



Ouachita
Baptist University

Tiger Handbook

2009-2010

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The Tiger Handbook is the official University guidebook for students. It is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the University's discretion.

Ouachita Baptist University

Origin

The Arkansas Baptist State Convention authorized Ouachita Baptist College as its higher education institution in November, 1885. In December of that year the trustees of the university voted to locate the institution in Arkadelphia, Arkansas. Classes began in September, 1886, and the institution has operated without interruption in the same location since that date. On January 14, 1965, the Board of Trustees voted to change the name from College to University.

Vision, Mission and Values Statement

Vision

Ouachita Baptist University seeks to foster a love of God and a love of learning by creating for students and other constituents dynamic growth opportunities both on campus and throughout the world. With foresight and faithfulness, Ouachita makes a difference.

Mission

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world.

Values

Ouachita strives to be an academic community of vision, integrity, and service grounded in the following values:

Faith. We believe that life is lived most abundantly in response to the love of God through Jesus Christ.

Scholarship. We advance excellence in teaching, learning, research, and creative expression.

Growth. We foster broad-based education, encouraging growth in intellectual, spiritual, physical, and social domains.

Character. We affirm that respect and honesty undergird responsible citizenship and stewardship.

Community. We promote a vibrant community strengthened by diversity, sustained by common aims and supportive relationships, and committed to leadership and service on campus and beyond.

Community Values

Since its beginning in 1886, a number of common values have developed at Ouachita, values which are passed on like traditions from generation to generation of students. These values help make Ouachita the distinctive place it is:

1. A love of God and a love of learning.
2. Commitment to a Christian lifestyle - While students are not required to be Baptist or to adhere to a specific set of beliefs, Ouachita actively encourages and seeks to assist all students in developing a Christian lifestyle which will be evident in every segment of the student's life.
3. Respect for scholarship, creativity, and achievement by fellow students and faculty members.
4. Respect for the rights, feelings, and property of others.
5. Friendliness on campus - a characteristic noticed and appreciated by visitors to campus.
6. Audience etiquette - students take great pride in being a part of Ouachita, and this pride extends to how speakers from on or off campus are received. A lack of social responsibility in this area is considered unacceptable by the student body as a whole.
Hats are not allowed during chapel services and in most classes.
7. Respect for personal appearance - students are well dressed and well groomed, and this attractiveness is immediately noticeable to campus visitors.
8. Sportsmanship at athletic events.
9. Commitment to health and wellness - most students participate in either intramural or intercollegiate activities or in their own personal program of physical development. A wellness class is required of all freshman students.
10. Singing the alma mater - an old pep tune sung and played often at public events.

Covenant on Academic Honor

The Covenant on Academic Honor was developed by a committee of the Student Senate and approved by the Board of Trustees in 2001. All Ouachita students are obligated to uphold the pledge found within the covenant.

Upon faculty request, a judicial council considers information when a violation of the covenant is suspected. Procedures for the council follow the covenant below. The procedures are intended to aid the council in its work but do not grant any contractual rights to a suspected violator. Procedures may be modified in a particular case.

Mission

We believe that a university under the Lordship of Jesus Christ must involve itself in the pursuit of honor. In all academic endeavors our commitment is to build a community of scholars characterized by the highest standards of integrity consistent with Ouachita's Christian ideals. We hope this pursuit of integrity will extend beyond the classroom and be reflected in every area of our daily lives.

Pledge

As a member of the Ouachita community, I am committed to fostering a culture of honor. I affirm that an academic environment can be enriching only when its members commit to mutual integrity, trust, responsibility, and respect. I will refrain from all forms of academic dishonesty, and I will act responsibly when confronted with the knowledge of such behavior. I recognize that academic excellence is more than the absence of dishonesty; true scholarship entails devotion to my studies and respect for my professors and classmates. With the aim of academic and personal growth I make this pledge to myself and to the women and men of Ouachita Baptist University.

Judicial Council

Purpose

The purpose of the judicial council is to consider information concerning possible violations of the covenant on academic honor. The council determines if substantial evidence indicates that a violation occurred, and if so, specifies a sanction.

Composition

The judicial council is comprised of four faculty representatives and 12 student representatives, one of whom is designated by the council as chair.

Faculty Representatives

The faculty representatives to the judicial council are the members of the Student Life Committee, appointed by the University Committee.

Selection of Student Representatives

Nominations for student representatives to the judicial council are accepted from the university faculty. Students nominated must not currently be on probation. Those nominated appear before a selection committee charged with appointing the student representatives. The selection committee consists of the president of the university, the president of the Student Senate, the chair of the

current judicial council, the vice president for academic affairs, the vice president for student services, and the chair of the University Committee, or their designates. The selection committee seeks to maintain broad representation as to class and major among the student representatives. Student representatives serve until they are no longer enrolled as a full-time student at Ouachita, resign, or are removed from the council.

Removal of Student Representatives

A student representative may be removed from the judicial council upon a two-thirds vote of the entire council.

Hearings

When faculty members suspect a violation of the covenant on academic honor, they retain the right to make independent academic determinations or may initiate hearings before the judicial council. Students may not appeal an individual faculty member's academic decisions to the judicial council. In making a request for a hearing, the initiating faculty member will present a written statement along with any pertinent documentation to the chair of the council.

Two faculty members from the Student Life Committee and three student representatives will be designated to hear the case. Another student representative will be designated as a non-voting record-keeper.

Students will be given reasonable notice of any hearing, which will generally take place within ten days. The faculty member who initiated the hearing may address the council and may call others with direct knowledge of the suspected violation to address the council. The student will have the opportunity to be heard by the council, may call others with direct knowledge of the suspected violation to address the council, and may question the faculty member and others who have presented information in the hearing. Legal counsel is not permitted in

judicial council hearings.

If four of the judicial council representatives hearing the case agree there is substantial evidence a violation of the covenant on academic honor occurred, a sanction will be imposed and provided to the student in writing. Sanctions may include a warning, honor probation with activities designed to foster student development, recording of a test or assignment as a zero, recording a semester grade of "F" for the course, suspension from the university, or other actions at the discretion of the council.

Appeals

An appeal of a decision made by the judicial council must be presented in writing to the Academic Deans' Council within five days of the decision. After a consideration of the records of the judicial council hearing and other pertinent evidence, the Deans' Council will notify the student of its decision in writing.

Action by the judicial council does not preclude additional disciplinary action by the university when appropriate.

Ouachita Alma Mater

Ouachita, we sing thy praises
Thy beauty, thy power, thy fame,
Each loyal heart upraises
A cheer to thy glorious name,
O-U-A-C-H-I-T-A
Here's good luck to Ouachita,
May all her skies be gay,
Raise a cheer for Ouachita,
A loud Hip, Hip, Hooray,
O-U-A-C-H-I-T-A

Ouachita, thy sons and daughters
Will carry thy flag unfurled;
For none can e'er surpass thee,
The Queen of the college world,
O-U-A-C-H-I-T-A
Here's good luck to Ouachita,
May all her skies be gay,
Raise a cheer for Ouachita,
A loud Hip, Hip, Hooray,
O-U-A-C-H-I-T-A



Academic Support Services

Ouachita is committed to providing students with supplemental resources to meet the demands of a rigorous curriculum and to assist them with academic problems which may arise. The following services and programs are designed to accomplish these two goals:

Academic Advising

Faculty advisers provide guidance for students in selecting courses for each semester, as well as assisting students with other academic needs.

Tutorial Services

Tutorial services are available and can be arranged through the Academic Enrichment Center (Evans Student Center 131) or the Academic Affairs Office (Cone-Bottoms 200).

Academic Skills Development Program

Certain courses have been designed for students who have demonstrated deficiencies in essential skills. These courses provide assistance for students in the acquisition of college level reading, mathematics, English, and study skills. The number of hours required for graduation is increased by the number of hours taken in this program.

Location: Cone Bottoms Hall, Suite 200.

English as a Second Language Program

Ouachita offers an intensive English program for international students interested in improving their reading, writing, and oral skills in the English language. These non-degree courses are separate from the regular curriculum and are designed to enable students to become eligible for enrollment in degree programs. Location: R.A. Lile Hall, Room 108.



TRIO Programs

TRIO Programs have been a tradition on the Ouachita campus since 1966. Ouachita is currently host to four TRIO Programs: Classic Upward Bound, Upward Bound Math/Science, Educational Talent Search, and Student Support Services. The Upward Bound Programs and Educational Talent Search are outreach programs that seek to assist high school students during their freshman through senior year in their endeavors to complete requirements for secondary education. Upon completion of the high school requirements, students are encouraged to enroll in a post secondary institution, where they are served by Student Support Services that assist them in the completion of college.

The TRIO Programs employ college students during the academic year as mentors and tutors and during the summer as resident life counselors. Location: Sturgis Physical Education Center, Suite 402.

Career and Corporate Development

The Career and Corporate Development Office provides career counseling for all students, freshman through senior. In addition, the office assists students and graduates in finding employment opportunities. The office maintains reference files for prospective employers, provides career information, coordinates job interview sessions, and maintains a current list of job openings. Additional services are provided, including resume writing, interview techniques, and video resumes.

Location: Evans Student Center Suite 135.

Core

Ouachita's School of Interdisciplinary Studies offers a coherent curriculum designed to foster intellectual inquiry and breadth of knowledge. Ideas and events have consequences. Insight into these consequences requires developing frameworks and skills that interconnect intellectual and cultural domains within the context of the physical world. The School of Interdisciplinary Studies offers Ouachita's CORE curriculum, required of all graduates, as a means to nurture these skills and frameworks, as a means to foster inquiry and breadth.

To help students make the transition into the CORE program, the School of Interdisciplinary Studies offers tutoring for the Introduction to Liberal Arts course. For tutoring information, call 245-5106.

Location: McClellan Hall, Room 208.

The Riley-Hickingbotham Library

The Library offers materials, equipment, special areas, and services to serve students.

Materials include reference books for quick answers, general circulation books for more in-depth coverage of topics or leisure reading, and periodicals (newspapers and magazines) for the most current information available and, through extensive back files, a record of that information for research purposes. In addition to these traditional materials, the Library also offers select federal and state government documents and manuscript collections of religious and regional interest. The Library's holdings total some 700,000 items.

Equipment available for student use in the Library includes copy machines, and IBM-compatible computers loaded with WordPerfect and connected to a printer and through the campus network to the Internet. For better access to its materials, the Library has automated its book catalog and some periodical indices. ALIS, the automated catalog, offers access to both books and periodicals in the main building and from remote locations via dial access, the campus network, and the Internet. Some general reference sources and specialized databases are offered through the campus network.

Special areas in the library include group study rooms and individual carrels as well as mediated audio-visual rooms. Archival and special collection materials are available for research purposes.

Services include reference help for all patrons and interlibrary loan, through which the Library offers students access (for a nominal fee) to materials in approximately 21,000 libraries world-wide.

Computer Labs

Several computer labs are available to the student body with hardware and software which support work in specific disciplines. These labs are available according to posted hours except when classes are being conducted in them.

Language Lab

The Language Lab contains twenty 200 MHz MMX PC's which are networked to the Web as well as to an Alex streaming video file server. All of the computers permit interactive use with software programs with video or simply text. In addition, ten audio cassette recorders with listen/repeat/record facility allow students excellent oral/aural practice.

Location: R.A. Lile Hall, Room 121.

Speer Writing Center

The Speer Writing Center, with 24 IBM-compatible computers is open to the student body during the day and certain posted times on evenings and weekends. A qualified composition tutor is also available in the Center one evening each week.

Location: Lile Hall, room 122.

Mass Communications Speer Digital Design Lab

The Speer Digital Design Lab consists of eighteen MacIntosh desktop computers and accessories. Location: Mabee Fine Arts Center, room 141 (mass communications department).

