For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future. Then you will call on me and come and pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart.”

JEREMIAH 29:11-13
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SECTION 1: DALLAS BAPTIST UNIVERSITY INTRODUCTION
History of the University

Decatur Baptist College, established in 1898 and the forerunner of Dallas Baptist University had the distinction of being the first two-year institution of higher education in Texas. The Baptist General Convention of Texas had purchased land in 1897 from Northwest Texas Baptist College. The school enjoyed a rich, full history in Decatur until 1965 when it moved to Dallas, at the invitation of the Dallas Baptist Association.

Dallas Baptist University was established in Dallas in 1965 as Dallas Baptist College. John Stemmons, Roland Pelt, and associates donated the initial 100 acres of land for the campus, overlooking Mountain Creek Lake in the hill country of southwest Dallas. An interested group of businessmen donated an additional 100 acres, and in 1994 a donation by the Louis Hexter family brought the current size of the DBU campus to 293 acres.

Beginning with the fall semester of 1968, the college moved from being a junior college to senior college status. The junior year of academic work was added that year, the senior year in June of 1969. The first bachelor’s degrees were awarded in May 1970. In 1985, the college name officially became Dallas Baptist University, and significant changes were made. The new structure consisted of the College of Arts and Sciences, the Mary C. Crowley College of Christian Faith, the Dorothy M. Bush College of Education, and the College of Business. In 1988, the College of Adult Education was added, and in 1989 and 1990 three new colleges were added by dividing the College of Arts and Sciences: the College of Fine Arts, the College of Humanities and Social Sciences, and the College of Natural Sciences and Mathematics. In 2004, the Gary Cook Graduate School of Leadership was established.

Graduate studies began in 1981 with the initiation of the Master of Business Administration program. Master’s programs were later added in Christian Education, Christian Education in Student and Childhood Ministry, Communication, Counseling, Educational Leadership, Curriculum and Instruction, Early Childhood Education and Reading, Global Leadership, Higher Education, Kinesiology, Liberal Arts, Organizational Management, Professional Development, School Counseling, Special Education, Sports Management, Teaching, Theological Studies and Worship Leadership, for a total of 22 master’s programs. In December 2004, Dallas Baptist University was advanced from Level III to a Level V institution by the Commission on Colleges and authorized to begin the Ph.D. in Leadership Studies and Ed.D. in Educational Leadership. As of Fall 2015, total University enrollment stood at 5,319 students.
DBU Mission Statement
The purpose of Dallas Baptist University is to provide Christ-centered quality higher education in the arts, sciences, and professional studies at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

Campus Engagement
The primary purpose of campus life at DBU is to support the mission of the institution. Healthy engagement in campus life can cultivate a positive learning community by consistently encouraging and challenging students toward their spiritual, academic, and personal growth. The ministries, events, and activities offered to students promote the values and ideals of Christian discipleship, service, leadership development, cross-cultural experiences, physical wellness, and academic integrity and excellence. Focused programming in those areas allow for holistic student development within the framework of the Christ-centered institution. Residence hall and apartment living, student organizations, campus activities, and social experiences combine to promote the growth and development of servant leaders. Students are exposed to and participate in coordinated and dynamic programs, ministries, and events that promote the values of a Christ-centered life. These experiences are what students will do outside of the classroom as a member of a Christian campus community.

DBU Spirit
Dallas Baptist University has adopted the American patriot as its official mascot. As a symbol from American history, the Patriot represents the ideal of love and enthusiastic support expressed by early Americans committed to the founding of a new nation. It is with this same level of excitement and commitment that DBU students, faculty, staff, and alumni support and cheer the University. Continuing the theme of patriotism, DBU’s colors are red, white, and blue.

A Patriot is faithful. A Patriot seeks justice. A Patriot is fair, moderate, and genuine, both in public and in private. A Patriot has an inspiring presence that brings out the best in others. A Patriot also demonstrates selfless, courageous commitment to his or her fundamental beliefs, and is not afraid of change. Colonial patriotism is the right emphasis for DBU, then, because these qualities blend seamlessly with the DBU mission to produce servant leaders who can integrate faith into their spheres of activity. Servant leadership is an inner spiritual commitment to the welfare of those being led that is empowered by responsiveness to their needs and defined by a clear vision. These are the same qualities represented by the ideal Patriot.

The University proudly celebrates the fundamental elements of our shared American heritage. This is obviously reflected in the choice of its mascot and the use of American and colonial images in its publications. The inspiration of colonial architecture that is evident across the DBU campus creates a traditional collegiate atmosphere and further echoes this celebration. But these things are also powerful reminders. They ultimately
symbolize the commitment that DBU is about: providing an excellent Christ-centered education to produce students who will be servant leaders—Patriots.

**University Hymn**

In recognition of the source of all blessings, the Dallas Baptist University hymn is *To God Be the Glory*. The text of the hymn characterizes the University’s thankfulness to God for His guidance throughout the years and the University’s commitment to spreading the gospel of Jesus Christ.

```
To God be the glory, great things He hath done;  
So loved He the world that He gave us His son,  
Who yielded His life an atonement for sin,  
And opened the lifegate that all may go in.  
Praise the Lord, praise the Lord, Let the earth hear His voice!  
Praise the Lord, praise the Lord, Let the people rejoice!  
O come to the Father, through Jesus the Son,  
And give Him the glory, great things He hath done.
```

Copyright 1991, The Baptist Hymnal

**University Publications**

Dallas Baptist University has a number of departmental publications which are circulated to the DBU community in order to provide information concerning departmental programs.

The **DBU Report** is a quarterly publication designed to inform donors, alumni, faculty/staff, and other University friends regarding campus news. The **DBU Report** also serves as a source of information regarding the location and activities of various alumni.

The **Summit** is the University student-edited yearbook. Valuable photo, graphic art, and magazine journalism opportunities are available for interested students. The editor and faculty/staff sponsor choose yearbook staff members.

**The DBU Student Handbook**

The Dallas Baptist University Student Handbook describes university procedures, services, and expectations. It is developed by the University to help students become successful members of the DBU community academically, spiritually, and socially.

Students, by virtue of enrollment at Dallas Baptist University, agree that they are responsible for complying with DBU behavioral standards, academic regulations, and campus policies as stated in the above noted publications.

In addition, the University reserves the right to modify the requirements for admission and graduation and to change any other rules, regulations, and provisions, including those stated in this handbook and other publications, without prior notice. The University may determine when and how all changes become effective.
SECTION 2: DBU ACADEMIC LIFE
The services provided and the policies implemented in the areas of campus life, student life, and spiritual life are designed to help create and support a campus atmosphere in which students can function at their maximum capacity in the area of academic life. The primary goal of a university is to provide the necessary resources and personnel, which will allow students to mature intellectually. Students who enroll at Dallas Baptist University are expected to give serious time and effort to their academic studies. Learning experiences at Dallas Baptist University are designed to foster the development of nine core competencies needed by broadly educated men and women in a democratic society. These include reading comprehension; logic/critical thinking/deductive reasoning; written/oral communication; computer/technology skills; Christian worldview/integration of faith and learning; responsible citizenship; integrated service-learning; physical/emotional wellness; and information literacy.

ACADEMIC PUBLICATIONS

The University undergraduate and graduate catalogs give students detailed information regarding admission of students, financial aid, academic policies, degree programs and requirements, and course offerings. In addition, schedules of classes are published three times each academic year indicating specific class times and locations for the applicable term, registration information, detailed financial information, the academic calendar, and other academic information that will aid students. Students should carefully read and understand these publications because they provide a road map by which students can successfully complete their academic endeavor.

ACADEMIC ADVISING

Students entering Dallas Baptist University face the task of making complex decisions involving personal concerns as well as academic and career choices. Academic advisors are prepared to guide students in making academic choices and realizing the relationship between academic, career, and personal decisions. Each student is assigned an academic advisor who guides in arranging a schedule of studies and in making progress in educational and professional development until the student has selected a major field. When the major field of study is determined, the student is assigned an advisor in the chosen field of study. Students may be granted an interview and secure academic advisement prior to making final plans for enrolling.

The Academic Advising Center provides academic advising and peer tutoring to traditional age students for general studies courses. The Academic Advising Center also works with academically at-risk students through the Academics in Motion (AIM) program (Undergraduate Catalog p. 33) and the Success in College class. This class provides students with an overview of the procedures, processes, skills, and resources necessary for success in college. The Academic Advising Center obtains progress reports from AIM students’ professors and forwards these reports to assigned faculty and staff AIM mentors, with whom AIM students meet weekly.
An academic advisor can aid the student in many areas. Listed below are a few potential areas in which an academic advisor may be helpful:

1. Establishing your career goals
2. Selecting your course of study (In order to register for classes, a student must have a registration form signed by his or her academic advisor.)
3. Submitting a degree plan (A degree plan must be submitted to the Registrar’s Office immediately after the student has declared a major. Students should declare a major by the end of their sophomore year.)

The final responsibility for selecting courses and meeting requirements for graduation rests with each student. Students with questions regarding academic advisement should contact the Advising Center at (214) 333-6843. The Registrar’s Office personnel are also available to assist students with questions related to academic policies and procedures. The Registrar’s Office can be reached at (214) 333-5334.

