations Director can view this information. During the first 24 hours after the American Baptist College has determined that a student is missing, the Campus Operations Director or a designee will notify the student’s confidential contact. American Baptist College will also notify appropriate external law enforcement agencies and others at the college about the missing student.

**Policy amendment**

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

**Security Policy and Campus Crime Statistics Act**

American Baptist College publishes an annual report to provide information on security-related services offered by the college. The Annual Security Report contains information related to college-wide security and safety, including related policies, procedures, and criminal statistics. The Annual Security Report can be found on the ABC website, or a copy may be obtained from the campus, American Baptist College at 1800 Baptist World Center Drive, Nashville, TN 37207. The report will be available after October 1, 2014.

**Federally Mandated Crime Statistics**

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires colleges to publish statistics on certain types of crimes that occur on college grounds and are reported to the Safety and Security Department or designated campus administrators. Crimes confidentially reported to other college offices may not necessarily be reflected in these statistics. The data that is presented here includes all crimes reported to the American Baptist College Safety and Security Department that occurred on the American Baptist
College Campus, in the residence halls on campus, as well as crimes that may have been reported to other campus authorities. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at campus remote facilities, as well as those occurring near the campus. Hate crime statistics and arrests and/or referrals for campus disciplinary action are also included.

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

**Compliance with Campus Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to the Act.

The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains three years worth of crime statistics and certain security policy statements, including sexual assault policies which assure basic victims' rights, and provide locates where the students should go to report crimes. This report is available at [http://www.abcnash.edu/Download/2014%20American%20Baptist%20College%20Annual%20Campus%20Security%20and%20Safety%20Policy.pdf](http://www.abcnash.edu/Download/2014%20American%20Baptist%20College%20Annual%20Campus%20Security%20and%20Safety%20Policy.pdf)

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

**Clery Act Crime Definitions**


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

• Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a
dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

• Criminal Homicide-Manslaughter by Negligence
The killing of another person through gross negligence.

• Criminal Homicide-Murder and Nonnegligent Manslaughter
The willful (nonnegligent) killing of one human being by another.

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

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

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

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

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

• Drug Abuse Violations
Violations of State and local laws relating to the unlawful possession, sale, use, growing,
manufacturing, and making of narcotic drugs. The relevant substances include: opium or
cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

• Liquor Law Violations
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

Sex Offenses-Forcible

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

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

Sex Offenses-Nonforcible

Unlawful, nonforcible sexual intercourse.

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

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


**College Code of Conduct**

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

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

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

**Academic Dishonesty Policy**

American Baptist College acknowledges the need to preserve an orderly process with regard to teaching, research, and public service, as well as the need to preserve and monitor students’ academic rights and responsibilities”. Since the primary goal of education is to increase one’s own knowledge, academic dishonesty will not be tolerated at American Baptist College. Possible consequences of academic dishonesty, depending on the seriousness of the offense, may range from a revision of an assignment, and or a reprimand, a written reprimand, an F or zero for grade work, removal from the course with a grade of F, to possible suspension or exclusion from the College.

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

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

Class Attendance

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

The college has set the following guidelines:

For a three-hour course that meets once a week, a maximum of 3 absences may be allowed.
For a three-hour course that meets twice a week, a maximum of 4 absences may be allowed.
For a two-hour course that meets once a week, a maximum of 2 absences may be allowed.
For Maymester and Summer School classes, no absences are allowed.
Any student arriving up to ten (15) minutes late or leaving before the end of the class can be marked absent at the discretion of the faculty.
Each subsequent absence above the allotted number in each case above may cause the total grade to be lowered by a letter grade until the grade “F” is reached. Exception to this rule may apply if the faculty member is willing to assign extra work, etc. Faculty is not required to do so.

Classroom Expectations/Etiquette

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

Eating is not permitted in class. Students with health concerns or who have had long periods of time without eating due to other obligations must make arrangements with faculty to determine an appropriate course of action.

Children are not allowed in the classroom. The College makes every effort to accommodate students from all walks of life, however, children can disrupt the classroom experience for
students as well as faculty. Arrangements should be made so that even if children are brought to campus, they are not in the classroom.

Computers, tablets, smartphones and other devices are only to used for educational purposes. Any student using any device in a manner not consistent with course materials may be asked to shut down, turn off, or if belligerent leave the class.

**Respecting College Faculty, Staff and Administrators**

The faculty and staff of American Baptist College are here to serve the needs of the total student population. All staff, faculty and personnel of the College shall be afforded full respect and cooperation. Verbal or physical abuse toward college personnel will not be tolerated. If a complaint/disagreement would arise, student should express their concern with the personnel directly involved. Concerns should be discussed in a non-threatening and non-intimidating manner. Students who refuse to respect faculty, staff and administrators will be referred to the Vice President of Academic Affairs (or designee).

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

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

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

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

Users must not attempt to modify system facilities in any way.

Users must not attempt to subvert the restrictions associated with their computer accounts.