School of Business Computer Lab

The Frank D. Hickingbotham School of Business computer lab has 21 fully networked computers available during posted hours. Windows 2000, Word, Excel, Access, PowerPoint, and other course specific software packages are available for students.

Location: Lile Hall, room 337.

Hudson Computer Lab

The Hudson Computer lab is available to all students on a limited basis. The 27 computers are equipped with software for both general and specialized scientific use. Students using this lab may be required to submit their ID cards to the monitor.

Location: Harvey Jones Science Center Room 218.

Computer Access in Housing

Each room in the residence halls is equipped with two ports so that students may have access with their own personal computer. Most university apartments are also equipped for access to the campus network. For specific information on compatibility, one may obtain information from Computer Services (245-5567).

Academic Enrichment

The Carl Goodson Honors Program

The purpose of the Carl Goodson Honors Program is to further academic excellence and to inspire intellectual curiosity for selected students. Students may apply for the Program after completing at least 12 hours with a 3.3 GPA. Then, provided additional requirements for admission are met, students are invited to participate.

The Carl Goodson Honors Program allows students to pursue academic interest outside the traditional classroom structures by encouraging interdisciplinary study and original research. The organization of the Program is based on a graduate school model with seminar courses on varying topics each semester, individualized directed studies, and a senior thesis.

The Program includes opportunities to apply for summer travel/research stipends, a foreign study program in Bonn, Germany, and a biannual retreat. Successful completion of the Program allows the student to graduate from the University "With Honors."

The Pew College Society and Pew Scholars

The Pew College Society encourages the highest level of academic achievement as an expression of faith in Jesus. Specifically, the Pew program prepares students intellectually and spiritually for life in competitive graduate programs and for careers in teaching at the college level. During weekly Friday noontime meetings, professors and students gather for prayer and discussion. Once a year, an outside speaker joins students for an off-campus academic retreat. The meetings and retreats are open to all students. Christian students who want to teach at the college level and who have outstanding potential as scholars may apply to become

Pew Scholars, which enables them to receive funds for research needs, for travel to academic conferences, for GRE and for other graduate application costs. Ouachita's Pew program is funded by an off-campus grant awarded to twelve colleges in the nation.

The Daniel R. Grant Center for International Studies

The Daniel R. Grant Center for International Studies offers Ouachita students the opportunity to study abroad during semesters or summers each year. The program facilitates study programs in 13 countries including Japan, Austria, China, Spain, England, Mexico, Great Britain, Morocco, Belize, Israel, Germany, Russia and Kazakhstan. An International Studies Minor is offered within the university curriculum.

Study abroad programs have limited availability. To apply for study abroad opportunities:

1. A student must hold a cumulative 2.5 GPA prior to the study abroad semester.
2. A student must be in good standing with the university.

For more information contact the Daniel R. Grant Center for International Studies in Lile Hall, Room 108 or call 245-5197.

The Pete Parks Center for Regional Studies

Established in 1981, The Pete Parks Center for Regional Studies serves as an academic center for the study of the people and culture of Arkansas, Louisiana, east Texas, and southeast Oklahoma. Faculty and students participating in the Center's various programs have a unique opportunity to research the history, folklife, architecture, politics, literature, art, music and religion of

this region in an interdisciplinary manner. The Center also promotes service to others as an important component in understanding the peoples and cultures of the Red River Region.

President's List and Dean's List

Students who make a 4.000 gpa on their semester work will be placed on the President's List. Students who make a 3.5000 or higher on their semester work will be placed on the Dean's List. Students placed on either list will receive a certificate of recognition.



Other Student Services

Counseling Services

Counseling services are provided by the University Counselor. These services are available to students who are experiencing a broad range of personal or interpersonal difficulties. Typical problems for which students seek assistance include but are not limited to:

Personal issues — depression, loneliness, anxiety, stress, sexual concerns, eating disorders/preoccupation with weight, grief, adjustment difficulties;

Interpersonal issues — roommate problems, dating relationship difficulties, friendship/peer disturbances;

Family issues — conflicts in family relationships, family crises, divorce;

Other concerns — issues relating to physical or sexual abuse, alcohol or substance abuse.

All records are confidential. Information disclosed by students during counseling sessions remains confidential unless the student is thought to be in imminent danger of harming himself/herself or is in danger of harming other persons. Students may also give written authorization if they desire the release of their records to other persons/agencies or if they desire the University Counselor to consult with a family member or other person.

Services provided are free of charge to currently enrolled students. Appointments may be scheduled by calling the Counseling office at 245-5591.

Students who require assistance beyond the scope of the University Counseling Services will be given a referral to a professional or agency in the community.

The Counseling Services Office is located in Evans Student Center Suite 220.

Food Services

The University food service management is contracted to Sodexo Services, Inc., one of the leading food management companies. All students living in university residence halls must buy a meal ticket which is included in the total cost of “room and board”. To eat in the Ouachita Commons the student must either (1) present his/her programmed ID card or (2) pay cash for the meal. Cutting in line is a violation of the rights of fellow students. All students must be properly attired (including shoes) when they come to the Commons. The I.D. card is not to be used by anyone other than the individual whose name appears on the card. Illegal use of the card will result in a \$20 fine and/or disciplinary action.

Your programmed student ID card can also be used on a limited basis at the Tiger Grrrill and Chick-fil-A Express located in Evans Student Center. Selections include grilled sandwiches, cheeseburgers, individual pizza and Chick-fil-A products.

The Library Coffee House, located between the library and Ouachita Commons allows you to use your programmed ID on a limited basis to get fresh brewed Starbucks Coffee.

Banquet arrangements can be made with the Director of Campus Activities.

Health Services

Health education, first aid, simple diagnosis and treatments for minor illnesses by a registered nurse on campus are available at little or no cost. Medical services for more serious cases may be received at the offices of local physicians or at the Baptist Medical Center, Arkadelphia. The cost for medication and supplies other than the ones available in Health Services are not included in university general fees. All students must complete an OBU Health Form consistent with state and university requirements. The University requires that students show proof of two MMRs; and a Tuberculosis Screening for any student that has lived out of this country in the last twelve months. A tetanus/diphtheria vaccination is recommended within the last 10 years.

The Arkansas State Legislature, in Act 1233 of 1999, requires all colleges and universities to notify both students and parents of an increased risk of meningococcal disease among individuals who live in close quarters, such as students in college residence halls. The Act also requires the university to advise each that a vaccination against some of the groups in this disease is available. It does not cover all groups in the meningitis family.

Proof of medical insurance must also be included on the OBU Health Form. If the student is not covered by parental or personal medical insurance, a group policy is made available through the university. Brochures may be obtained in the Office of Student Services.

The Health Service Office is located on the second level of Evans Student Center next to the Office of Student Services. Office hours are 9:00 a.m. to 1:30 p.m., Monday through Friday.

Campus Safety

Desiring to provide a safe campus for students, employees, and visitors, Ouachita has enlisted the services of Securitas Security Services. Campus safety officers are professionally trained employees of Securitas Security Services, and they are on duty 24 hours a day, each day of the year. Securitas Security Services makes regular checks throughout the campus and its buildings, in addition to providing other services within the bounds of the law and university policy. These services include patrolling the campus to detect and deter crime, providing crime prevention information, investigating criminal offenses, investigating auto accidents on campus, and unlocking buildings for individuals or groups who have reserved the space.

The Campus Safety office number is 245-4000.

Offices are located in Evans Student Center.

Emergency 911 is in effect - when dialing from a university phone, dial 9 then 911.

Crime Statistics

The Crime Awareness and Campus Security Act of 1990 requires that each institution report for public information on-campus crimes in the following categories: murder, manslaughter, forceable and non-forceable sexual offenses, aggravated assault, robbery, burglary, motor vehicle theft, arson, and liquor law, drug, and weapons violations. This report is by calendar year and is available through the Student Services office.

Students are encouraged to report all crimes immediately to Campus Safety and/or the Dean of Students.

The Bookstore

The Ouachita Bookstore, located on the lower floor of Evans Student Center, is the center for textbooks, complete supplies that are requirements for all classes, supplies, clothing, and gifts with Ouachita imprints. For those about to graduate, caps and gowns, graduation announcements and senior rings are available through the bookstore.

The bookstore is open Monday through Friday from 8:00 a.m. until 4:30 p.m. and during some special events. For special orders or information, call 245-5299.



Student Financial Services

The Student Financial Services office, located on the first floor of Cone Bottoms Hall, provides a number of services. They collect monies for all university expenses and maintain records of all scholarship funds.

The Student Financial Services office will cash checks for students in amounts up to \$50. The OBU ID card is required for this service.

Any phone difficulty with the on-campus system may be reported to the Business Services office for immediate attention.

The Ouachita Post Office

The Ouachita Post Office, located on the lower floor of Evans Student Center, is a branch of the U.S. Postal Service, therefore U.S. mail guidelines apply. Official mail can be delivered on campus without postage. Other mail placed in the “on-campus” bin must meet all USPS regulations to be delivered.

All students are assigned a combination lock mailbox. Students are urged to check their mailboxes daily because many official university communications are sent to the campus box number.

New students receive their post office box number at registration, and they may learn their post box lock combination by going to the service window during business hours. There is no additional cost for the post box. Hours of operation for window service are posted at the post office counter.

Fitness and Wellness Facilities

The Roy and Christine Sturgis Physical Education Center is a multipurpose facility containing an olympic-size pool, racquetball courts, weight room, classrooms, offices, the varsity basketball arena, and two multipurpose courts.

Evans Student Center has a Wellness Center containing

televisions, recreational facilities and equipment for muscle toning and building and machines for cardiovascular stimulation.

Location: Evans Student Center, second level.

E-Mail

Each student is given his/her e-mail address the first time he/she registers. The address is the first three letters of the last name plus the ID number @obu.edu.

Email accounts provided by the University are considered an official means of communication between each student and the University’s employees. Ouachita students are responsible for reading email messages sent to their Ouachita email account and for responding to these emails if requested.

Student Web Portal

Ouachita maintains a web based information portal for each student. This “student web portal” is designed for a student to log in and access his/her personal information on file in the University’s administrative computer system.

Information in the portal includes current major/minor, cumulative hours, grade point average (gpa), transcripts, current and pre-registered course enrollment, financial aid, current balance and pending transactions in the Student Financial Services office, and chapel attendance records and cumulative credits. The portal also has an easy method for contacting each department when clarification is needed for any information displayed. The information displayed in the portal is current.

Accessing the portal is voluntary. The log in page to the portal has a link called “Sign up Here” where students can establish their portal account. The Computer Services support web site, <http://support.obu.edu> has instructions for using the web portal.

Copy Service

Card operated copy machines are located in Evans Student Center near the Student Services Office and in the library. One may purchase a decreasing balance, magnetic strip card on location for \$2. Additional amounts of credit may be purchased using the same card.

WOW

(Welcome to Ouachita’s World) Orientation

The orientation program (WOW) during the first week of the fall semester is designed to inform new students of the opportunities in the instructional program, to help them to adjust to campus life, to introduce vocational options, and to help them to get a successful and satisfying start in their college experience at Ouachita. New students are divided into groups during the WOW orientation and student leaders take charge to orient the newcomer to all aspects of campus life, including student activities.

Student Activities

Student Leadership Training

Each semester, the Ben M. Elrod Center for Family and Community offers a 10-week, extracurricular course which provides twelve to fourteen students with the philosophical background for servant-leadership, theoretical understanding of the major theories of leadership and a practical understanding of what is needed to become a servant-leader. The goal of the course is to produce students willing to serve and able to lead. For more information, contact the Elrod Center at 245-5320.

Student Organizations

Ouachita Baptist University offers a variety of clubs and organizations to meet the extra-curricular needs of students. The following is a list of currently active student organizations on campus.