**ACADEMIC SUPPORT SERVICES**

Dallas Baptist University provides appropriate academic support services (1) to facilitate successful completion of academic studies for students at all levels and (2) to partner with faculty in the successful accomplishment of teaching and learner-centered goals, objectives, and outcomes. A variety of appropriate academic support services contributes to these goals, which seek to strengthen the academic programs of the University by providing every opportunity for students and faculty to achieve success in meeting educational goals.

**Academics in Motion (AIM)**

The AIM program consists of several components, all working together to assist the student academically. Students selected for the AIM program are required to attend weekly class meetings and are also required to meet weekly with an assigned mentor to receive progress reports. For more information about the AIM Program, call (214) 333-6843, or visit the Advising Center on the first floor of the Collins Learning Center.

**Tutors**

Tutors are available for students needing help with general studies classes. After a student fills out an application and is approved by his/her professor, the Dean of the appropriate college, and the Advising Center, he/she is assigned to a peer tutor. The Advising Center cannot guarantee tutor availability for every subject. Students who are interested in either offering or receiving tutoring should contact the Advising Center on the first floor of the Collins Learning Center or call 214-333-6843.
Tutoring Labs
Assistance at no cost is available to all students in several on-campus labs. These labs are open at various times during the day, evening, and on Saturday to help with students’ academic problems. The Math Lab is located in the Roberts Building 117A. The University Writing Center is located in LCB1 (Learning Center Basement). An Academic Computer Lab, on the second floor of the Learning Center, is available to all students. Times of operation are posted at the beginning of each semester on the doors of the labs and on campus bulletin boards.

FACILITIES

Academic Computer Lab
The Academic Computer Lab is located on the second floor of the Collins Learning Center. This facility serves as the central location for academic instruction in computer literacy and management information systems at Dallas Baptist University. The Academic Computer Lab is available to all students, faculty, and adjuncts who create a user account. This account provides access to e-mail, Blackboard, Wi-Fi, and WebAdvisor. General academic assistance is provided upon request to students and faculty; however, only basic information can be given on class or homework assignments. The Academic Computer Lab is equipped with 82 Microsoft Windows compatible computers, one Flatbed Scanner, and two multipage scanners for scanning text or graphic images. Four Hewlett-Packard Black & White Laser Printers, and one Hewlett-Packard Color Laser Printer is available. Each student will be given 350 print credits per semester. Black and white prints cost one print credit, and color cost ten print credits. All of the computers and printers are networked together utilizing a local area network. The Academic Computer Lab also provides, at an additional cost, color printouts; black and white, and color transparencies; diskettes; fax machine; replacement student ID cards; and CD burning. Students who own personal computers that comply with DBU’s hardware requirements may access the internet in all residence halls, Colonial Village Apartments, and Williamsburg Townhomes, and Brownstones. Please check with a lab assistant for further information.

The Academic Computer Lab provides one computer with adaptive ADA technology set apart in a designated area for students or faculty with special needs.

Academic Computer Lab Hours during fall and spring semesters:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>6:45 a.m.-10:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:30 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:30 p.m.-11:00 p.m.</td>
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</tbody>
</table>

*Closed during Chapel on Monday and Wednesday from 10:00 a.m.-11:00 a.m.

Winter and summer term hours vary according to academic needs and Learning Center hours of operation. For assistance, please call: 214-333-5500.
LIBRARY SERVICES

Vance Memorial Library, located in the Carr P. and Ruth Collins Learning Center (CLC), supports Dallas Baptist University with many resources including the following:

- Over 150 electronic databases providing access to articles, journals, newspapers, music, and more.
- Over 85,000 eBooks.
- A 250,000 volume collection of books, bound periodicals, government documents. Textbooks may not be available in the Library.
- DVDs, CDs, and video cassettes.
- Copiers (10 cents per page).
- Research computers.
- Laptop computers for short-term in-Library use.
- Wireless internet access.
- Study tables.

The Library’s hours are as follows:

- Monday-Friday: 6:30 a.m.-12:00 a.m. (Midnight)
- Saturday: 7:30 a.m.-6:00 p.m.
- Sunday: 2:30 p.m.-12:00 a.m. (Midnight)

Closed Mondays & Wednesdays during Chapel.

Winter and summer term hours vary according to academic needs and Collins Learning Center hours of operation. Contact the Library for current hours, please call: (214) 333-5320 or visit the Library web site [WWW3.DBU.EDU/LIBRARY].

Students must present a current DBU ID card to check out materials.

Circulation

Books available to check out are located on the first and second floors of the CLC. Items with call numbers beginning with A and B are located on the first floor. Items with call numbers beginning with C - Z are located on the second floor.

Books may be checked out for a four-week loan period with one renewal. Videos may be checked out for a two-week loan period. Fines are assessed for each overdue book at the rate of $0.25 per day; overdue videos at the rate of $1.00 per day. Students are prevented from checking out materials if they owe fines over $10.00. A charge for lost or damaged books/media is $50.00 per item. Charges for lost items are transferred to the student’s DBU account after adequate notification.

All library materials may be located by author, title, subject heading or keyword through the web-accessible online catalog at [www.dbu.worldcat.org/].
Reserve Items
Faculty assigned reading materials may be placed "on reserve" and kept at the circulation desk. Please ask for materials according to the faculty member's name.

Academic Research Center
The Academic Research Center (Reference Desk) is located on the first floor of the library. Research librarians are available to assist students, faculty, and staff from 8:00 a.m.-9:00 p.m. Monday-Thursday, 8:00 a.m.-5:00 p.m. on Friday and Saturday, and 2:30 a.m.-9:00 p.m. on Sundays during Fall and Spring semesters.

Distance Learning Library Services
Distance Learning students have their very own personal librarian to respond to their research needs. This librarian visits off-campus classes, teaches research workshops, and responds to information requests by phone and e-mail. The library motto for off-campus students is “Equivalent Access/ Superior Service.” Contact the Distance Learning Librarian at 214-333-5225 or 800-483-7048.

Interlibrary Loan
Students may request materials that are not owned by Vance Memorial Library by placing an Interlibrary Loan request through the library web page (www3.dbu.edu/library/book_request.asp or www3.dbu.edu/library/article_request.asp) or www.WorldCat.org. Students should allow up to two weeks for receiving Interlibrary Loan materials. Textbooks cannot be requested through Interlibrary Loan.

Microforms
Microfilm and microfiche of periodicals, ERIC documents, and other government publications may be read on equipment located on the first floor. Copies of needed information may be copied to a flash drive or sent to your email. Assistance is available at the Academic Research Center.

Periodicals
Periodicals such as magazines, journals, and newspapers are located on the first floor of the library and are arranged alphabetically by title.

- Web accessible article databases (www3.dbu.edu/library/online_databases.asp) cover thousands of titles, many of which provide full-text articles.
- The Nook contains the most current issue of several periodicals.
- Read periodicals in the Library or receive special permission from the Circulation desk staff to take a periodical to class for a demonstration.

Government Documents
The DBU library is a selective depository for United States Federal Government Publications. Print copies of government documents are located on the second floor.
They may be checked out with special permission from the Government Documents staff.

**Children’s Literature Collection**
Youth and children’s books are located on the second floor of the library. Additional children’s books and teacher preparation materials are located in the Curriculum Lab in the College of Education building.

**Audio/Visual Corner**
The library provides equipment for listening to records, CDs, and audiocassettes, as well as for viewing DVDs and videocassettes.

**TexShare Card**
The DBU library is a member of the TexShare card program, which grants borrowing privileges in most Texas academic and some public libraries. TexShare cards are issued to currently enrolled students and faculty upon request. Requests may be made at the Circulation Desk or online at [www3.dbu.edu/library/texshare.asp](http://www3.dbu.edu/library/texshare.asp).

**MEDIA SERVICES**
Media Services is located on the second floor of the Collins Learning Center in room 253. Media Services provides audio and visual support for University-related events. Students who need access to equipment should place requests through their instructors or respective colleges.

**Media Services Hours**

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<tr>
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</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Winter and summer term hours vary according to academic needs and Learning Center hours of operation.

**ONLINE EDUCATION**
Dallas Baptist University Online Education supports online, hybrid, and traditional classes by creating and managing course related materials and activities in Blackboard. Blackboard is a user-friendly course management system (CMS) that allows students to access course syllabi, navigate course materials and other course-related resources, send emails, access course announcements, and use discussion forums.

DBU Online Education directly supports two types of courses, hybrid and online:
- Hybrid courses are delivered via a mix of online and traditional classroom interactions. They are designed to help students get the flexibility of an online
environment as well as the interaction of face-to-face classroom instructions.

- Online courses are delivered 100% via the internet.

**Student Agreement**
When students register for an online or hybrid class, they agree that the materials inside the Dallas Baptist University online/hybrid courses are to be used by the student enrolled in the class for the purpose of the class alone. The materials may not be copied and distributed for future use or for any use outside of the class by the student currently taking the course.