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

Campus Life

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

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

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

**Dress Standards**

The Christian atmosphere promoted at American Baptist College should be exhibited in students’ attire when in attendance at all campus events and activities. For chapel and other worship services, students are expected to dress appropriately. Students are required to be neat, clean, and modest in their attire at all times. Shirts and shoes must be worn in all college buildings. Gym shorts, tee shirts, strapless tops, bare midriffs, bathing suits, backless or cut-off shirts, short skirts/dresses/shorts are inappropriate and are not permitted. Slogans, pictures and advertisements displayed on hats and clothing shall be in keeping with the College philosophy. No suggestive or derogatory phrases or pictures are permitted, and no alcoholic beverage advertisements are to be worn. Additionally, hats and/or headgear that are not designed for indoor wear are to be removed when entering any campus building. Students who refuse to cooperate with these guidelines will be brought before the Community Conduct Council.

**Controlled Substances**

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

Students should be mindful that alcohol consumption for any person under the age of 21 in the State of Tennessee is illegal. It is also a violation for any person to contribute in any way to the consumption or intoxication of any person under the age of 21. Any violation of municipal, state, or federal laws regarding alcohol will be dealt with through disciplinary action by the Community Conduct Council, local law enforcement and local judicial system.

Violators will be subject to disciplinary action by the Community Conduct Council to include the following:

1) Fines (To be assessed to student account. Student responsible for any balance incurred as a result of fines.)
   1a) Fines to range $50-$250
2) Suspension from Campus and College
   3) Expulsion
   4) Letter to Parent or Guardian, if student is 21 or younger

The Community Conduct Council will determine the fine based on the severity of the violation.
Any special events hosted on campus that wish to serve alcoholic beverages will need to be approved by the Office of the President.

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

Violators will be subject to disciplinary action by the Community Conduct Council to include the following:
1) Fines (To be assessed to student account. Student responsible for any balance incurred as a result of fines.)
   1a) Fines to range $50-$250
2) Suspension from Campus and College
3) Expulsion
4) 1b) Letter to Parents or Guardians, if violator is under 21

In addition to sanctions by Community Conduct Council, violators in this area are subject to state and federal laws and will be turned over to the proper authorities.

**Firearms, Fireworks and Weapons:** Firearms, fireworks, or deadly weapons of any kind (excluding Law Enforcement Personnel and Campus Security) are not permitted on campus. This includes possession of any open or concealed weapon which could be used to intimidate, scare or harm others, as well as materials used to manufacture bombs, firearms or weapons. This also applies to storage in dormitory rooms and automobile. Violations will result in immediate expulsion.

**Tobacco:** American Baptist College is a smoke-free, tobacco-free campus. The use of tobacco is not allowed on American Baptist’s campus (including student housing). Use of tobacco products in any college building is prohibited and subject to fines and/or disciplinary action by Community Conduct Council.

1) First violation $25.00 fine (To be assessed to student account. Student responsible for any balance incurred as a result of fines.)
2) Second violation $50.00 fine
3) Third violation $50.00 fine and mandatory appearance before Community Conduct Council.

**Sexual Harassment**

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

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

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

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

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

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

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

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

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

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

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

The Title IX Coordinator has 5 business days to investigate and determine whether it constitutes convening the Community Conduct Council (CCC). If the council is needed, it should convene within 5 business days of the decision for an initial meeting. Given the sensitive nature of instances of sexual offense the CCC may choose to meet in at least 2 meetings but no more than 3. The initial meeting should include the members of the CCC and the alleged victim. The second meeting should include members of the CCC and the alleged perpetrator. A final meeting for any final evidences, witnesses, and deliberation.

For the policy and procedures of the Community Conduct Council refer to the CCC section.

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

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

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

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

**Hazing**

Tennessee State Law requires that all colleges and universities include a statement of policy regarding hazing in their student handbooks. Hazing is defined in the law as “any intentional or reckless act in Tennessee on or off the property of any [college or University] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. ‘Hazing’ does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.”
It is the policy of American Baptist College to maintain the college community as a safe place for students free of harm. Hazing of any kind will not be tolerated at American Baptist College. Hazing is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional or physical harm to a person. Hazing is also any act that injures, degrades, harasses or disgraces any person. It is understood as any forced or required intentional or negligent action, situation or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Vice President of Academic Affairs (or designee). Violators will be charged and adjudicated appropriately by the college. Each student suspected to be in violation will go before the Community Conduct Council and is also subject to further action through local law enforcement if deemed necessary.

**Respect for Other Spiritual Traditions**

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

**Visitors on Campus**

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

- All visitors must obey the signs upon entering the College campus;
- While on campus, all visitors are subject to the rules and regulations of the College in the same manner as students who are enrolled in the College;
- Students who invite visitors become responsible for them while they are on campus.
- All visitors who will enter the residential area must be approved by the Office of Campus Operations. Overnight guests and visitors must be registered and approved by the Director of Housing prior to 3pm of the day of visitation.

**Damage to Property**

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

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

Complicity

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