Academic/Professional/Honorary Organizations

These organizations recognize the qualities of leadership, scholarship, or interest in a specific academic field and/or achievement in all academic areas. They include:

Alpha Chi
Beta Beta Beta
Beta Gamma Sigma
Blue Key National Honor Fraternity
Elrod Center Servant-Leadership
Kappa Delta Pi
Kappa Kappa Psi
Ouachita Psychological Society
Ouachita Student Educators Association
PEW Younger Scholars Collegiate Society
Phi Alpha Theta
Phi Beta Lambda
Phi Mu Alpha
Pi Gamma Mu
Pi Kappa Delta
Sigma Alpha Iota
Sigma Tau Delta

Society of Physics
Tau Beta Sigma
Theta Alpha Kappa
Theta Alpha Phi

Special Interest Groups

These organizations are built around particular interests and serve as support groups. They include:

Campus Activities Board (CAB)
Counselors & Religious Educators (CARE)
College Republicans
Debate Club
Dietetics Club
International Student Association
National Student Speech, Language & Hearing Association (NSSLHA)
Ouachita Student Foundation
Reaching Out to Multicultural Students (ROMS)
Student Senate
Young Democrats

Religious Organizations

Most religious activities come under the auspices of Ouachita Campus Ministries which has approximately 40 committees to meet various needs and goals.

Music Ensembles

A variety of music groups are open to students, some of which require audition, and some offer academic credit (see current catalog).

Music Ensembles include:

Concert Band
Concert Choir
Jazz Band
Marching Band
Musical Theatre Workshop
Opera Workshop
Ouachita Handbell Ringers
Ouachita Singers
Ouachita Sounds
Pep Band
Praise Singers
Symphonic Band

Instrumental Ensembles

Clarinet
Double Reed
Flute
Horn
Low Brass
Percussion
Piano
Saxophone
String
Trumpet
Trombone
Wind



Student Senate

The Student Senate at Ouachita Baptist University exists to “provide means for responsible and effective participation in the organization of student affairs; to provide activities for students; to initiate actions; to provide the official voice through which student opinion may be expressed; to encourage the responsible participation of students in overall policy and decision-making processes of the university community; (and) to enhance the quality and scope of education.”

The executive committee of the Student Senate for 2009-10 is:
President—Stephen Johnson
Internal Vice President—Beau Landers
External Vice President—Lauren Nelson
Secretary—Alex Ray
Treasurer—Andrew Ford

The Student Senate constitution may be accessed online through the Tignet at <http://www.obu.edu/studentorgs/senate/>.

Social Clubs

Eleven local social clubs, not affiliated with any national organizations, select new members early in the spring semester of each year. University policy regarding rush and induction activities are in compliance with state law.

The clubs are as follows:

Men's

Beta Beta
Chi Iota Sigma
Eta Alpha Omega
Kappa Chi
Rho Sigma

Women's

Chi Delta
Chi Rho Phi
EEE
Pi Kappa Zeta
Tri Chi

Publications

Publications of Ouachita Baptist University, under the sponsorship of the Department of Communications, include: *The Signal*, the campus newspaper, and *The Ouachitonian*, the yearbook.

Inter-collegiate Athletics

Sports were first offered at Ouachita in 1892 and have been a vital part of the university's rich heritage since that time.

Ouachita is affiliated with the Gulf South Conference and the National Collegiate Athletics Association (NCAA), Division II. Student athletes must comply with the standards and requirements set forth by the above organizations. Ouachita strives for excellence in its athletic program. Students are encouraged to participate either on the field or as a spectator in the stands. Ouachita offers the following conference sports: For women: volleyball, basketball, tennis, swimming/diving, cross country, and soccer. For men: football, basketball, baseball, tennis, swimming/diving, golf, and soccer.

The men's and women's swimming/diving teams compete in the New South Intercollegiate Swim League.

Recreational Sports and Intramural Athletics

The University offers a full selection of recreational sports activities for the Ouachita community, and all students are urged to participate. All participants must be currently enrolled students or Ouachita employees. All activities are under the supervision of the Director of Recreational Sports who reports to the Vice President for Student Services. Intramural activities include basketball, flag football, volleyball, and softball for both males, females and some mixed teams. Other competitions include ping pong tournaments, table games, billiards, whiffle ball and tennis.

All participants must understand that there is the potential for physical injury inherent in intramural sports in which they engage. The participant will assume the risk of such activities and expressly waive all claims against Ouachita Baptist University which they or their estate has or may have for injury, damages, or death arising from such activities. Each participant must declare that health records clear them for participation in the recreational sports activity in which they will be engaging.

Most recreational sports are played according to the NIRSA (National Intramural and Recreational Sports Association) guidelines.



Organization Guidelines

Recognition of New Organizations

New organizations for students may be given a charter and granted recognition by the university administration upon recommendation of (1) the Student Life Committee, (2) the Student Senate, and (3) the university faculty. A petition setting forth the need for the organization, the purpose of the proposed organization, a list of qualified charter members, the faculty sponsors, and a proposed constitution for the organization, must have been submitted to each governing body prior to approval. A signed copy of the approved charter must be on file with the Vice President for Student Services and the Director of Campus Activities.

Maintenance of Recognition of Organizations

In order to maintain recognition after approval, the organization must respect the mission and values of the university, abide by the policies and regulations of the university and conform to administrative direction of the Student Senate and appropriate university officials. A current copy of the constitution and bylaws of the organization and a current membership list must be kept on file with the Vice President for Student Services, the Director of Campus Activities and the Student Senate Office. All changes in officers should be reported to the above officials.

University policies and guidelines supersede club or organization constitutions and bylaws when at variance with one another.

Reactivation of a Chartered Organization

If an organization does not meet for a period of one year, it is placed on an “inactive” status and is removed from all current listings. Should there

be a need to activate an “inactive” organization, interested students may petition the VP for Student Services with the same information as required for organizing a club. If the same constitution is used, the club may be activated with the approval of the VP for Student Services and the Director of Campus Activities. If constitutional changes are made, the organization must follow the guidelines for recognition of a new organization.

Membership Requirements for Clubs and Organizations Other than Social Clubs

To join any club or organization a student must have a cumulative grade point average (GPA) of at least 2.000 through the preceding semester and must not be on disciplinary probation. For organizations which allow freshmen to join, the high school GPA may be used and the student must not have been admitted on academic probation. Should the organization charter call for a higher GPA for membership, that higher grade will

be the one required. All students who desire to become social club members are expected to participate in rush.

Membership Requirements for Social Clubs

Social clubs may accept new members only through the rush process as approved by the Student Life Committee. To be eligible for rush, a student must be enrolled full-time, must have completed at least 12 hours with a cumulative grade point average of 2.0, and must not be on university probation.

If the average spring semester GPA of a social club’s pledge class falls from their average cumulative fall semester GPA by more than three-tenths of a point, the GPA required to pledge the social club the following year will increase by three-tenths of a point. The required GPA will revert to the previous year level if the following pledge class average GPA increases or does not fall more than three-tenths of a point.



Active Membership

If any club or organization's constitution has a higher requirement than those stated above, the higher requirement will be the standard for membership. To remain an active member of any club or organization, a 2.000 cumulative GPA must be maintained. The Office of Student Services will check the eligibility of members at least once per semester, and findings will be sent to the student and organization sponsor.

Unless otherwise stipulated in the appropriate constitution, members of each student organization must be enrolled at Ouachita. Any club or organization which fails to meet its constitutional requirements for membership shall be placed on probation for one semester. At the end of this probationary period, if membership is not at the minimum level, the club shall be declared inactive by the Student Life Committee. Any club that has been inactive may be reinstated on a one semester probationary status.

Any appeal for variation or interpretation of these policies shall be made in writing to the Student Life Committee.

Social Club New Member Induction Plan

The process of inducting new members into Ouachita's social clubs is meant to be a positive experience for both old and new members. In the best interest of the clubs, new member induction should focus both on bonding new members together and on bonding new and old members together. Several goals have been established for the new member induction process. All activities during the period should focus on meeting the following goals:

1. To cause inductees, through a hazing-free induction process, to be bonded with each other and with club members within the guidelines of Ouachita and the state.
2. To promote positive enhancement of self-worth of the individual and that person's value to the club.
3. To encourage individual commitment to grow academically, spiritually, socially, emotionally, and physically.
4. To learn and appreciate the traditions of the clubs.
5. To foster club recognition through university and community service.

6. To promote school and club spirit.

Specific guidelines for induction will be available in the Student Services Office and all clubs and individuals must abide by these guidelines.

Other Campus-wide Participation

The primary reason for a student being at Ouachita is for academic purposes. It is therefore expected that every student will give first priority to this pursuit. In addition to many opportunities to participate in club/organizational activities, there are several major special programs, such as being the musical hosts of Tiger Tunes or pageants, which demand large blocks of time. These students, before being approved, must have at least a 2.000 GPA and must not be on academic or disciplinary probation.

Honorary Membership

Honorary membership is available as a means of honoring an individual who has significantly aided the club's development. Such membership is strictly a form of recognition and does not convey any membership privileges. Honorary membership is not to be offered to a current Ouachita student who does not otherwise meet the eligibility requirements for membership in a social club.

Hazing

Hazing by any club, person, or organization is prohibited by university policy and state law. Violation of that prohibition renders both the person/group inflicting the hazing and the person submitting to the hazing subject to disciplinary action up to and including suspension. See also Standards of Conduct, and Laws and Acts, in the *Tiger Handbook* for more information.



Sanctions

Action(s) of any club or organization which violates its constitution and/or bylaws or brings discredit or embarrassment to Ouachita Baptist University and/or its student body will result in disciplinary action by the appropriate authority. Sanctions include, but are not limited to, a written warning, probation for the group, removal of a pledge class, temporary or permanent suspension of the organization's charter. Written appeals may be heard by the Student Life Committee. If the President of the university makes a decision related to a club, that decision is final.

Refer to the Arkansas Law on Hazing found in the section entitled "Acts, Laws, and University Policies."

Sponsors of Organizations

In order to be recognized, each campus organization must have a sponsor who has signed the appropriate form agreeing to sponsorship. The sponsor serves the following functions:

1. The sponsor shall strive to help students achieve the maximum educational opportunities and benefits that are inherent in the leadership of such an organization.
2. The sponsor shall encourage student/faculty rapport.
3. The sponsor shall be expected to attend meetings as frequently as deemed necessary but should have some periodic meetings to assist in establishing, planning, implementing, and evaluating goals.
4. The sponsor must be a full-time faculty or administrative staff member at Ouachita and must have been employed for at least one academic year.
5. All established organizations are expected to comply with policies and Christian principles of Ouachita Baptist University. The sponsor should assist in the interpretation and



understanding of these policies and principles.

6. The sponsor should be available to advise and supervise the expenditures of the organization's funds.

Finances of Organizations

For their protection, all student organizations should have a bank account and must be prepared to submit a financial statement to the university on the request of the Vice President for Student Services. The statement will show the beginning balances as of June 1, all deposits listed as to date, amount, and source of income, and all dated itemized expenditures with canceled checks and/or receipts.

Solicitation of Funds by Organizations

Chartered student organizations may sponsor fund raising programs/events on campus, so long as these have been scheduled and approved by the appropriate authority. In general, those sales or projects which are in line with the purpose of the organization and guidelines of the

university are approved. Funds, donations, sponsorships, etc. may not be solicited from off-campus sources, including but not limited to businesses, alumni, etc., until written approval is obtained from the Vice President for Student Services and the Vice President for Development.

Tax-deductible donations must be made through the Development Office and deposited into an account managed by the Business Services Office. Deposits and expenditures of organization funds through the Business Services Office must follow university policies and procedures. Expenditure of these funds must be approved by the organization's sponsor.

Activities/Scheduled Events on University Calendar

Regularly scheduled meetings, special occasions, and programs by student organizations must conform to University policy, and must be scheduled through the Office of Campus Activities. No organization may schedule regular or special activities on or off campus during regular church hours on Sunday or Wednesday nights.