**Online Student Services**
DBU offers various services for the success of online students:

- Blackboard Helpdesk: 1-866-264-1560—offers 24/7 technical help
- DBU Writing Center: 214-333-5474
- DBU Patriot Bookstore: 214-333-5443
- Remote Campus Math Lab link and online math tutoring are available for students taking online math courses. Call 214-333-5303 for more information.

Additionally, Dallas Baptist University Online Education office is open Monday thru Friday from 8:00 A.M. - 5:00 P.M. (CST).

For more detailed information about online degrees and other pertinent information, visit [www.dbu.edu/online/](http://www.dbu.edu/online/).

**SERVICE-LEARNING**

Service-learning is a hands-on approach to education that combines service objectives with learning objectives through partnerships between educational institutions and community organizations. It is a philosophy of education that incorporates meaningful acts of service into the academic experience. Service-learning enriches the learning process through hands-on experience, and it gives students the opportunity to put into practice the concept of servant leadership.

Service-learning at Dallas Baptist University is a teaching and learning strategy that integrates academic instruction, community service, and guided reflection from a Christ-centered, faith-based perspective in order to enhance student learning, to foster civic responsibility, and to develop servant leaders. For more information, contact the Service Learning Office at 214-333-6815 or [servicelearning@dbu.edu](mailto:servicelearning@dbu.edu).

**Co-Curricular vs. Curricular**

Service-learning consists of two types of service; co-curricular and curricular. Co-curricular service-learning is service that is not *directly* related to course content and objectives. Most of the service engaged in by Christian Leadership Scholarship recipients and student organizations falls under this category. The Dr. William B. Dean
Service-Learning program can assist any student or student organization in finding a service project.

Curricular service-learning, on the other hand, is service that is directly related to a specific course and academic discipline. This type of service allows students to put into practice the concepts they have learned in their major field of study. Both types of service-learning serve to advance the goals of the Dr. William B. Dean Service-Learning program:

- to Enhance Student Learning
- to Foster Civic Responsibility
- to Develop Servant Leadership

<table>
<thead>
<tr>
<th>Service-Learning</th>
<th>Co-Curricular</th>
<th>Curricular</th>
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<td><strong>Every first-year student and every CLS recipient needs 18 hours of co-curricular service a semester for CLS</strong>&lt;br&gt;<strong>Volunteer service in a non-skilled capacity that anyone could perform</strong>&lt;br&gt;<strong>Opportunities are a joint venture between the Center for Service-Learning and Spiritual Life</strong>&lt;br&gt;<strong>CLS and Foundations courses facilitate the service</strong>&lt;br&gt;<strong>Additional opportunities such as hurricane relief work, Habitat for Humanity builds, and international mission trips</strong></td>
<td><strong>Every major--undergraduate and graduate has at least one course with a service learning component</strong>&lt;br&gt;<strong>Volunteer service in a skilled capacity that directly relates to one's major</strong>&lt;br&gt;<strong>Joint venture between the Center for Service-Learning and each college</strong>&lt;br&gt;*<em>Service-Learning courses are indicated in the degree plan by an <em>S-L</em></em>&lt;br&gt;<strong>Additional opportunities can be found through study-abroad programs</strong></td>
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ACADEMIC POLICIES AND PROCEDURES

Class Attendance Policies
Attendance in class is considered a necessary factor in the learning process. Absences for all reasons must be kept to a minimum and should not exceed 25 percent of the total class time. Students are responsible for all academic work required or performed during their absence regardless of the reason for their absences. Students who register late are responsible for work missed.

The policy concerning class attendance for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such a course, seminar, or learning experience. This policy is communicated to the students in each course syllabus.

Academic Conduct Policy
Consistent with the Christian character and values of Dallas Baptist University and in order to encourage and preserve the honor and integrity of the academic community, the University expects its students to maintain high Biblical standards of personal and scholarly conduct.

Faculty members are encouraged to remind students in their classes of the written statement of policies and procedures developed by the University in regard to cheating on examinations, plagiarism, collusion, and other academic-related misconduct.

All instructors or proctors shall have the right to examine materials in the student’s possession during quizzes, examinations, and/or laboratory sessions.

In instances of cheating during an examination or other classroom or laboratory activity or exercise, the instructor shall have the right to suspend the student(s) who is (are) cheating from further work on the examination or exercise and to deny the student(s) credit for the examination or exercise.

Cell Phone, Electronic Device and Electronic Policy
Electronic devices shall only be used for course specific work. The professor reserves the right to ban their use at any time. The policy concerning electronic devices for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such course, seminar, or learning experience.

The DBU campus e-mail system, or any other form of DBU electronic communication (i.e. Blackboard, class discussion, Wimba Virtual Classroom) may not be utilized as an avenue to advertise the selling of goods or soliciting of donations from students, faculty, staff, or members of the university community.
Honor Code

It is the purpose of Dallas Baptist University to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the student’s success is the knowledge that God made us in His own image. This reminds us that in the vast universe that reflects God’s glory, humans are uniquely “crowned with glory and honor” (Arthur F. Holmes, *The Idea of a Christian College*). The Honor Code at Dallas Baptist University expects each student to uphold the integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career. For additional information about the DBU Honor Code, refer to the Rights and Responsibilities section.

EXAMPLES OF ACADEMIC MISCONDUCT

Cheating
Cheating shall be defined as copying from another student’s test paper, laboratory report, other written work, or computer files and listings; using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test, including the sharing of calculator results or information and the unauthorized use of cellular telephones, palm pilots, blackberry devices and other electronic tools to improperly access or share information; willfully cooperating with or seeking aid from another student during a test or laboratory experiment without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

Plagiarism
Plagiarism shall be defined as the appropriation, theft, purchase, memorization, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. (Appropriation includes the quoting or paraphrasing of another’s work, words, or ideas without giving appropriate citation of the source(s).)

Re-submission of assignments
Re-submission of assignments shall be defined as submitting any work previously submitted by the student for credit in another course. Such action is prohibited unless previously approved by the current instructor.

Collusion
Collusion shall be defined as the unauthorized collaboration with another in preparing work offered for credit. A student is not guilty of collusion if he or she merely discusses with another a matter relevant to the work in question.
Abuse of Resource Materials
Abuse of resource materials shall be defined as mutilating, destroying, concealing, or stealing such materials.

Computer Misuse
Computer misuse shall be defined as unauthorized or illegal use or destruction of computer software or hardware through the DBU Information Technology Department or through any programs, terminals, or freestanding computers owned, leased, or operated by DBU or any of its academic units. Examples of computer misuse are stated in the “University Policies & Procedures” section under the “Internet Policy” subheading.

Classroom Misconduct
Classroom misconduct shall be defined as any conduct by a student during a class meeting which is disrespectful of another person or disrupts the progress and continuation of the class in the judgment of the instructor, regardless of the time and location for the class meeting. This includes texting, surfing the web, earbud/Bluetooth use, etc.

Possible Actions for Academic Misconduct
Any one or more of the actions listed below may be taken with regard to a student who has engaged in academic misconduct.

A. Action by the Faculty Member
   1. Handle as a confidential matter between the student and the faculty member.
   2. Notify the dean that an incident has occurred and has been dealt with.
   3. Assign a grade of “F” (or a zero) for the examination or assignment.
   4. Recommend to the dean that the student be dropped immediately from the course with a grade of “F.” This grade cannot be changed by student-initiated withdrawal.
   5. If the alleged incident occurs during a final examination, an “I” (incomplete) shall be given to the student until a decision is made.

B. Action by the Dean
   1. Place a written incident report in the student’s permanent University record.
   2. Uphold the action by the faculty member.
   3. Recommend to the Associate Provost that the student be placed on probation at the University for a specified period of time.
   4. Recommend to the Associate Provost that the student be suspended from the University for a specified period of time.
   5. Recommend to the Associate Provost that the student be expelled from the University.

C. Action by the Associate Provost
   1. Place the student on probation at the University for a specified period of time.
2. Suspend the student from the University for a specified period of time.
3. Expel the student from the University.

**Academic Appeal and Academic Misconduct Appeal Procedure**

In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic appeals. If the student wishes to file a formal concern regarding classroom procedure, the process starts with step “1a” below. Should the faculty member find a student subject to academic misconduct as defined in the University catalog, the process starts with step “1b” below. Applications for a formal academic appeal are available in the Office of the Registrar.

Upon receipt of a formal written appeal in the Office of the Registrar, the procedure below will be followed.

(If a student wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with step seven below.)

1a. The student should schedule a conference with the faculty member (or other individual directly responsible) within 14 calendar days after the posting of grades. The faculty member (or other individual) may resolve the problem at that point. (Skip to step 2.)

1b. If there are reasons for a faculty member to believe that a student has engaged in academic misconduct, the faculty member shall notify the student of the charges. The student should contact the faculty member within 14 calendar days after the posting of grades to arrange a conference with the faculty member.

2. If the faculty member is unavailable, the student shall notify the dean of the appropriate college in writing within seven additional calendar days that he/she is seeking a conference with the faculty member. The conference shall be held at the earliest possible convenience of the faculty member and the student.

3. If the matter is not resolved to the satisfaction of the student, he/she may submit a written appeal to the dean of the appropriate college (and the chair of the appropriate department, if applicable) within seven calendar days of the conference.