Spiritual & Service Opportunities

Ouachita

Campus Ministries

Campus Ministries at Ouachita Baptist University is designed to help students grow spiritually, become Christian leaders who make a difference, and give the tools students need to be effective witnesses for Jesus Christ. These ministry programs are under the leadership of the Director of Campus Ministries. The importance of becoming a strong Christian leader is recognized and encouraged by Ouachita Baptist University.

The Ouachita Campus Ministries program takes seriously its commitment to spreading the Gospel as it involves hundreds of students annually in mission outreach. In addition, students are sent on Spring Break Mission trips as well as Summer Mission appointments.

Through Bible studies and discipleship groups, Campus Ministries seeks to fulfill Christ's Great Commission to "go and make disciples." Students are challenged to grow in their relationship with Christ by understanding the basics of the Christian life, including Bible study, scripture memory, prayer and evangelism.

Campus Ministries events give opportunity for spiritual growth. The Fall Retreat, held the first weekend of the fall semester, draws hundreds of students to a retreat site for renewal and fellowship.

The Office of Ouachita Campus Ministries is located on the 3rd floor of Evans Student Center.

Campus Ministries is involved in the following activities:

Aerobics
Backyard Bible Clubs
Big Brothers & Sisters
Christian Focus Week
Bible Studies/Kainos
Drama Team
Freshman Ministry
International Mission Trips

Internationals Ministry
Intramurals
Missions Awareness & Summer Missions
MKs
Monticello Children's Home
Noonday
Nursing Home Ministry
Photography
Prison Ministry
Publicity
Refuge
Spring Break Missions
Step Team
Tiger Tunes
Worship Team

The Ben M. Elrod Center For Family & Community

Mission Statement

The Ben M. Elrod Center for Family and Community at Ouachita Baptist University is dedicated to serve humankind through the educational experience. Ouachita's faculty, staff and students are committed to provide leadership that will result in the strengthening of the family and community. In particular, concepts such as volunteerism, service learning, research, outreach and instruction are promoted. The center seeks to act as a clearinghouse for issues related to university service and has been charged with the task of providing opportunities to serve for all students, faculty and staff.

The center is a tangible expression of Ouachita's commitment to the ideal of service and recent national efforts to reinvigorate volunteerism across the United States.

Goals

- * Support and coordinate the university's public service initiatives
- * Equip students to become community leaders and active citizens through volunteerism
- * Cultivate a spirit of servant-

leadership in students

- * Promote interdisciplinary studies that benefit the family and community
- * Act as a clearinghouse for the community to relate to the university
- * Promote non-credit courses that will benefit the community
- * Strengthen families through learning, discovery, and engagement
- * Coordinate public school initiatives which provide tutoring and mentoring
- * Recognize and reward outstanding service efforts internally and externally.

The Elrod Center is located in a building on the south edge of the campus, and its staff is available to assist both individuals and groups in community volunteerism and other projects. When registered with the center, students may have the hours served during the semester listed on their transcript under the TranServe Program. For further information contact the Director of the Elrod Center at 245-5320.

The following is a partial list of the programs of the Elrod Center.

- *TranServe
- *Elderserve
- *Tiger Serve Day
- *America Reads Tutoring
- *America Counts Tutoring
- *Service Learning
- *Spring Break Enrichment Camp
- *Marriage & Family Week
- *Volunteer Placement
- *Servant-Leadership Development
- *Resource Center and Clearinghouse
- *Kluck Student Enrichment Grants

General University Policies

Jones Performing Arts Center
Total Seating Capacity: 1488
Orchestra: 779 - Mezzanine: 282 - Balcony: 427

Left Orchestra Section 100 250 seats										Center Orchestra Section 200 279 seats										Right Orchestra Section 300 250 seats																			
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Chapel

Weekly chapel programs have been a part of the Ouachita tradition since its founding. These programs allow students, faculty, and staff to hear outstanding speakers or programs, they allow for community building since this is the only time that everyone is together, and they reflect the philosophy of the university by setting aside a time for worship which has no campus conflicts.

Chapel programs are guided by the Student Life Committee. Attendance is required of every student each semester until seven credits have been accumulated, unless an exception has been made by the Academic Deans Council.

Seven chapel credits are required in order to receive a bachelor's degree

Chapel and other programs are held in Jones Performing Arts Center (JPAC). The diagram above gives the seat numbers.

from Ouachita. In order to earn one chapel credit, a student must attend at least three-fourths of the regularly scheduled chapel services during a semester. Attendance records are kept in the Student Services office. At the end of each semester, the record of "credit" or "no credit" will be registered on the permanent transcript and the cumulative chapel credits will be transferred to the Academic Affairs Office which monitors all graduation requirements.

Juniors and seniors may earn one

chapel credit by taking the open chapel option. A student may pre-register for open chapel during the regular pre-registration period. Open Chapel Verification Reports may be obtained from the Student Services office at the beginning of each semester. These reports must be returned to the Student Services Office by noon on the Wednesday preceding final exam week for a chapel credit to be issued. Juniors and seniors may not take both regular chapel and Open Chapel during the same semester.

Identification Cards

All students are issued an ID card which they are expected to carry at all times and to show upon request from a university official. Students will be asked to show their ID when writing or cashing checks at the business office and bookstore. No student is to allow anyone to use his/her ID card for any purpose. The ID becomes the student's library card, and students must have their ID card to check out books. The ID card also serves as the meal ticket. If the card is lost, it should be reported to the Office of Student Services immediately. A replacement is made at a cost of \$25 (procedure for replacing a lost ID card may be obtained in the Office of Student Services). Upon leaving OBU, the ID card is turned in to the Office of Student Services and becomes a part of the student's permanent file.

ID cards are required for voting in general student body elections.

Severe Weather

Arkadelphia has a tornado alert system, and students, faculty and staff are asked to respond quickly if this alert is sounded. Whether in a classroom building or a residence hall, students should go to the lower floor in the center of the building, usually the hallway, away from any windows. TV stations often trace the movement of severe storms and tornadoes, and this may help one know how much time there is before a storm occurs. When severe storms are in the area forecast, updates are frequently given via e-mail. In times of severe weather, do not use the elevators in campus buildings.

During thunderstorms, one should take shelter inside a building or in a vehicle. Do not stand near trees, telephone or electric poles, or in open fields.

Since Ouachita is a residential campus, classes are seldomly cancelled or schedules altered for ice or snow. Students seeking information

concerning the possibility of altered schedules may contact Student Services or Academic Affairs.

Fire

In case of a fire, immediately contact the person in charge of the building. The safety office is 245-4000; the Arkadelphia Fire Department number is 246-2424 or simply 911. Residents should move outside the building as quickly as possible.

Emergency Response Procedures

According to the Federal Emergency Management Agency, terrorist acts may be broad-ranging and can include the use of chemical, biological and nuclear weapons. FEMA states, "in the immediate area of a terrorist event, one should rely on police, fire and other officials for instructions." Any local emergency information will be televised on the local channel 9. It is recommended that students have access to a battery-powered radio, flashlights, and spare batteries. Campus officials responsible for facilities and personnel will make efforts to stay current with government and other agency guidelines concerning emergency response.

Vehicles and Parking

The University has established parking and traffic regulations in order to help ensure the safe and orderly operation of vehicles on campus. The following regulations are in effect 24 hours a day.

1. All student vehicles must be registered through the Student Services Office. Upon registration and payment of a \$10 fee, a decal will be issued. The decal must be affixed to the outside upper left corner of the rear glass.
2. Vehicles are not to be used for transportation between campus

buildings as there are no parking spaces for resident students other than at the residence halls.

3. Traffic citations may be issued for the following violations:

\$10 Violations

- Lack of current decal
- Improper display of decal
- Parking in an incorrect zone (not enforced between 5 p.m. and 8 a.m.)
- Unauthorized parking in reserved or resident parking spaces
- Parking across the lines of a space (not wholly within a space)
- Parking in other than a marked space

\$20 Violations

- Parking in a fire lane (other than at Evans Student Center)
- Double parking
- Parking in a loading zone
- Parking on a sidewalk or grounds
- Parking too near a fire hydrant
- Parking in a visitor parking space
- Parking in a no parking zone
- Driving the wrong direction through a one-way street, exit, or entrance
- Driving on sidewalk or ground
- Unsafe driving (the campus speed limit is 15 mph or less if conditions demand it)
- Failure to come to a complete stop at a stop sign

\$50 Violations

- Unauthorized parking in a handicapped space
- Parking in the Evans Student Center fire lane

Fines will be added to the student's account in the Student Financial Services Office after a holding period of approximately two weeks.

4. The student in whose name the permit is issued is responsible for the vehicle at all times regardless of who is operating it.

5. All vehicles operated on campus must have liability insurance.
6. All boats, trailers, and motorcycles are to be parked in designated areas.
7. Students who choose to bring personal vehicles to campus do so at their own risk. The university is not responsible for any vehicle damage, whether caused by natural occurrences, other persons, or a combination thereof. Any vehicle damage that is discovered should be immediately reported to Campus Safety, who may assist the student in making a report to the Arkadelphia Police Department when appropriate.
8. Designated parking zones are shown on campus maps available at registration and in the Student Services office. Each decal indicates the zone or lot in which the vehicle may be parked.
9. The cost of a parking decal is \$10 per semester. If a different car is brought to campus, it must be registered immediately. A temporary parking permit may be issued to students who bring a substitute car for a brief time. Guest parking permits are issued to visitors. There is no charge for either a temporary or guest permit.
10. Vehicles will be towed at owner's risk and expense if they are blocking a loading zone, are in a handicapped space (without authorization), in a no parking zone or fire lane, on sidewalks or grass, or otherwise impeding the normal flow of traffic. Unregistered vehicles with multiple tickets will be charged a \$25 tracing fee.
11. Students who wish to appeal a traffic citation may do so by attending or presenting a written appeal to the Student Traffic Court. The appeal must be made at the next scheduled court meeting after the citation was issued. Later appeals will not be considered. The

court has the authority to uphold, void, or modify a citation and/or fine. For information including the date, time, and place for the next court meeting, call 245-5220.

Skates, Skateboards and Bicycles

Skates, skateboards and rollerblades may not be used inside university buildings or inside the perimeter of the central campus. Sidewalks are for pedestrian use. Skaters and cyclists are expected to always give the right of way to pedestrians on campus.

Speakers and Films

No speaker from off-campus may be invited by a student or student group to speak at Ouachita without prior clearance from the Dean of Students. All films shown to an audience other than a class must be cleared through the Office of Student Services. Personal use of VCRs and DVDs must be in keeping with the philosophy and standards of the university. Except for academic purposes in accordance with copyright law, public showing of films on VCRs and DVDs is prohibited.

Dances

Dances are not permitted on the Ouachita campus.

Student Marriages/ Name Changes

Any student who marries during the academic year should report this in advance to the Office of Student Services so that all records may be appropriately changed. If there is a name change other than for marriage, legal documentation must be shown at the Office of the Registrar before records can be changed.

Student Demonstrations and Rallies

As a private religiously-affiliated institution, Ouachita reserves the right to restrict or prohibit any unauthorized, disorderly, disruptive, or offensive on-campus demonstrations or rallies. Students who participate in any unauthorized, disorderly, disruptive, or offensive demonstrations or rallies will be subject to disciplinary action. Student demonstrations or rallies must be authorized by the Office of Student Services.

Communicable Diseases

Ouachita reserves the right to restrict campus activities or access for any student, prospective student, or campus visitor who has been diagnosed as having a contagious or communicable disease or virus.

It is assumed that students are free of any communicable disease while a part of the university community. Any student who knows, or who has reason to believe that he/she may be infected by a communicable disease must report this information immediately to the university health service, who will then inform the Vice President for Student Services. Any restrictions and/or exclusions deemed necessary for the welfare of all students will be determined in light of the most current medical knowledge and in accordance with state and federal laws.

Standards of Student Conduct

Respect for the Institution

Anything identified with the university must be in keeping with the official Statement of Purpose of Ouachita Baptist University. Some examples include contents of programs or performances and texts of printed material.

Respect for Ouachita's Christian Purposes

It is assumed that students come to Ouachita with a commitment to standards of behavior consistent with the Christian faith and life. By accepting admission to Ouachita Baptist University, each student assumes responsibility to abide by the rules and standards of conduct of the university as well as by all city, state, and federal laws.

The regulations and standards of this handbook apply to all students who are enrolled at Ouachita and any guest(s) they may bring to campus. Students are responsible for informing their guests of university policies and assuring that they behave within the guidelines of established policy.

Some of the violations listed here may also violate local, state, or federal statutes. In dealing with such violations, university disciplinary action will not preclude the filing of charges with appropriate law enforcement agencies. The reporting of certain crimes committed on campus is required by federal law. These requirements are explained more fully under the Student Right-to-Know and Campus Security Act in the last section of the Tiger Handbook.

The following standards of student conduct provide a framework by which students may conduct themselves in keeping with the Christian purposes to which Ouachita is committed.

Respect for Others

Respect for others is a basic tenet of the Christian faith as well as the

United States legal system. Failure to act in ways that affirm respect for others denigrates individuals and damages the sense of community so vital to the Ouachita experience. Such failure will result in action by the university, the legal system, or both. Violations and their definitions are listed below:

Harassment

No student or employee, male or female, should be subjected to threats, unwelcome overtures or conduct, either verbal, physical, or emotional. Any act of harassment should be reported immediately to the Dean of Students/Vice President for Student Services. (See the policy on Nondiscrimination and Harassment.) Minimum sanction: reprimand. Maximum sanction: expulsion.

Hazing

Ouachita abides by the definition of hazing provided in The Arkansas Code Annotated. Briefly, the use of physical or mental coercion intended to embarrass, harass, cause physical, emotional, or mental strain, or in any way to jeopardize the physical, mental, or academic well being of any individual is prohibited. (See "Hazing" for the entire statute, including the complete and official definition.) Minimum sanction: disciplinary probation. Normally, legal prosecution will also be pursued. Maximum sanction: expulsion.

Sexual misconduct

The Ouachita community recognizes that human sexuality is a gift from God for procreation of human life and for the expression of one's love through marriage. Misuses of God's gift include, but are not limited to sexual abuse, sexual harassment, promiscuity (including violation of the Biblical teaching against homosexual acts), possession or distribution of pornographic or obscene materials, rape and/or other

immoral sexual acts. Sanctions range from verbal warning to expulsion. Certain acts are illegal under state and/or federal law and may be prosecuted. The university will strive to deal with all individuals constructively and redemptively.

Sexual assault

Includes rape, acquaintance rape, and other forcible or non-forcible sex offenses. Minimum sanction: suspension. (See also Policy on Sexual Assault, Student Right-to-Know and Campus Security Act)

Insubordination

Failure to comply with the directive of a college official acting in his or her official capacity; failure to show respect for university faculty, staff, or guests; verbal and/or physical abuse. Minimum sanction: warning. Maximum sanction: Suspension.

Irresponsible conduct

Behavior which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Fighting is considered irresponsible conduct, and it may be considered an assault.

Minimum sanction: verbal warning. Maximum sanction: suspension.



Dishonesty

Includes but is not limited to deceit, cheating, plagiarism, falsification of information, theft of services, electronic tampering; failure to divulge to university officials knowledge of violation of university standards of conduct.

See also information concerning the Covenant on Academic Honor in the “Community Values” section of this handbook.

Minimum sanction: reprimand.
Maximum sanction: expulsion.

Excessive Noise

Noise in or around a residence hall or other campus building which disturbs or disrupts normal activity. Noise is especially monitored in the residence halls during quiet hours (see section on residence life). Minimum sanction: verbal warning. Maximum sanction: disciplinary probation.

Visitation Violation

Entering or allowing a member of the opposite sex to enter into a restricted residence hall area or violating Open House guidelines (see Residence Life). Minimum sanction: disciplinary probation. Maximum sanction: suspension.

Respect for Self

Respect for oneself expresses itself in self-discipline and avoidance of

practices damaging to one’s physical, emotional, and spiritual wellness. It affirms the divine spark within each individual. Violations and their definitions include:

Alcohol and Drugs

Ouachita Baptist University policy prohibits the possession, consumption, sale, transfer, purchase or distribution of controlled substances or alcoholic beverages by students. It is also a violation for anyone to possess, use, be intoxicated or impaired in normal mental and/or physical functioning due to alcohol or other drugs. Any student who is arrested for alcohol/drug related offenses may be subject to discipline under university policies.

Each year the university publishes “A Position Statement on Alcohol and Other Drugs” which is distributed to every student.

First offense violations vary from personal probation to suspension. Repeated violations will result in automatic suspension.

Illegal drug paraphernalia or alcoholic beverage containers, including those that are empty, are not allowed in the residence halls/campus apartments or anywhere on campus; alcoholic beverage or other drug logos on clothing, posters, etc., are also prohibited. Minimum sanction: warning. Maximum sanction: suspension. Violation of this regulation by a group may include the

revocation of the organization’s charter and suspension of individual students involved.

The possession, use, or distribution of controlled substances is prohibited and is subject to law enforcement as well as campus disciplinary action. Minimum sanction: suspension. (See also Drug Free Schools and Communities Act).

Parents and/or guardians will be informed of any drug/alcohol violation if the student is under 21 years of age.

Lewd, indecent, obscene conduct

Prohibited conduct includes but is not limited to lewd, profane, vulgar language (verbal or written), including on clothing; musical lyrics, or gestures; possession of pornographic materials; voyeurism, indecent exposure, or other inappropriate sexual behavior. Minimum sanction: warning. Maximum sanction: suspension.

Gambling

Playing a game for money or something else of value in hopes of gaining something significant beyond what the individual invests. Minimum sanction: University probation.

Tobacco

Smoking and use of smokeless tobacco have been documented to be injurious to one's health and to violate the health and rights of non-smokers. Tobacco use of all kinds is prohibited in all campus buildings, and within 50 feet of any building entrance. Minimum sanction: warning. Maximum sanction: University probation.

Respect for Property

It is vital to the ongoing existence of the community that individuals respect the property of the university and of persons who are members of or visitors to this community. Violations and their definitions include:

Theft

Unauthorized taking or keeping of items or services which are university property, are borrowed, rented, or leased by the university, or which belong to students, faculty, staff, or guests of the university. Minimum sanction: restitution. Maximum sanction: suspension.

Vandalism

Damaging, defacing, or destroying property belonging to the university or its students, faculty, staff, or guests, or property belonging to another college or university. Minimum sanction: restitution and university probation. Maximum sanction: suspension.

Tampering with fire and safety equipment

Tampering with or removing fire alarms, smoke alarms, fire extinguishers, sprinklers, exit signs or other safety equipment; sounding or reporting false alarms. Misuse of safety equipment is a violation of state law and punishable as such. Malfunctioning equipment should be reported immediately to the appropriate authority. Minimum sanction: university probation. Maximum sanction: expulsion.

Possession or use of fireworks

Persons are not allowed to have any type of fireworks or explosives on campus or to set them off on campus. Minimum sanction: university probation with restitution if damage occurs. Maximum sanction: suspension.

Firearms/Weapons

Possession of weapons of any type, including but not limited to firearms, blowguns, air guns, pellet guns, bows or crossbows, knives, martial arts training materials, slingshots, paintball guns, explosive or incendiary

devices, dangerous chemicals, and ammunition are prohibited on university property. An exception is made for residence hall and university apartment residents with hunting equipment. Such equipment must be registered and deposited immediately with the Campus Safety office, which will act as custodian. In accordance with Arkansas law, persons licensed to carry a concealed handgun are restricted from carrying a weapon into any campus building or event. Students holding such license should contact Student Services for more information. Minimum sanction: university probation and confiscation. Maximum sanction: suspension.



Disciplinary Process

To live in a community means to abide by the standards and policies set forth by that community. When individuals choose to violate these standards and policies, they threaten the quality of the community.

The aim of discipline is to, whenever possible, redeem the violator so that he or she will again be a productive member of the campus community. This must at the same time be balanced with the need to protect the community and its individual members.

Disciplinary Sanctions

The following sanctions may be administered in response to violation of standards of student conduct or university policy:

Warning

A verbal or written warning to the student that he/she is in violation of a university policy.

Reprimand

A written statement to the student that he/she has violated university policy and that future misconduct will result in a more severe sanction.

Loss of Privileges

Removal of privileges for a designated period of time, including, but not limited to, loss of residence in a hall or room of choice, loss of computer facility privileges, holding elective or appointive offices, induction or active membership in social organizations, and/or having motor vehicles, stereos, or other equipment on campus. Reinstatement of the privilege will come through the Office of Student Services.

Campus or Community Work

Campus or community work assigned to the student in response to a violation. Students who are assigned campus or community work will generally not be scheduled for more than an hour per day, however multiple hours may be scheduled when it is more appropriate and approved by the

assigning staff member. The work may not involve physical labor which puts the student at significant risk for injury, nor may it be such that the student will be visible to a significant portion of the campus community while working. The number of hours will be determined and monitored by the assigning staff member. Campus or community work assigned as a response to a disciplinary violation will in no way be connected to the Ben M. Elrod Center for Family and Community and the volunteer programs that they sponsor, nor will this work be recorded on the transcript through the Transerve Program.

Confiscation

Articles or substances (eg, alcoholic beverages, pornographic materials, weapons) which violate university policy and/or governmental statute may be taken into the custody of the university or turned over to law enforcement authorities as appropriate. These items will be held until disciplinary and/or legal action has occurred. If articles are in university possession, the university retains the right to decide whether such articles will be returned to their owner or destroyed by the university. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.

Types of Disciplinary Probation

Probation is a written warning and a notice that the student has violated university policy and that any further violation of policy may result in punitive action up to and including suspension from the university. There are several types of probation, listed in order from least severe to most severe.

Residence Hall Probation - An official letter that certain residence hall policies have been violated and repeated violations may result in a more serious sanction.

Personal Probation - Because of the violation of university policy,

the student is required to meet with a member of the university staff who will help him/her explore alternatives to the exhibited behavior. This involves a contract and the breaking of this contract will jeopardize the student's continuation at Ouachita.

University Probation - The offense is serious enough that privileges are removed. The student placed on university probation may be ineligible to participate in extra curricular activities, to campaign for or hold office in any student organization, receive any university honors except those awarded for academic achievement, or represent the University in any extra-curricular activities. One who is on an intercollegiate team or group may be restricted from representing the university after consultation with the appropriate coach or professor. The student on university probation will meet regularly with the Dean of Students/Vice President for Student Services who will monitor his/her attendance in classes and chapel. Any violation will result in immediate suspension from the university.

Restitution

Requirement to reimburse or otherwise compensate an injured party or the university for damage or loss of property resulting from the student's misconduct. Within residence halls, common assessment or group billing may be charged for damages occurring in common areas shared by groups of residents, when the specific individual(s) responsible cannot be determined.

Change in living assignment

The student will be moved from his/her present living assignment to another when such is deemed appropriate to the violation.

Fines/Charges

Charges levied for violations as specified in the Tiger Handbook, the

university's General Catalog, and/or the Housing Contract.

Eviction

Removal from the residence hall or other campus facilities as designated in the sanction. Room fees and deposits will not be refunded.

Behavioral contract

A behavioral contract may be established in conjunction with other sanctions.

Suspension

Termination of status as a student at Ouachita Baptist University for a period of time, usually one semester to one full year. The suspension may be immediate or deferred until the end of the current term. The student will be notified that he/she is expected to leave the campus within 24 hours following the suspension decision.