4. The dean of the appropriate college (and the chair of the appropriate department, if applicable) shall schedule a conference with the student and/or other involved persons within seven (7) calendar days of receiving the appeal from the student.

5. The dean shall notify all parties in writing of his/her decision within seven calendar days after the conference.

6. If the student believes the decision of the dean is unwarranted, he/she may appeal to the appropriate undergraduate or graduate Academic Appeals Committee in writing within seven calendar days after receipt of the decision of the dean.
7. The Academic Appeals Committee shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published in all appropriate university publications. The deadline for filing an appeal shall be one week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and given the opportunity to be present.

8. The Academic Appeals Committee shall notify all parties in writing of its decision within seven calendar days.

9. If a student believes the decision of the Academic Appeals Committee is unwarranted, he/she may appeal to the Provost in writing within seven calendar days after receipt of the decision of the Academic Appeals Committee.

10. If requested, the Provost shall schedule a conference with the student and/or other involved parties to be held within 14 calendar days of the receipt of the student’s appeal.

11. The Provost shall notify all parties in writing of his/her decision within 14 calendar days after the conference.

Note 1: The Academic Appeal and Academic Misconduct Appeal Procedure is an internal academic process of the University and legal counsel may not participate in any conference or hearing.

Note 2: Faculty members have the same right of appeal as the student at each stage of the above process.
SECTION 3:
DBU CAMPUS LIFE
RESIDENCE LIFE

Welcome
Residence life is a vital extension of the classroom experience and an important component of the educational process. These living and learning environments provide students with opportunities to develop interpersonal skills, increase their understanding of differing cultures, and learn self-discipline in organizing their time for study, work, and social activities. Furthermore, the experience of residence hall living can enhance the students’ concern for the rights and interests of their fellow students and promote Christian growth.

As a member of the residence life community, each student will learn the importance of a cooperative living environment. All residents are expected to become familiar with the rules and regulations stated in this Handbook. Residence hall students will be held accountable for conducting themselves in accordance with these rules and regulations.

Residence Life Mission
The Residence Life Office is dedicated to providing a dynamic living environment that will allow students to develop the physical, social, spiritual, and intellectual skills that they will need to succeed as graduates of Dallas Baptist University.

FACILITIES

Residence Life Office
The Residence Life Office is located in the Crowley Complex and is open all year to provide services for all current and prospective resident students. To contact a representative from Residence Life, call (214) 333-5455. You may also reach the Residence Life Office by e-mail at reslife@dbu.edu. The Residence Life fax line is (214) 333-5544.

Residence Halls
There are six residence halls for students on the DBU campus. Williams Hall, Lange Hall, and Spence Hall are arranged in suites; each room shares a bathroom with an adjoining room. The Crowley Complex, consisting of Calabria Hall, Crowley Hall, and Sharp Hall, utilizes a community-style bathroom facility on each floor. Jewel House is a living and learning community located on the first floor of Spence Hall that provides a unique housing layout that differs from our other residence hall rooms. Jewel House is available to first-year, freshman females. Stone House is a living and learning community located on the lower level of Williams Hall. Stone House is available to first-year, freshman males. For more information on the residence halls, please visit http://whydbu.edu/DBU-Life/Residence-Halls.html.

In addition to residential rooms, the Crowley Complex also houses the Office of Residence Life, Crowley Dining Hall, the General Store, and the Coed Lounge.
Room Amenities
Cable television is offered at no charge. Each room is equipped with a basic cable TV hook up; however, students need to provide their own cable cord. Students may access cable with any cable-ready television.

Each room is climate controlled. Students may adjust the fan in their own room. Students should keep windows closed while the climate control system is in use.

Students also have access to the DBU computer network. Students may log on from their rooms to check e-mail and perform other functions through the DBU Intranet. See Internet Policy section.

Furniture
Rooms are equipped with beds, dressers, desks, desk chairs, and closets. Shifting or trading of furniture between rooms without permission and/or altering or defacing property in any way is prohibited. Residence Hall furniture may not be taken apart or stacked. Due to the limited amount of space, the Resident Director must approve all additional furniture before the student arrives on campus.

Laundry and Vending Machines
Laundry facilities, soft drink, and icemakers are available in every residence hall. A coin-operated copy machine is available in the Crowley Complex on the lower level adjacent to the Dining Hall. Laundry machines are free of charge to residents in the residence halls.

HOUSING APPLICATION AND ROOM ASSIGNMENT PROCESS

Housing Application
Students who wish to live in the residence halls must submit a Residence Life Application in addition to the DBU Application for admission. Housing applications will be mailed to prospective residents who have been accepted to the University. A $175.00 Residence Life application fee, along with a recent photograph, completed medical history form, a roommate questionnaire, and proof of health insurance will complete the residence hall application process.

Medical Forms
A complete and updated Medical History Form is necessary in order to be eligible for placement in campus housing. Students must have proof of current measles, mumps, rubella (MMR); tetanus/diphtheria/pertussis (TDAP); and Meningitis vaccines. Prospective residents must also provide proof of a negative Tuberculosis screening within the last two years and a copy of their current health insurance card. All medical records must be kept current in order to remain eligible for campus housing. All medical records will remain confidential. See Family Education Rights and Privacy Act section. This required Medical History Form will be mailed to each student along with his or her Residence Life application.
**Housing Eligibility**

As a part of the educational process, residence hall housing is available to those students who meet the following guidelines:

- Resident must be a student at Dallas Baptist University
- New resident students must have gained admission to the University prior to being placed in campus housing.
- Enrolled students must be 17 years of age or older on or before the first day of class during the term in which the student is enrolled and requesting housing.

DBU housing (Residence Hall, Apartment life, Westchester) housing is not available to students who:

- Are married (Due to space limitations on campus, DBU Apartment Life does not have housing for married couples or families.)
- Have children

For housing polices related to other on-campus housing, please refer to the apartment/townhome/brownstone information section.

**Room Assignments**

Students are assigned to either 2-person or 3-person rooms within the dormitory area. If a student is placed in 3-person room, their housing charge will be adjusted to reflect this arrangement. The reduced room rate is offered only if there is no additional space available in the residence halls. If space is available during the billing period at the beginning of the semester, students who choose to remain in a 3-person room will be charged the higher room rate.

Roommates are placed based on the information provided to Residence Life staff through the Residence Life Application. Specific roommate requests will be considered in placement but cannot be guaranteed due to other housing factors.

Students with completed housing files will be placed in campus housing in the following order:

1. Full-time undergraduate students (enrolled in 12+ hours not including mini-terms)
2. Full-time graduate students (enrolled in 9+ hours not including mini-terms)

During the check-out process at the end of each long semester, students will be asked to reserve a place in campus housing for the subsequent semester. This reservation will allow the Residence Life staff to plan for the students return to campus. Students may also request a specific roommate for the upcoming semester at this time. Due to limited space, requests for specific halls or rooms may not be accepted. Campus housing is not guaranteed.
Roommate Assignments
New student roommate assignments are made based on preferences provided in the Residence Hall Application and Roommate Questionnaire or by specific requests from all roommates. Roommate requests must be mutual for all parties involved and be submitted prior to July 1. Returning residents may make requests on the room reservation form. Once room and roommate assignments have been made, students must remain in their assigned places until the designated room change period. The Resident Director must approve all room changes.

Cancellations, Withdrawals, and Refunds
In the event that a student has been placed in the residence hall and decides not to live in campus housing, a cancellation must be submitted in writing to the Residence Life Office.

Residents electing to leave campus housing, including withdrawals from the University, must notify the Residence Life Office. All cancellations must be made prior to the first day of the fall or spring semester. If a student cancels his/her housing contract or withdraws from the University after the first day of class of a given semester, he/she will forfeit the entire amount of his/her housing fee.

Check In
Housing files for all residents must be complete and current in order to check-in to campus housing. A complete file includes:
- Completed Residence Life Application
- Completed and current Medical History Form
- Residence Life Application Fee
- Roommate Questionnaire
- Proof of Health Insurance

Students who arrive before the residence halls open must make arrangements for off-campus housing until the residence halls open. Residence halls open on the Saturday before classes begin. If the student is required by DBU to arrive early, arrangements must be made in advance with the Residence Life Office by the department making the request. Students who move into the residence halls after the first official day of classes for the semester will be required to pay the entire amount of housing for that semester. When checking in, students should report to the Resident Assistant on duty in the student’s assigned residence hall. All check-in paper work should be returned to the Residence Life staff within 24 hours of move in.

Check Out
All non-graduating students must be checked out of the residence halls within 24 hours of their last final exam. When vacating a room, residents must make an appointment at least 24 hours before checking out with their Resident Assistant to be checked out in person and to return their key.
Residents who are checking out of the residence halls for the summer or are not planning to return to campus housing are responsible for cleaning their room before they check out. Residents must remove carpet, personal furnishings, wall décor, and any other non-university property. Personal belongings left in the residence hall after check out will be discarded at the resident’s expense. Resident Assistants will inspect the condition of the room and note any damage. The Resident Director will assess any charges that may be necessary for damages.

Official withdrawal slips are required for mid-semester departure from the residence hall. Failure to check out properly will result in a cleaning/damage charge; if the room key is not turned in, a $75.00 fee will be charged in order to replace the lock for security purposes.