Students receiving an immediate non-academic suspension during the first eleven weeks of a semester will receive a "W" for all classes in which they are enrolled. Students receiving an immediate non-academic suspension during the final four weeks of a semester will receive a "W" in all classes in which they have passing grades and an "F" in all classes in which they have failing grades at the time of suspension.

Expulsion

Termination of status as a student at Ouachita Baptist University for an indefinite period of time, or permanently. The student will be expected to leave campus within six hours following expulsion.

Disciplinary Education

When deemed appropriate, the student may be required to participate in disciplinary education with a university staff member or the university counselor in addition to or in lieu of other sanctions. Often there will be a minimum number of sessions

stipulated for the student. While the contents of these sessions will remain confidential, the educator or counselor will provide the appropriate student services staff person (usually the Dean of Students/Vice President for Student Services) with information on the student's attendance and general progress in required disciplinary education.

Suspension of Aid for Disciplinary Reasons

Students who fail to abide by the policies of the University as defined in the Tiger Handbook, as well as local, state, and national laws, may have their institutional financial aid immediately suspended by the University. Student currently on university disciplinary probation (or who have been previously warned) who fail to maintain their standard of conduct may have aid suspended. The Dean of Students/Vice President for Student Services may recommend the suspension of aid in consultation with the Director of Financial Aid. Final appeal of the loss of aid is to the Student Life Committee.

Disciplinary Procedures

Minor infractions may be handled by the Hall Director of the residence hall in which the infraction occurred. These violations include, but are not limited to, noise, improper moves or checkouts within the residence hall, minor vandalism, tobacco use, possession of pornography or alcoholic beverage containers or advertisements. Such infractions will be recorded. Sanctions may include verbal or written warnings, fines, reprimands, restitution, behavioral contracts, and changes in living assignment.

More serious violations of standards of student conduct or university policy will be handled through the personnel of the Office of Student Services. The Dean of Students or the Vice President for Student Services will determine the

appropriate person(s) or committee to interview and evaluate an incident. Cases of suspected violations will be handled by the personnel within Student Services or a duly constituted and trained committee.

Suspected violations of the university's Covenant on Academic Honor may be heard by the Covenant's Judicial Council at faculty request. The administrator or staff member conducting the interview will gather information that will be considered in order to determine if university policies or standards have been violated.

Students who have reportedly committed a conduct violation will be interviewed. The administrator conducting the interview will determine if university policies or standards have been violated and will prescribe appropriate action/sanctions.

Legal counsel is not permitted at university disciplinary hearings.

Appeal Process

An appeal at any level of the disciplinary process must be filed in writing within 24 hours of the date of notification of the sanction or the disposition of the case. In order to appeal, the student must give evidence that some facts in the case were not presented in the original hearing, or that there is new evidence. The Dean of Students/Vice President for Student Services will hear appeal cases adjudicated by residence hall staff; The Student Life Committee will hear appeals adjudicated by the Vice President or the judicial council. A decision by the committee is final.

Acts, Laws, and University Policies

Educational Records

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, requires that the student give written permission for the release of “any personally identifiable information” other than general “directory information.” Directory information includes the following data: name, local address and phone number, permanent address and phone number, place and date of birth, citizenship status, class schedule, dates of attendance, classification, academic major, full or part time status, academic and non-academic honors, letter of commendation, high school attended, scholarship information, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and height and weight of varsity athletes.

At the time students register for courses, they may notify the Registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects the publication of the Ouachita directory, yearbook, programs, and news releases concerning student activities, honors and awards. The appropriate form is available at the Office of the Registrar.

Additional information on educational records is released only upon written student request except to the following persons:

1. Ouachita staff with legitimate educational interest.
2. Federal, state, and local officials as specified by law.
3. Research and accreditation representatives.
4. Officials of other schools in which students intend to enroll.
5. Financial aid representatives.

Individual students may sign a consent granting Ouachita the right to disclose a student’s educational record to his or her parents.

The Family Educational Rights and Privacy Act (FERPA) also grants students the right to inspect and review their education records.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Office of the Registrar along with information about types of student records maintained at Ouachita, the procedure for gaining access to records, and procedure for challenging the content of those records.

Title IX

In complying with Title IX legislation applicable to Ouachita Baptist University, the university assumes full and sympathetic interpretation of the exemptions granted to Ouachita as a religious institution, with nothing having the effect of violating the religious tenets in Southern Baptist faith and tradition. With this understanding, Ouachita Baptist University hereby indicates its intent to comply with Title IX of the Education Amendments of 1972, which states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be subjected to discrimination under any education program or activity receiving federal assistance....” Procedure for grievances may be obtained from the University Compliance Officer.

Drug Free Schools and Communities Act Amendments of 1989

Since its founding in 1886, Ouachita Baptist University has prohibited any involvement with any type of alcoholic beverage or other drugs, either on or off campus. The university policy is underscored by Ouachita’s intent to fully comply with the Drug Free Schools and Communities Act Amendments of 1989 (PL 101-226). The university believes that its students and employees can best function when they are free of any mind- altering drugs. Its goals are to provide an environment where the campus is aware of the health risks of alcohol and drug use; to discourage by every means possible use of alcohol and drugs; and to provide confidential and redemptive help to students and employees who seek assistance.

In compliance with this act, the use of any type of alcoholic beverage or drug used for other than medical purposes is not in keeping with the goals of Ouachita Baptist University. Thus, the possession, consumption, manufacture, transfer or sale of any type of alcoholic beverage, unlawful drug or chemical by any individual or group is strictly prohibited.

The penalty for violation of this regulation by a group may include the revocation of the organization’s charter and the suspension of the students involved.



Hazing

Ouachita Baptist University abides by the definition and restrictions related to hazing set forth in Arkansas Code Annotated sections 6-5-201 (-204) as described below:

Definition

Hazing is defined as follows:

- (1) Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
- (2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
- (3) Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, which is directed against another student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage him from remaining in such school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or
- (4) Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer,

threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.

(5) The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Prohibitions

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

No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas.

Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

Penalties

The offense of hazing is a Class B misdemeanor.

Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

Policy Statement on Nondiscrimination

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Ouachita Baptist University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities, admissions policies, or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Adopted by the Board of Trustees on August 14, 1997.

Policy on Harassment

Ouachita Baptist University is committed to providing an environment in which all persons are safe from harassment and intimidation. Harassment can include physical conduct or verbal innuendo which creates an intimidating, hostile or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, students, staff, and faculty. It may also be illegal.

Ouachita Baptist University is committed to providing students, faculty, and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature which creates an intimidating, hostile or offensive environment. Sexual harassment of any person is inappropriate and unacceptable, and is grounds for disciplinary action including expulsion or termination of employment. It may also be illegal.

If one suspects that his/her rights under any of the above- stated policies have been violated, he/she must file a written complaint with the Dean of Students within thirty (30) days of the alleged incident. Upon receipt of a complaint which alleges a violation of these policies, the respective dean or vice president shall notify the University Compliance Officer and begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the non-discrimination and anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The investigation shall be completed as soon as possible. The matter shall then be presented to the University Compliance Officer in the form of written recommendations. At the Compliance Officer's discretion, he/she may accept the recommendations, interview the persons involved, direct further investigation by the university, and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the President shall make a final decision on the merits of the complaint. Adopted by the Board of Trustees on August 14, 1997.

Campus Security Act

Ouachita Baptist University annually makes available a report concerning campus safety in accordance with federal law. This report may be accessed on the U.S. Department of Education Office of Postsecondary Education website. The URL address for Ouachita's report is <<http://ope.ed.gov/security/instDetail.asp?UNITID=107512>>. A printed copy of the report may be obtained by contacting the dean of students in Student Services. The report includes statistics concerning the on-campus occurrence of selected offenses, and the

number of arrests for on-campus liquor law violations, drug-abuse violations, and weapons possessions.

Policy on Campus Crime Alerts

If a report of a violent crime against a person or a major crime against property on campus represents a severe, ongoing threat to the safety of members of the university community, the Dean of Students/Vice President for Student Services or other authority will issue a crime alert. Crime alerts may be distributed by e-mail, letter/memorandum, posted in areas frequented by students, included in other university publications, or otherwise distributed. The release of a crime alert will be subject to the availability of facts concerning the incident.

Policy on Sexual Assault

Sexual assault is defined as rape, acquaintance rape, or other forcible or non-forcible sex offenses. Ouachita will promote awareness of the societal problem of sexual assault through the provision of written materials and educational programs on this topic.

If a sexual assault occurs, students should follow these procedures:

1. In the case of rape or acquaintance rape, the student should go to the nearest medical emergency room immediately following the incident and before bathing or changing clothes, so that injuries can be attended and potential evidence gathered. Such crimes are very difficult to prove without the physical evidence provided by an immediate physician's exam.
2. Students may contact the local police, the campus safety officer, and/or personnel in the Office of Student Services. Campus officials will, upon request, assist the student with contacting local

authorities. The incident may be reported to law enforcement persons with the student retaining the option of pressing charges immediately, at a later date, or not at all. The filing of criminal or civil charges against the alleged offender will not preclude disciplinary action on the part of the university.

3. Students who have experienced sexual assault may feel the need for personal counseling. Free counseling services are provided on campus by a professional counselor. Those preferring off-campus counseling services will be assisted by university personnel. Costs of off-campus counseling will be the responsibility of the student.
4. A student who has alleged a sexual assault may, based on safety or emotional concerns, request a change in academic or living situations. Such requests will be met when reasonably available. Changes may include transfer to a different section of a course; permission to withdraw from a course without penalty; move to a different residence hall or room.
5. Disciplinary procedures in cases of alleged sexual assaults will be the same as those for other infractions.
6. Sanctions imposed for disciplinary purposes by the university regarding sexual assault may include suspension or expulsion from the university.

Policy on Non-attendance

When a student, for whatever reason, has ceased to attend classes and/or chapel, that student by his/her actions is stating that he/she no longer wishes to be a part of the Ouachita community. The student may be withdrawn from the university.

Ouachita Baptist University's Code of Computing Practice

General Principles

Access to computer systems and networks owned or operated by Ouachita Baptist University imposes certain responsibilities on users and obligations to users and is granted subject to University policies. Acceptable use always is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and malicious annoyance. Violations to this code will be reviewed through established procedures and could result in restrictions, expulsion, or criminal procedures. Punitive actions may be appealed through the same procedures.

Guidelines

In making acceptable use of resources, one must:

- use resources only for authorized purposes.
- protect one's account and system from unauthorized access. (The student is responsible for all activities on his/her account or that originates from his/her system.)
- access only files and data that are one's own, that are publicly available, or to which one has been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- be considerate in one's use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or

other resources.

- abide by restrictions associated with one's account.

In making acceptable use of resources, one must not:

- disclose privileged or sensitive information to which one has access other than in the course of official university business.
- use another person's system, account, password, files, or data without permission.
- use computer programs to decode passwords or access control information.
- attempt to circumvent or subvert system or network security measures.
- engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging data.
- use University systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- make or use illegal copies of copyrighted materials, store such copies on University systems, or transmit them over University networks.
- use mail or message services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amount of paper.
- use the University's systems or networks for personal gain, for example, by selling access to your resources or to University systems or networks, or by performing work

for profit with University resources in a manner not authorized by the University.

- engage in any other activity that does not comply with the Code of Computing presented above.

Legal Note

Unauthorized copying or use of digital material (e.g. computer software, movies, music, intellectual material) is illegal and unethical. Ouachita Baptist University strictly prohibits copying licensed software. Users are allowed, however, to make a copy for backup or archival purposes of duly licensed software. Ouachita will not knowingly encourage, condone or support the illegal acquisitions, possessions, or distribution of copyright protected materials in any form. Specifically, if the University becomes aware of persons utilizing the campus network for such purposes, those persons could be considered in violation of this Code of Computing Practices, and appropriate actions will be taken. If one is in doubt of whether or not he/she owns a legal copy of one's digital material, he/she may contact the Computer Services Department for assistance.

Disclaimer

The above does not cover every situation that pertains to proper or improper use of the computing resources at Ouachita Baptist University, but it does suggest some of the responsibilities that one accepts if he/she chooses to use Ouachita's computing resources or any network access that the University provides. This code is intended to work for the benefit of all users by encouraging responsible use of limited computing resources.

Abuse of Computer Access

The Code of Computing Practice and the Ouachita Computer Committee have established the following guidelines (the complete text is located in the last section of this document):

Abuse of computer time includes, but is not limited to

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty/staff member or university official.
- e. Use of computing facilities to send or procure obscene or abusive materials.
- f. Use of computing facilities to interfere with normal operation of the university computing or any other system.

Minimum sanction: University probation and/or loss of privilege.
Maximum sanction: suspension.

Policy for Use of Campus Computer Network

Ouachita has expanded student computer network access beyond the computer labs to include access in residence hall rooms. The following policies relate to network use. Information on university responsibilities, student responsibilities, specifications for network computer setup, and available resources may be obtained from Computer Services.

Accounts

Student computer accounts are assigned upon enrollment at Ouachita. They remain active as long as the student is enrolled. Accounts are



dropped when:

- a) the student does not enroll for two consecutive semesters;
- b) the student has graduated and will not be enrolled in the next semester;
- c) the student is denied access because of either academic or disciplinary action.

When an account is dropped, all files and e-mails are erased.

Network Use

Being connected to a network may involve security risks including viruses. Ouachita is not responsible for damages resulting from connection to the network. We recommend taking appropriate measures such as using antivirus software and regular backups.

Under no circumstances should you change the network settings on your PC. Improper settings could not only affect the way your PC works, but it could cause problems for other network users. Peer networks are not allowed. Students may NOT provide network services to others.

We recommend file land print sharing be turned off due to the security risks involved. The Computer Services support site <http://support.obu.edu> has details on disabling this feature.

support.obu.edu has details on disabling this feature.

Misuse of your computer on the network could result in termination of your network connection.

Policy on Log of Student Complaints

In order to comply with guidelines established by North Central Association of Colleges and Schools, accredited universities are required to maintain records of formal, written student complaints filed with the President, the Vice President for Academic Affairs, or the Dean of Students/Vice President for Student Services. Any written complaint to the above persons will be recorded and a record of the disposition of that complaint will be attached. These records will be available for NCA comprehensive evaluation teams for review. A standardized form is available in each of the above offices for student use.

Policy of Involuntary Administrative Withdrawal

A student will be subject to involuntary administrative withdrawal from the University, or from University housing, or both, if it is determined that the student (a) engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others, or (b) engages or threatens to engage in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others or the University.

At the discretion of the University, a student may be required to submit documentation from an appropriately licensed mental health professional certifying a student's readiness to continue in or to reenter the University's academic program and/or housing facilities. Student agreement to ongoing treatment by an appropriately licensed mental health professional may be stipulated by the University as a requirement for continued academic enrollment and/or housing in University facilities.

Legal representation is not permitted in any university hearings regarding such cases. Refund policies as stated in the University catalog will apply to above cases.

Policy Concerning Accommodations for Students with Disabilities

Ouachita Baptist University supports the goals of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to extend access and opportunity to those who are disabled. It is the University's intention to fully comply with the provisions set forth in these federal laws while maintaining the essential academic standards of the

institution. The University does not discriminate on the basis of disability with respect to admission to, access to, or employment in its programs and activities.

Just as the University is responsible for the provision of reasonable accommodations for those who are disabled, the student has responsibilities concerning documentation of the disabling condition and requests for accommodations. The guidelines below have been established for students who desire accommodation for a disabling condition.

Identification of Disability

It is the responsibility of the student to self-identify a disabling condition if he or she desires an accommodation. This disclosure must be made to the ADA/504 Coordinator.

Documentation

It is the responsibility of the student to provide written documentation of any disabling condition for which he or she desires an accommodation. Documentation should be recent (within the previous three years) when concerning conditions that tend to change over the course of time (such as learning disabilities or emotional/mental disorders.) Less recent documentation may be acceptable for disabling conditions that do not tend to change over the course of time (such as many mobility, visual, or hearing impairments).

The documentation must include a diagnosis of the disabling condition and a description of the resulting functional difficulties and limitations in an educational setting, as well as the severity and longevity of the condition. Documentation should include suggestions of reasonable accommodations which might be appropriate at the post secondary level. Documentation must be presented to the ADA/504 Coordinator.

For learning disabilities, documentation of testing results must be provided by a licensed psychologist or other appropriately certified educational diagnostician. Testing should include a full range IQ test, such as the Wechsler, as well as an achievement test in reading, writing, and math. Although the University does not provide or pay for testing services, the ADA/504 Coordinator will provide a referral for students who desire such testing.

For emotional or mental disorders, documentation must include the DSM-IV diagnosis, a summary of present symptoms, a summary of assessment procedures and evaluation instruments used to make the diagnosis, and a summary of evaluation results (including standardized or percentile scores). If medication is prescribed, the impact of medication on the student's ability to meet the demands of the post secondary environment should be included.

Requests for Accommodations

The student is responsible for requesting specific accommodations in each course. These requests must be made to the ADA/504 Coordinator in a timely manner. For example, if extended time on an exam is requested after the exam has begun, the student has failed to make request in a timely manner. If the student fails to ask for extended time until late in the semester, the instructor is only required to provide accommodations from that time forward and does not need to offer make up exams.

The ADA/504 Coordinator will facilitate requests for accommodations. Students who have presented documentation of a disability may sign a release allowing the ADA/504 Coordinator to notify professors and instructors of the need for reasonable accommodations. This process must be repeated each semester. Students



should make an appointment with the ADA/504 Coordinator immediately after completing registration at the beginning of each semester.

Request for accommodations that are reasonable and that are supported by the student's documentation will be met. The University is not required to lower its academic standards. If the University determines that the requested change would substantially alter essential elements of a course or program of study, the requested modification will not be granted, even if specified in the student's documentation. The university may also refuse to grant a student's request for an accommodation that is not specified in the student's documentation as being essential.

The University is not required to provide accommodations of a personal nature such as personal care attendants, tutors, or transportation services (unless non-disabled students are being transported by the University). Equipment aids (such as wheelchair or eyeglasses) also are not the responsibility of the University.

Tutorial Services

Students at Ouachita who are disabled are given the same access to University tutorial resources as non-disabled students. Tutorial labs offered through the Title III program provide assistance with math, writing, and science. For information concerning these tutorial labs, contact the Office of Academic Affairs.

Additionally, some students may meet eligibility guidelines for participation in Student Support Services. Student Support Services can provide free tutorial assistance for eligible students. As required by federal guidelines, a limited number of students who have disabling conditions but who do not meet the other eligibility guidelines will be served by this program. The limited number of openings are on a first-come, first-serve basis. For further information concerning Student Support Services, contact the Director of Student Support Services.

Grievance Procedure

Students who believe their rights under Section 504 or the ADA have been violated are responsible for

contacting the ADA Coordinator. The ADA Coordinator will work with the University personnel and the student to resolve concerns. If communication between the ADA Coordinator and University personnel has not resolved the matter, an individual may register complaint with an appropriate Dean or Vice President. Upon receipt of a written complaint that alleges a violation of these laws, the appropriate Dean or Vice President shall promptly attempt to resolve the matter to the satisfaction of all parties. If this informal resolution proves unsuccessful, the student may request the Dean or Vice President to notify the University's compliance officer, who shall then begin an impartial investigation of the allegations within ten working days of the receipt of the complaint. Complainants will be given the opportunity to be heard and will be given notice of the outcome of the investigation.

ADA/504 Coordinator

The ADA/504 Coordinator at Ouachita is the University Counselor. The office is located in Evans Student Center, Room 136. The telephone number is 245-5591.

Residence Life

Living in a residence hall provides students with opportunities to learn relationship skills which impact all areas of life and to participate fully in the life of the university. Research has shown that students who live in residence halls, compared with students living elsewhere:

- *generally are more satisfied with their living environment and their college experience,
- *earn higher grades,
- *are less likely to drop out,
- *have more contacts with faculty, staff, and students,
- *are more involved in student activities,
- *have fewer emotional problems, and
- *report less conflict with parents.

Ouachita is so committed to the importance and value of residential living that all students who are traditional age and who are not living with immediate family are required to live on campus. In consideration of

their developmental needs, students under the age of 16 are exempt from this policy and are not permitted to live in campus housing.

Residence Hall Staff

Each residence hall is staffed with persons who are trained to provide specific services for residents. Resident Assistants (RAs) are students who have been chosen to work with members of individual floors and assist them with concerns through support and referral, and to promote the development and welfare of the community on that floor and in the entire residence hall. Trained Hall Directors are permanent employees who provide management of the residence hall, monitoring its daily operations and providing assistance and counsel for residents. All supervision lies with the Director of Campus Housing, the Director of Residence Life, and the Dean of Students/Vice President for Student Services.

Roommates

Residence hall life provides a number of challenges, and one important one is learning to get along with others in a close environment. Listed below are the basic rights of a roommate.

Roommate Bill of Rights

1. The right to read and study free from undue interference in one's room.
2. The right to sleep without undue disturbances from noise, guests, etc.
3. The right to expect that a roommate will respect one's belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room without pressure from a roommate.
6. The right to personal privacy.
7. The right to be free from fear of intimidation, physical and/or emotional harm.
8. The right to host guests with the expectation that guests are to respect the rights of the host's roommate.
9. The right for redress of grievances.
10. The right to expect reasonable cooperation in the use of the room telephone, TV, and stereo.

The most important factor for success is communication between roommates from the beginning! If problems develop later, TALK with your roommate again. If one is not sure how to talk about a problem with your roommate, or if talking doesn't seem to be effective, consult your RA or Hall Director — they are trained to help mediate roommate conflicts.

Housing Contract

Major housing policies are written into a contract which must be signed by each resident. This document becomes a part of the student's permanent file in the Office of Student Services.



Check In and Check Out Procedures

1. Upon checking into the assigned residence hall room, each student will receive a form describing the condition of the room and its contents. The student should verify that the form is correct before signing it. The student's signature indicates that the student accepts the room in the noted condition. Students are held responsible to leave the room in a condition similar to that described on the form.
2. When a student signs the check-in form, he/she is issued a key to the assigned room. Students are urged to keep their doors locked and keep their keys with them at all times when they are not in the room to help protect the security of their belongings. (See Lock-out Policy below). Lost keys may be replaced by reporting to the Hall Director and paying a \$10.00 replacement fee. If a lost key is later found, it must be turned in. If a student does not return his/her key upon checking out of the room, the lock may be changed and the cost of lock and labor (approximately \$75) will be charged to the student's account.
3. Unauthorized moves will result in a charge of \$25 to the student's account.
4. Before vacating the room, the student must be checked out by a member of the residence hall staff who will compare the current condition of the room with that noted at the time of occupancy. Loss of furnishings or damage to ceilings, walls, windows, screens, doors, or furnishings will result in the levying of charges on the student(s) occupying the room. Failure to leave the room/bathroom clean and the trash in the depositories will result in the assessment of a cleaning charge



- (\$25 minimum). Check-outs should be scheduled in advance with the RA or Hall Director.
5. Failure to check out properly, including signing the check-out sheet, will result in a \$25 charge to the student's account. An additional \$100 fee will be charged to any student who fails to check-out prior to announced check-out deadlines. Permission to remain past the check-out deadline will be granted in extenuating circumstances at the discretion of the Hall Director.
 6. A student may not remove furniture or move to another residence hall room without authorization from the Hall Director and the Director of Campus Housing.
 7. A student teacher who officially checks out of his/her room through the Office of Student Services at the beginning of student teaching and turns in the key will receive a reduction in the room and meal charges on a prorated basis.
 8. Housing deposits, paid before the student is assigned to a room, will be returned after a student vacates university housing in accordance with the policy printed in the current General Catalog. Deposits may be held or forfeited under the following conditions:
 - a. The student notifies the university that he/she will not be enrolling at Ouachita after the deadline indicated on the university enrollment application.
 - b. The student notifies the university of his/her plans to move out of university housing after the deadline indicated on the Housing Contract.
 - c. The student leaves for any reason during the semester.
 9. A student may not continue to live in university housing if he/she is no longer enrolled or no longer attends classes. Upon withdrawal or suspension, the student must vacate the residence hall and be off campus within 24 hours.
 10. University-owned furniture may not be removed by student residents from the room at any time.