Students may leave their possessions in their rooms between the fall and spring semesters if they will be living in the same room during the spring semester. Dallas Baptist University is not liable for loss of personal property left in the residence halls. DBU assumes no responsibility for any personal belongings lost due to theft or damage. On-campus storage space is not available.

**Room Condition Charges**

At the beginning of each semester, residence hall personnel take inventory of rooms, check the condition of rooms, and make certain that all furnishings are in place. Each resident must examine and sign this inventory. Residents should bring to the attention of the Resident Assistant any damaged or missing items noticed on move-in day and make certain that notation is included on the inventory sheet at the beginning of the semester. Otherwise, the student may be charged for those damages. Students who enroll or withdraw from the residence halls at times other than the official beginning and end of school are subject to the same process.

At the end of the semester, residents will be held responsible for removal of furnishings and/or damages made after the original inventory. Roommates are equally responsible for the condition of their rooms. When damages occur, they will be charged proportionally for the cost of repairs, unless specific responsibility can be determined. Any damage occurring during the year should be reported immediately to the Resident Assistant or the Resident Director so action can be taken to repair the problem.

**Room Changes**

Room changes will not be considered until the designated room change period and must be approved by the Resident Director. Any resident making an unauthorized room change will be charged $25.00 and will be required to return to their original room.
Personal Property and Insurance
DBU is not responsible for theft, damage, or loss of personal property. DBU does not provide insurance coverage for individual students. Therefore, students should obtain renter’s insurance. Students should also consider personal property insurance if the student maintains personal property in his/her room in the residence hall.

RESIDENCE LIFE RIGHTS AND RESPONSIBILITIES

Dining Options
Residents living in the residence halls are required to purchase either a 14- or Unlimited meal plan or Unlimited Plus Dining Services will provide students with a variety of choices during each meal period.

In addition to the Dining Hall, students may also choose from a variety of dining options located in the Patriot Café, Mahler Student Center, 2nd and 3rd floor of the Collins Learning Center, The Union and the lower level of the Brownstone Residences.

Depending on the meal plan they select, students will have Flex or Patriot dollars to spend in each of these locations during the course of the academic year. They may also choose to spend their Flex or Patriot dollars in The General Store, which is located in the Crowley Complex.

All students living in the Colonial Village Apartments, Williamsburg Village Townhomes, and Brownstone Residences are required to purchase the Apartment Life Resident Flex Plan for use at all on-campus dining locations.

Alcohol and Drug Policy
Dallas Baptist University prohibits the possession or consumption of alcoholic beverages and/or illegal drugs on the DBU campus or as a part of any University activity. See Alcohol and Drug Policy section.

Appliances
The use of certain electrical appliances is permitted in the residence halls. One refrigerator per student is permitted in each room; however, they must not exceed 2.5 amperes of electricity, 110-120 volts, or 50 watts of electricity. Appliances such as hair dryers, curling irons, and electric fans are acceptable. Heaters, electric blankets, extension cords, air conditioners, or cooking appliances, including microwave ovens, are not permitted in the resident’s room. Microwaves are available in each residence hall for student use. Cooking of meals inside the residents’ rooms is prohibited for reasons of health, safety, and maintenance.

Décor Items
Posters, pictures, plaques, and other wall hangings may be placed on walls inside rooms if secured by poster putty, tacks, or thin hanging nails. The use of large nails, screws, glue, two-sided adhesive, or tape to secure items to room walls is prohibited. Damages
incurred by such items will be charged to the resident(s) of the room that is affected. Items are not to be displayed in windows. Lewd and obscene pictures or displays that are in conflict with the school’s Christ-centered mission are prohibited. Students are allowed to bring carpet for the room, but no tack strips, glue, or other adhesives are permitted. If students have questions about decorating their rooms, they should contact the Residence Life Office or their Resident Director.

**Room Checks**

While striving at all times to respect residents’ personal privacy, the University reserves the right to authorize entry into a student’s room to evaluate cleanliness and general maintenance, to investigate a possible violation of University policy or when the welfare of the occupant, another student, or the residence hall is a concern. The Dean of Students must approve such entry. Reasons for entry include, but are not limited to, maintenance repairs, facility safety, or to investigate a suspected violation of University regulations.

**Visitation**

With the exception of visitation hours, residence hall residents may not host members of the opposite sex in their residence hall room; however, residence hall lounges and lobbies are open to all students except during curfew hours.

Visitation hours are from 6:00 p.m. until 9:00 p.m. Sunday through Thursday, and 6:00 p.m. until 10:00 p.m. on Friday and Saturday. During visitation, guests must have an ID card and must sign in and sign out with the Resident Assistant on duty. Residents hosting guests must leave their door open and the light on at all times while the guest is present. Guests must remain with the individual they have registered to visit. Any activity deemed inappropriate or questionable will not be tolerated. Guests may be asked to leave the facility if necessary. Residence hall visitation is a privilege not a right, and violation of this policy could result in this privilege being revoked.

**On-Campus Curfew**

On-campus curfew is at 1:00 a.m. Sunday through Thursday, and 2:00 a.m. on Friday and Saturday. Exterior residence hall doors are locked at this time and are reopened at 7:00 a.m. Students entering the residence halls after curfew must have their student ID to gain access to the building. A record will be maintained of students entering residence halls after curfew.

**Holiday Accommodations**

Based on availability, residence halls remain open on a limited basis during campus holidays. Residents who are taking mini-term classes or are working full time on campus during the holiday period may be allowed to remain in campus housing between semesters or terms. Holiday housing should be confirmed with the Residence Life Office, and the bill paid in the Cashier’s Office. Residents who are working full time on campus should have their request to remain on campus approved by the Dean of Students. The student is responsible for making these arrangements and presenting
proof of payment to the Resident Director.

**Room Locks and Keys**
Residents are issued individual room keys and are encouraged to lock their rooms at all times. Should the resident lose or fail to return a key, a $75.00 charge will be made, and a new key will be issued once the lock is changed for security purposes. Any duplication of a room key is prohibited. Residence hall students are not allowed to place any type of additional lock or security device on doors or windows without prior approval through the Residence Life Office. Students who are locked out of their rooms may be required to pay a small fee in order to have their room opened.

**Fire and Tornado Safety**
It is the responsibility of the residents to be familiar with safety policies and procedures. Fire and tornado evacuation procedures are listed in the Policies and Procedures section of this Handbook. Routes for exiting each room in case of fire or tornado are posted in the halls. Fire and tornado drills are conducted several times a year. All residents are required to follow prescribed procedures during fire or tornado drills. Students who do not participate in emergency drills are subject to disciplinary action. In the event of an emergency, students should call Campus Police at extension 5555 or the University switchboard. Campus Police will notify 911. See University Emergency Procedures section.

**Fire Hazards**
The following items are prohibited because they are serious potential fire hazards: open flames, such as candles, or incense; appliances with exposed heating elements or lamps with upward facing shades; appliances which overload the electrical system; extension cords; fireworks; use of paints; halogen lamps; and smoking. Residents should not store fuel, other accelerants, or combustible materials in their room.

**Smoke Alarms**
Smoke alarms are placed in residence hall rooms for the protection of the students. A fine of $50.00 will be charged to students for vandalism or removal of these alarms. Batteries in smoke alarms are not to be employed by students for any purposes other than that for which they were installed. Unauthorized removal of batteries will result in a $15.00 fine. Any malfunction of the system should immediately be reported to the Resident Assistant or Resident Director.

**Maintenance**
If there are problems with a resident’s room (plumbing problems, heater/air conditioner not working, etc.), he/she should report it to their Resident Assistant within an appropriate time frame. If the Resident Assistant is not available, report problems to the Resident Director or the Residence Life Office.
Guests
Overnight guests may be invited to spend a maximum of two nights in the residence hall during any one month, not to exceed four nights per semester. All overnight guests must be of the same gender as the residents with whom they will be staying. Guests must be registered in the Residence Life Office by their host no later than 5:00 p.m. on the day of the visit. Guests arriving during the weekend should be registered by 5:00 p.m. on Friday. Guests not registered may be turned away by Campus Security.

Guests must be at least 17 years of age or older. If a guest stays in a student’s room and has registered in advance with the Resident Director, no fee is charged. Students who fail to comply with advance registration policies may be subject to a $20.00 fine. All guests are subject to University regulations. Each student is responsible for the conduct of his or her guest, including the serving of penalties for infractions committed by the non-student guest. There are no family accommodations available.

Baby-sitting
No baby-sitting is allowed on the University campus.

Pets
To insure a safe and healthy environment for all residents, animals, including cats, dogs, birds, insects, and/or reptiles are not allowed in the residence halls.

Quiet Hours/Noise Control
Quiet hours are from 10:00 p.m. until 8:00 a.m. Residents are to observe posted signs and keep the volume on televisions, radios, stereos, computers or musical instruments low. A student’s right to study or sleep during quiet hours must be respected. Available study rooms are located in Lange, Williams, and Spence Halls.

Sound from stereos and/or any type of amplifying equipment should be no louder than to be heard within the extent of the room walls. Noise should also be kept to a minimum on the front porch and areas around the residence halls.