Lock-out Policy

Each student is issued a key to his/her room at check-in so that the room may be secured while the occupants are away and the student may subsequently regain entry. As an incentive for students to carry their room keys when away from the room, housing staff or Campus Safety may impose a charge, up to \$5.00 per incident, for unlocking a student's room. Safety Officers will open rooms only in situations when housing staff is not available. This charge is at the discretion of the hall director. In each hall utilizing this policy, the lock-out charge policy will be clearly announced at the beginning of the semester or announced at least one week before it goes into effect, if implemented during the semester. Safety officers will open rooms only in emergency situations when the hall director is not available.

Private Rooms

Private rooms are allowed on a space-available basis in some residence halls at an additional cost of one half of the double room rent. Those requesting private rooms sign a Private Room Form indicating their intention to assume financial responsibility for the cost of the private room for the semester for which it is signed.

At times students are unexpectedly left without roommates between semesters or at the beginning of a new semester. Such students have three options:

1. Keep the room as private and pay the additional cost for a private room.
2. Find a roommate from among others in their hall who do not have roommates. A list of potential roommates will be made available, on request.
3. Request in writing that the Hall Director assign them with someone who does not have a roommate.

Students who fail to exercise one of these three options within the time specified by the Office of Student Services will be charged for a private room for the semester.

Exceptions for private room charges are made for the following reasons:

1. If one's roommate leaves school or moves out of the room later than three weeks from the beginning of the semester, his/her room rate will not change for the rest of that semester so long as he/she stays in the same room and is willing to take a roommate if the university deems it necessary.
2. The student is willing to move in with another roommate, but one is not available. If two students who are living alone are placed together, but neither is willing to move from his/her present room, both will be charged for a private room. The

Office of Student Services reserves the right to make the final decision in such a case.

3. If the student fails to choose a roommate and refuses to sign a private room form, the student will be notified in writing that he/she will be charged for the private room.

If a student has a private room under either of the exceptions above, the following semester, he/she must either pay for a private room or have a roommate.

Full scholarships do not cover the additional costs of private rooms.

Private rooms are not available in Maddox or Anthony Halls.

Meal Plan

Students living in residence halls must participate in the meal plan. Special dietary needs should be reported to the Food Service Manager, who will work with the student to meet those needs. An exemption to the required meal ticket cannot be made retroactively.

Residence Hall Meetings

Attendance at all residence hall meetings or floor meetings is required unless excused by the Hall Director.

Guests and Visitation

1. Visitors of the opposite sex are allowed **ONLY** in the lobby/common areas of the residence halls during the following hours:
Sunday - Thursday
10:00 am to 11:00 pm
Friday - Saturday
10:00 am to 12:00 midnight
2. The Student Services office will schedule and announce Open House dates for the residence halls. Open House is for current Ouachita students only. Guests of the opposite gender must enter and exit the hall through the main lobby and IDs must be left in the lobby.

Guests must be accompanied by a hall resident at all times. Room doors must remain open at least six inches when a guest is present.

3. Guests of the same sex are permitted to stay overnight under the following conditions:
 - a. The student has requested and received permission in advance from the Hall Director.
 - b. The overnight stay is **NOT** during finals week.
 - c. The length of stay is no more than three (3) days and two (2) nights. Exceptions must be approved by the Hall Director.
 - d. The guest is 12 years of age or older.
 - e. The guest registers his/her presence with the Hall Director.

Guests are expected to conform to the same standards of conduct as students. Violations of university policies and standards by visitors are the responsibility of the student whom the guest is visiting and may result in disciplinary action against the student, requiring the guest to leave campus, or both.

The Hall Director may limit a) the number of guests, b) the length of stay of a guest, and/or c) the number of times a student has guests during the semester if any of these factors adversely affect the residents of the hall or put an undue burden on the facilities and utilities of the university.

Health and Safety Inspections

Responsibility for cleanliness of student rooms and suite bathrooms belongs to all students assigned to those particular living spaces. In order to ensure that student living areas are kept in a healthful and safe manner, residence hall staff will do periodic room inspections throughout the semester.

The Hall Director will announce in advance regular times when inspections will occur and expected standards of cleanliness and safety. These will include but are not restricted to proper food storage, clean bathroom facilities, and inspection of smoke alarms and of electrical outlets for overloads, etc. Students will be given feedback after each inspection; 3 reports of “poor” conditions will subject the student to disciplinary action.

If there is reason to believe that conditions in a room present a hazard to its residents or the residence hall as a whole, the Hall Director or a member of the Student Services staff may inspect the room at a time other than the scheduled inspection date/time.

Room/Apartment Entrance

Ouachita seeks to respect a student’s desire for privacy while maintaining the safety of persons and property and ensuring the values and policies of the university are upheld.

The terms and conditions of the housing agreement do not require Ouachita to relinquish control of its facilities and services to Lessee. Specifically, Ouachita retains the right to unrestricted access into any room or apartment for any reason deemed necessary by the University. Ouachita further retains the right to require the Lessee, or any of its participants, to leave University premises if the staff feels that circumstances require it.

Residence Hall Run-Throughs

Run-throughs in university housing are not acceptable, as they are disruptive and potentially dangerous. Any student participating in a run-through, or opening a door to allow such to occur, will be subject to disciplinary action up to suspension from the university. Any damages occurring as a result of a run-through will be charged to those who participated.

Quiet Hours

Residence halls and university apartments should remain relatively quiet at all times to promote an atmosphere conducive to productive scholarship. The hours after 10 p.m. each evening are designated as absolute quiet hours. The purpose of quiet hours is to create conditions

in which residents may study and sleep with maximum comfort. Stereos and TVs should not be heard outside the room in which they are played. Talking and other noise should be minimized in rooms and halls as well as in the adjacent parking areas. During the week of finals all residence halls are under 24 hour quiet hours.

Pets

No pets other than aquarium fish are allowed in any university housing. Violations incur a \$50 fine, as outlined in the housing contract.

Appliances

Cooking in the rooms is limited to microwave ovens and popcorn poppers. Refrigerators should be no larger than 4.5 cubic feet. Open coil and open flame devices are strictly prohibited. Ceiling fans are not permitted in residence hall rooms.





Fire Safety

All residence halls are equipped with smoke alarms in individual rooms and fire extinguishers. Fire equipment is not to be removed except in emergency situations. Misuse or tampering with safety equipment violates state law and may be punished as such, in addition to incurring university disciplinary action. Setting fires also subjects the student to serious disciplinary action. No open coil or open flame devices, halogen lamps, candles, or incense are permitted.

Solicitation

No soliciting or selling of any product or service by any person, student or non-student, is allowed in the residence halls and apartments except with written permission of the Office of Student Services. Violators should be reported immediately to this office.

Telephone Service

Each residence hall room is equipped with an outlet for free local telephone service. The student must furnish the instrument and may activate the university's long distance service, which will be billed directly to

the student. A listing of room phone numbers is available in all residence halls. All campus phones use the prefix "245". On-campus calls may be made by dialing the last four digits of the number. Off-campus calls may be made by dialing "9", then the number. Long distance calls may be made after dialing "8", provided arrangements have been made with a long distance service.

The university will not be responsible for any long distance calls made by students. The use of another person's long distance access code without that person's permission, or otherwise charging phone service to another person or office without permission, is a serious offense which may have legal consequences and will result in disciplinary action including but not limited to restitution.

If the phone line is not functioning properly, contact the Hall Director or apartment manager, who will notify the appropriate university official. The university is not responsible for repair charges if the above procedure is not followed.

Cable Television Service

All residence hall rooms are equipped with basic cable TV connections at no additional cost to

the resident. University apartment residents may obtain cable through private arrangement with the local cable TV company. The university reserves the right to evaluate the cable offerings for on-campus users.

Internet Service

Internet services are available in individual rooms in the residence halls. Each room has two ports.

Ouachita is in the process of building a wireless network across campus. For information on our wireless networking initiatives and for instructions on configuring your computer to utilize the wireless network, please refer to <http://support.obu.edu/wireless>.

Holiday Periods

The residence halls are closed on school holidays such as Fall Break, Thanksgiving, Christmas and Spring vacation. Typically the residence halls will be vacated during these times. However, any student who, because of distance from home or other compelling factor, cannot vacate the hall during a holiday must petition in advance to the Director of Campus Housing for permission to stay on campus during all or part of a holiday period. Students in such circumstances may be required to temporarily move to a different residence hall to increase safety or to allow heat to be turned down in the building. The Commons does not serve meals during holiday periods. As holiday periods are not covered in the regular semester's room charge, students remaining in residence halls during a holiday may be charged for that period. Students will not be allowed to have visitors during the holiday periods when the residence halls are closed.

Students are urged to remove items of significant value from their rooms during holiday periods. See also: Personal Property.



Non-University Housing Policies and Procedures

Ouachita Baptist University is committed to being a residential campus. The university sees its mission as educating students 24 hours per day, so that learning experiences are not limited to the classroom. Most students benefit academically, socially, and emotionally from living on campus. In addition, the university has invested substantial capital to provide cost effective on-campus housing for all students. The university has been and remains committed to its policy that students who are not living with immediate family will live on campus.

Because of this philosophy, all unmarried students are required to live in university housing as long as space is available unless (1) they are living with a parent/guardian and commute daily from that residence, (2) they are given special permission by the Off-Campus Housing Exceptions Committee to live off-campus (granted only in unusual circumstances), (3) they are 22 years old or older, or (4) they have completed eight regular semesters of residence hall life.

Residing in university housing is required for eligibility for institutional financial aid. Contact the Student Financial Services office for more information.

Students who report that they

are living with a parent/guardian but are actually living off campus in violation of the university policy will be subject to disciplinary action which may include disenrollment from the university.

While traditional students are rarely given permission to live off campus, the university remains sensitive to those few unusual circumstances which make living off campus necessary for the student's well-being or continuance with the university.

Procedures for students to request an exception to the on-campus policy are as follows:

Complete the "Request for Exception to Non-University Housing Policy" form in the Office of Student Services by the following dates:

November 1 for spring semester

March 1 for fall semester

The Dean of Students/Vice President for Student Services will screen requests. Students who meet usual criteria for living off campus (e.g., fifth year senior, nontraditional student) will be given written notification of their permission.

Students who do not fit the criteria above for decisions by the Dean of Students will be advised of such. They may request a review by the Off-Campus Housing Exceptions Committee.

The committee will meet after the application deadline. Students may

appear in person before the committee to state their case and respond to questions from the committee.

However, attendance is not required and should not be construed as increasing the likelihood of approval of the request. A student may not be represented before the committee by parents or other individuals; however, letters from parents will be accepted and given consideration in the committee's decision-making process. The committee chairperson will inform the student in writing of the committee's decision. Applications submitted after the deadline date will not be considered. The decision of the Off-Campus Housing Exceptions Committee is final.

Students should not sign a lease or other commitment for an off-campus dwelling until they have been granted permission to live off campus by the Off-Campus Housing Exceptions Committee. Leases signed in advance of receiving permission will NOT constitute a reason for allowing the student to live off campus, and may result in burdensome financial obligations for the student.

Personal Property

The university does not assume responsibility for lost or damaged personal property. Private homeowners insurance or rental insurance is recommended for personal property.