Residence Hall Meetings
When mandatory meetings are called in the residence halls, all residents are required to attend. Students will be given timely notice to make arrangements to attend these meetings. Announcements regarding upcoming hall meetings will be posted on the residence hall bulletin boards. If a student is prevented from attending, he/she is to inform the Resident Director. Failure to attend without excuse from the Resident Director may result in disciplinary action.

Media Entertainment
Due to the availability, content, and influence of entertainment in our culture, it is crucial that personal decisions regarding television viewing, choice of video and theater films, and use of computer reflect discernment and careful judgment based on
thoughtful application of the principles/values of Scripture.

The educational or entertainment value of media should not supersede the application of biblical principles relating to thought life, sexual purity, honesty, kindness, justice, wholesome and constructive language, etc. It follows that individuals are to avoid media that promote, or otherwise present as desirable, behaviors that violate these and other biblical values. For this reason, entertainment of questionable value must not be viewed in common areas such as lounges or lobbies.

**Personal Deliveries**

All personal deliveries to a residence hall student from an off-campus source, other than regular mail service or express delivery packages, must be made during normal business hours, Monday through Friday 8:00 a.m.-5:00 p.m. The delivery must be received at the Residence Life Office located in the Crowley Complex, and the student will then be notified of the delivery.

**Windows**

Windows must be closed when air-conditioning units are in use. No one is permitted to stand or loiter outside the residence hall windows. Clothing, banners, flags, etc. may not be hung in the windows without permission. Window coverings of any kind should be hung on the interior side of the blinds. Students may not enter or exit rooms through windows or use windows as a portal to pass items to the outside. Damage to the outside screens will result in $100 fine per incident.
**APARTMENT LIFE**

The Colonial Village Apartments, Williamsburg Townhomes, and Brownstones provide a transitional environment between the residence halls and off-campus living after graduation. Students interested in living in the Colonial Village Apartments, Williamsburg Village Townhomes or Brownstones must submit an apartment application along with a $25.00 non-refundable application fee and have a complete Medical History Form on file in the Health Services Office. To qualify, students must be either a full-time undergraduate student (enrolled in 12+ hours not including mini-terms) or be a full-time graduate student (enrolled in 9+ hours not including mini-terms). Undergraduate students must have completed two full semesters at a University or College (Fall/Spring) not counting CLEP, AP, Dual Credit, or IB credits. This helps demonstrate the student's compatibility to live in a more independent environment.

Due to space limitations on campus, DBU Apartment Life does not have housing for married couples or families. In order to provide housing for the most students, DBU Apartment Life units must have a minimum number of residents in each unit.

For additional information about the Colonial Village Apartments, Williamsburg Village Townhomes, or Brownstones please call the Apartment Life Office located in the Ebby Halliday Clubhouse at 214-623-APTS (2787) or e-mail apts@dbu.edu.

**Apartment Life Leases**

Once a student has received approval to live in Apartment Life, a lease contract must be completed to reserve an apartment or townhome. Apartment, Townhome, and Brownstone residents are responsible for meeting all terms in regard to their lease agreement, Apartment Life Community Policies, DBU Student Handbook, and DBU Honor Code. For a copy of the Apartment Life Community Policies, please contact the Apartment Life Office.

Residents who forfeit their lease or become ineligible to remain in campus housing are still held responsible for the terms of their lease agreement, unless proper requirement are met to be signed off.

**Colonial Village**

The Colonial Village Apartments are spacious two-bedroom, two-bath apartments that will accommodate four residents each. The 1,046 square foot apartment includes a full kitchen, washer and dryer, and partly furnished bedrooms. Two beautifully landscaped pool areas and a clubhouse are also available to apartment and townhome residents. Colonial Village Apartments must have a minimum of 4 residents, but can include an optional 5th.
Williamsburg Village Townhomes
The Williamsburg Village Townhomes and Brownstones offer two-story, three-bedroom, three-bath townhomes designed for up to six residents. The 1,500 square foot townhome, like the apartments, includes a full kitchen, washer and dryer, and partially furnished bedrooms. Williamsburg Village Townhomes must have a minimum of 6 residents, but can include a 7th optional.

Williamsburg Village Brownstones
The Brownstones offer two-story, three-bedroom, three-bath units designed for up to six residents. The 1,750 square foot Brownstone also includes a full kitchen, washer and dryer, partially furnished bedrooms, and wood floors downstairs. The Williamsburg Village Brownstones must have a minimum of 6 residents, but can include a 7th optional.

Meal Plans
Residents of the Colonial Village and the Williamsburg Village are required to purchase a minimum Apartment Life – Resident Flex Plan. In addition to the Flex Plan, traditional and colonial meal plans are available. See the DBU Dining Services Section of the Student Handbook for more information on available meal plans.
SWIMMING POOL POLICIES

A recreational pool, wading pool, and heated spa, located on the west side of Sharp Hall, are provided for the University community and are open for use by students, faculty, staff, and their families or guests. Pool facilities at the Colonial Village Apartments and Williamsburg Village are for the use of DBU students, faculty, and staff and their guests only. The following policies govern the pool area:

1. USE OF THESE FACILITIES IS AT THE USER’S OWN RISK. There is no lifeguard on duty.
2. The swimming pool is to be used only by DBU students, faculty, staff, and their families and guests. Their host must accompany guests at all times.
3. Anyone using the pool must show a University ID upon request.
4. Only two (2) guests are allowed for each student, staff, and faculty member unless the Pool Manager or Office of the Vice President for Student Affairs gives prior approval. In addition, hosts will be responsible for the behavior of their guests. An adult must accompany children younger than 17 years of age at all times.
5. No running, pushing, or roughness is allowed in the pool area.
6. The pool must remain free from glass containers, gum, food, alcohol, and tobacco products. All trash must be disposed of in the proper manner. Exceptions for food will be made only with approval from the Pool Manager or the Office of the Vice President for Student Affairs.
7. Appropriate swimwear must be worn; no cut-off shorts are allowed. Cover-ups must be worn to and from the pool.
8. The Pool Manager must approve flotation devices and pool equipment.
9. No diving is allowed.
10. No persons with open cuts or wounds may use the pool.
11. No altering of pool safety equipment is allowed.
12. Call the Director of University Housing, at extension 2787 for further information or assistance.

The following additional policies govern the Crowley Dorm Complex Swimming Pool:

1. Operating hours are from 6:00 a.m. to 11:00 p.m. with no exceptions.
2. Under no circumstances is anyone to tamper with the automatic cleaning device (Polaris), which runs along the floor of the pool, when it is in use. Should this device cause a hindrance to your activities, contact the Director of University Housing.
SECTION 4: SPIRITUAL LIFE
Dallas Baptist University is a Christ-Centered institution and is committed to the spiritual growth of students. The Spiritual Life department cultivates the holistic Christ-centered development of servant leaders by engaging students to become mature followers of Christ through discipleship, global and local service experiences, and preparation to connect the world to the message of Jesus.

**CHAPEL POLICY**

Chapel attendance is a required part of the educational experience at Dallas Baptist University. Chapel programs are presented on Monday and Wednesday at 10:00 a.m. for all students and Friday at 10:00 a.m. for first-year students who have not completed 30 hours or two long semesters (fall/spring) of university course credit at DBU or in transfer (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 30 credit hours). In addition, extra Chapel credit may be given for various programs throughout the year. Each non-exempt student must enroll in the Chapel course each fall and spring semester.

The only students exempt from Chapel are:
1. Students 25 years of age or older by the first class day of initial enrollment.
2. Graduate students.

Credit for the course will be given on a credit/noncredit basis. Students must have their valid DBU student ID with them during Chapel in order to scan their ID at the conclusion of each Chapel service to receive credit for that day’s attendance. First-year students are required to attend 33 Chapel services each semester. All other students must attend 22 Chapel services per semester. Responsibility for making sure the Chapel requirements have been met and duly recorded rests solely upon each student. Students arriving more than fifteen minutes late for Chapel will not receive credit for Chapel that day.

Students who come to DBU as first-year students are required to attend eight semesters of Chapel in order to graduate. Transfer students will receive credit for Chapel according to the scale below. A transfer student is defined as one who has been out of high school for at least one long semester (fall/spring) and has attempted some college or university work for credit.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Semesters of Chapel required</th>
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<tbody>
<tr>
<td>0-14</td>
<td>8</td>
</tr>
<tr>
<td>15-29</td>
<td>7</td>
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<tr>
<td>30-44</td>
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<td>45-59</td>
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<td>60-74</td>
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<td>75-89</td>
<td>3</td>
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<td>90-104</td>
<td>2</td>
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<td>105+</td>
<td>1</td>
</tr>
</tbody>
</table>
**DEPARTMENT LOCATION**

The Spiritual Life office is located on the second floor mezzanine of Pilgrim Chapel.

**Spiritual Growth**

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will." - Romans 12:1-2

An individual student's personal spiritual growth can take place in a variety of settings. The following are recommended exercises for the DBU student to grow in their relationship with God.

1. **Personal Growth** - The college years can be a time of significant spiritual growth or a time of spiritual stagnancy. It is important for students to actively and intentionally engage in the pursuit of spiritual maturity through personal Bible study, prayer, and worship. In Philippians 3:10, Paul comments of his desire to actively know Christ, and Christ said in John 10:10 that He came to give us life to the full. While at DBU, students will be challenged to purposefully pursue Christ as He calls us to follow Him and experience His perfect plan for us now.

2. **Community Involvement** - In order to embrace God's plan for authentic discipleship, a student must become involved with a community of believers that encourages them toward Christ-like maturity. DBU encourages students to find this community of believers through the local church (more information on local churches is provided below). DBU students may also become involved in a discipleship group that meets regularly on campus. To receive information on one of the variety of small discipleship groups on campus, contact the Spiritual Life Office at 214-333-6858 or the Baptist Student Ministry (BSM) Office at 214-333-5431.

3. **Service** - DBU students are strongly encouraged to regularly volunteer in Christian service. Spiritual Life and Baptist Student Ministries offer regular opportunities for students to serve. DBU holds to the conviction that Christ modeled a life of service and commanded His followers to carry on this lifestyle of service. It often appears that some of the most significant spiritual development for DBU students occur when they become actively involved in serving others.
LOCAL CHURCHES

"His intent was that now, through the church, the manifold wisdom of God should be made known to the rulers and authorities in the heavenly realms, according to his eternal purpose which he accomplished in Christ Jesus our Lord." - Ephesians 3:10-11

Serving a local church is an important opportunity for development as a growing member of the body of Christ. The Dallas-Fort Worth area offers a wide variety of churches of many denominations. For more information on getting involved in a local church, contact the Spiritual Life Office at 214-333-5683 or spirituallife@dbu.edu.

BAPTIST STUDENT MINISTRY

The focus of the DBU BSM is to promote the Christian presence on campus through missional living, discipleship, and hospitality to ultimately support the local Church. The desire of the BSM is for students to be devoted to the Scriptures, be faithful in prayer, to demonstrate the Gospel through service on and off campus, and to proclaim the Gospel to themselves and others. One of the goals of the BSM is to see students committed and serving in the local church. One way that accomplishes this goal is providing students with local church information that will help them make the transition to a church in the DFW area.

Service opportunities are made available in various different areas, such as, Mission Arlington Kids Club, Beautiful Feet, West End Street Ministry, Barnabas Ministry, International Soccer, Ultimate Frisbee, and Retirement Home Ministry. These ministries meet every week at various times and locations; some meet on campus and others meet at the site.

The campus wide events hosted by the BSM include the BSM Coffeehouse, BSM Fall Retreat, Spring Revival Conference, International Noondays and other annual events.

Leadership opportunities are made available through the BSM Leadership Team. Students will lead other students in local ministries, plan campus events, and reach the campus and local community by sharing the Gospel of Jesus Christ.

Student Missions are always available through BSM Go Now Missions. Go Now Missions is an organization that is a part of the Baptist General Convention of Texas which mobilizes student missionaries and sends them out all over the world. Trips range in length from 2 weeks to an entire semester and provide a large variety of opportunities to meet all kinds of needs, both spiritual and physical.

The Rogers Baptist Student Ministry Center is located on the second floor of the Sadler Global Missions Center.
Thread Women’s Ministry
The Women’s Ministry at DBU has continued to develop over the years into an exciting place for women on campus to get involved. THREAD seeks to encourage and challenge women in their walk with the Lord, provides fun events and atmospheres that promote positive relationship-building and discipleship, and is a safe place for women to gain insight and help for various issues they might be struggling with. THREAD hosts weekly, monthly, and semester events focusing on topics and issues that engage women with all different backgrounds, interests, and needs. Events in the past have included weekly small group Bible studies, Christmas dinners, prayer breakfasts, a spa night, women’s conference, and more. For more information regarding Thread contact Spiritual Life Office at 214-333-5683 or spirituallife@dbu.edu.

IRON Men’s Ministry
IRON exists to encourage spiritual growth and brotherhood among our men on campus. Through this ministry it is our hope that men will grow and mature in their relationship with Christ while building greater brotherhood through Bible study, fellowship, prayer and mentoring. For more information contact the BSM at 214-333-5431.

Encounter Ministries
Encounter Ministries serves as a resource to churches around the area to help them accomplish what they are already doing. Encounter seeks students to serve as small group leaders at Disciple Now weekends, leading worship at youth rallies, and speaking at special church services.

Many churches and other ministries also contact DBU in need of interns, part-time staff members, and full-time staff members. A list of these ministry opportunities is maintained in the Spiritual Life office. To become involved in leading Disciple Now weekends or other student ministries in local churches contact Spiritual Life at 214-333-5683 or encounter@dbu.edu.

SERVANT LEADERSHIP

"Just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." - Matthew 20:28

DBU challenges students to become servant leaders. Servant Leadership is defined as the desire to serve and the desire to lead, which sets the needs of others in highest priority. There are many opportunities for students to learn about Servant Leadership and then to apply it to their lives at DBU.
For first-year students, the Foundations for Excellence class requires that all first-year students serve for six hours a month. During their first semester a list of service opportunities will be given to students on the first day of the Foundations for Excellence course. Students serve in organizations such as Brother Bill’s Helping Hand, Habitat for Humanity, Mission Arlington, Cliff Temple Baptist Church, and Voice of Hope Ministries. Through serving in these organizations, students will learn about their personal strengths and weaknesses and receive joy by serving others and their community. For more information on ways to serve in the community, please go to the Service-learning section of the handbook.

**Foundations for Excellence**

This course is designed for new traditional students with fewer than 15 credit hours. Topics include college transitions, planning, memory skills, reading, proper note taking, critical thinking, and test taking. The spiritual development of each student is woven throughout the course with a special focus on wise decision making. The course is guided by a mentor to assist students through the course of the semester.

**Mission Trips**

If a student possesses a passion for serving God through short-term missions experiences whether at home or abroad or is looking for a way to use his/her gifts to serve in an area of greatest need, DBU offers a variety of opportunities for students to get involved. Trips are offered through the Global Missions Office during the summer, spring break, fall break, and winter terms. These trips are specifically designed to challenge students to serve God and introduce them to a world beyond the life they have always known. Students who have participated have returned with a transformed heart and increased passion to impact the world. Previous trips include Swaziland, Guatemala, Peru, South Korea, Hong Kong, Macau, and various locations in the United States. Students should also take advantage of the opportunity to study abroad while at DBU. The Global Missions Office is located in the Sadler Global Missions Building on the second floor. For more information contact the Global Missions Office at 214-333-5251.

**INTERCESSORY PRAYER MINISTRY**

One of the first programs Dr. Gary Cook established upon becoming President of Dallas Baptist University was an intercessory prayer ministry. The Estes Prayer Room, located on the lower level of Pilgrim Chapel, provides a quiet place on campus where members of the DBU family can take an active part in praying for the needs of the University. Students, staff, and faculty are invited and encouraged to become a part of this ministry.
Each semester a Prayer Room roster is prepared including the names of all who desire to participate. Each person may select a time when he/she can visit the Prayer Room and pray for the requests that have been made to the Orville and Esther Beth Rogers Prayer Ministry. Prayer Requests are received on a daily basis by phone, letters, personal visits, e-mails, and written requests placed in prayer request boxes located on campus. These requests are then placed in the prayer room.

You may join the Rogers Prayer Ministry by calling 214-333-5235 or by sending an e-mail to spirituallife@dbu.edu. The staff will assist in selecting a convenient time to visit the Prayer Room.

**Campus Prayer Rooms**

**Gaston Chapel**
Named after Gaston Avenue Baptist Church, Gaston Chapel provides students with a location for meditation and reflection. The Gaston Chapel was dedicated on November 19, 1990, at which time DBU students, faculty, staff, and friends of the University participated in an uninterrupted reading of the entire Bible. The Bible used in the dedication can be found on the pulpit in the Chapel. The Chapel is located on the first floor of the Collins Learning Center and is open for daily use.

**Spence Hall Prayer Room**
Given by the Baptist General Convention of Texas, a Prayer Room is located in Spence Hall. The room is located in the elevator lobby on the fourth floor and is available to students as a private place to pray. Students interested in reserving the Spence Hall Prayer Room should contact the Resident Director of Spence Hall at 214-333-5455.

**Estes Prayer Room**
The Estes Prayer Room is named in memory of Cynthia Faith Estes, the daughter of Dr. and Mrs. Weldon Estes, who died at age five after an accident. The room provides the DBU family with a quiet place to pray. The Estes Prayer Room is located on the lower level of Pilgrim Chapel and contains numerous prayer requests for the DBU family. A world mission map that indicates all of the DBU graduates serving with the International Mission Board hangs on the wall. Students, faculty, and staff are encouraged to take a 15-minute segment in prayer during the times of 8:00 a.m. to 5:00 p.m., Monday through Friday. An individual may sign-up for a time by contacting the Intercessory Prayer Ministry at 214-333-5235. Prayer requests are also received by telephone, prayer request boxes located around campus, e-mail, visits, and letters. These requests are updated regularly and placed in the Estes Prayer Room.
SECTION 5: STUDENT LIFE
The mission of the Student Life Office is to promote campus involvement and student unity by providing social activities and events.

Dallas Baptist University’s Student Life Office provides students with many opportunities for fun and service. The Student Life Office is located on the ground floor of the Dean Learning Center. Students can play pool or Ping-Pong in the Sellar game room. Pool cues, Ping-Pong paddles, and other supplies are available to check out from the Student Life Office.

Students may also choose to get involved in one of the many campus organizations. These groups serve in many different areas and encourage involvement from DBU students in various activities throughout the year. In addition to sports programs and campus-wide events, Student Life offers opportunities academic, honors, service, religious, and social organizations.

**Involvement**

Activities outside the classroom are a vital part of the total learning experience for students at Dallas Baptist University. It is important that each student at DBU find a group or organization in which they feel they can contribute. Due to this concept, membership and participation in student organizations are encouraged.

A “campus organization” is defined as any group having a membership selected exclusively from the student body of Dallas Baptist University, which has been chartered and otherwise approved. See the Student Organizations section of the Student Handbook for more details. Organizations must fall into one of five basic categories: academic, honor, religious, service, or social.

**Patriot Pass**

The University offers a Patriot Pass, which gives students the opportunity to purchase tickets to all of the events throughout both the fall and spring semesters at a discounted rate. With the Patriot Pass, students are guaranteed a spot to the events included in the packet.

**ANNUAL TRADITIONS**

**Candlelighting Service**

Incoming students participate in a candlelighting service as part of SWAT week. Additionally, a special service is held on the evening prior to winter, spring, and summer commencement services, so graduating students can reflect on their time at DBU and commit themselves to future endeavors.

**Christmas Tree Lighting**

The start of "Christmas on the Hill" begins annually with the Christmas Tree Lighting ceremony. Carols are sung, and hot chocolate and cookies are served.
Family Weekend
Family Weekend provides the perfect opportunity for parents to visit the campus and meet members of the faculty and staff.

Grad Finale
This is a time for graduates to pick up their graduation regalia, order graduation announcements, and class rings. Representatives from the Registrar’s Office, Student Affairs, Career Services, Financial Aid, Alumni Affairs, and the Cashier’s Office are on hand to answer any questions that students might have regarding graduation.

Grandparents’ Day
This is a wonderful opportunity for grandparents to visit the University and meet members of the faculty and staff. Grandparents’ Day is held in conjunction with the University’s annual Norvell Slater Hymn Sing.

Homecoming Week
Homecoming Week offers many various activities and events for the DBU family. The week centers around the Patriot Basketball game played at the end of the week. Other events during the week are the Homecoming Float Display at the Parade/Pep Rally; Mr. Big Chief, DBU’s annual male beauty pageant; the Pre-Game Tailgate Party; and Bonfire Bash.

International Week
This is a time for faculty, staff, and students to give special focus on the DBU international community. A special chapel session is planned during the week.

Battle at the Burg
Battle at the Burg kicks off basketball season, where the Patriot Basketball Team plays in their annual Red vs. Blue Game. This is a campus-wide event that heavily involves all students on campus as they come out to show their school spirit to support the Patriot Basketball Team.

Missions Emphasis
This emphasis provides an opportunity for the University community to understand the importance of missions in the lives of DBU faculty, staff, and students.

New Student Reception
This is an opportunity during SWAT week for new students to meet the University president and administrative staff members.

Ring Week
Ring Week is full of activities promoting the Official DBU Cross Ring which includes a giveaway of one DBU Cross Ring. Representatives from Jostens are here on campus to display rings and take ring orders.
Sadie Hawkins
Sadie Hawkins is a chance for the guys to sit back and let the girls do all of the work and ask the guys on a date. This event occurs off-campus. Guys enjoy a fun date without all the stress of asking a girl, and ladies, take charge!

Spring Sing
Spring Sing is an event that serves as a great opportunity for different student organizations to show their music/dance talent. Each organization is given 15 to 20 minutes to perform a song and dance medley to a theme of their own choosing. A panel of a few select faculty and staff serve as the judges for this event.

SWAT
“Student Welcome And Transition” is held during the week prior to the fall and spring semesters. SWAT provides new students with an orientation of the DBU campus and Student Life.

Turkey Trot
The Turkey Trot, a 5k walk/run (race) held during the fall semester, is open to all students, faculty, staff, and administration. Proceeds from the Turkey Trot go to help fund the Habitat for Humanity ministry on campus.

Welcome Week
Welcome Week is designed to get students comfortable with each other in their new environment. Each night of the week a different on campus event is held, such as, a pool party, a block party, a free concert, etc.

Winter Ball
The Winter Ball is DBU’s formal event of the year that is full of live music, food, and a great time! This event is held off-campus at a location chosen by Student Life.
STUDENT ORGANIZATIONS

Student Organizations are an important extension of the classroom experience at DBU. We have a vast amount of student organizations from which to choose, so there's something for everyone. And if there's not, you can create one! Becoming a member of a student organization helps you meet new people, and opens pathways for students to develop their leadership and become servant leaders in their community.

DBU has many active student organizations focused upon various academic, social, service, and spiritual emphases. A list of all active student organizations can be found at: [http://www2.dbu.edu/student-life/](http://www2.dbu.edu/student-life/).

**Student Organization Responsibilities and Policies**

**Organization Charters**

The goals and purposes of an organization must be consistent and supportive of the goals and purpose of Dallas Baptist University as a Christ-centered University. Any group of five or more students with common interests and goals may file for organizational status with the Director of Student Life. Charter applications may be obtained from the Director of Student Life. The organization's constitution and a list of faculty/staff sponsors must accompany the charter application. No faculty or staff member may serve as the sponsor of more than one student organization at any one time. Further, it is expected that the faculty/staff sponsor will attend all functions of the organization.

Any change in the organization’s constitution must be submitted for approval to the Director of Student Life. The Director of Student Life, Dean of Students and Spiritual Life, and the Vice President for Student Affairs must approve all new organizations. In approving an application for recognition for a proposed new student organization, the Vice President for Student Affairs will determine if the constitution and purpose of the new student organization are consistent and supportive of the goals, purposes, and policies of Dallas Baptist University. It is the policy of Dallas Baptist University that student organizations that are gay, lesbian, bisexual, or transgender in nature are expressly prohibited. Participation in advocacy groups and/or activities that are contrary to Biblical teaching and the Christian understanding and practice of sexuality are also prohibited.

If an organization does not register in the Student Life Office for one academic year, the organization will lose official University recognition. In order for the organization to regain recognition, it must apply for such in the Student Life Office.

To continue privileges of a recognized student organization, the organization must abide by established policies and regulations. Failure to comply with such policies may result in disciplinary action, suspension, or revocation of the organization's charter.
Activity Registration
All activities of recognized student organizations must be registered and approved by the Director of Student Life, Dean of Students, and the Vice President for Student Affairs. This registration applies to functions held off campus as well as on campus. The approved faculty/staff organization sponsor is responsible for reserving the facilities needed for the event prior to submitting the activity registration form to the Student Life Office for approval. Completion of these forms and subsequent approval officially registers the event on the University’s master calendar. Cancellation of functions and facilities is equally important and should always be made through the Director of Student Life.

Activities, including meetings or parties, planned by the student organization must be scheduled through the Student Life Office. Information required includes type of event, date, time, place, and signature of sponsor. A change of plans after scheduling is to be approved by the Director of Student Life. A Proposal for Campus Activities Form must be filled out for any event, activity, or outside speaker and turned in to the Director of Student Life. Retreats scheduled by an organization must have a worthwhile purpose in line with the stated purpose of the organization.

All student activities as described above must be consistent with the Christian mission of the University. Activities that incite divisive behavior, promote offensive language and/or actions, disrupt unity on campus and/or violate other biblical principles of Christian behavior will not be permitted.

Organization Registration
Each year, student organizations are required to submit a Registration Form to the Director of Student Life by the end of the third week of the fall semester. The Director of Student Life must approve changes in the constitution of an organization. A new report is submitted if the status of a member or sponsor changes, or when new officers are elected. Failure to register will result in penalties to the organization, such as campus room reservation restrictions, and/or event cancellation. All organizations must maintain at least five active members.

Organizational Leadership Requirements
Executive officers of student organizations must have been a student at DBU for at least one long semester, with the exception of freshman representatives to Student Government. Any student member of a DBU organization must have at least a 2.0 G.P.A. The Student Government representatives and officers must maintain a 2.5 G.P.A.

Organizational Solicitation of Funds and Donations
Organizations wishing to solicit donations of any kind must register such requests with the Student Life Office. Organizations must follow the on-campus fund solicitation policy. Raised donations are to be used for the purpose for which they were solicited. Organizations wishing to solicit donations of any kind must register such requests with
the Director of Student Life. See Fund Solicitation Policy.

**Organizational Financial Accounting**
Each organization is responsible for its own financial obligations and must allow no default or indebtedness. The University is not responsible for any financial obligation made by a student organization. In addition, the Director of Student Life and the Dean of Students must approve funds raised and spent by an organization.

**Organizational Conduct Regulations**
Student organizations and their members must follow all conduct guidelines prescribed in the Student Code of Conduct. Student organizations will be held responsible for the behavior of their members when their actions evolve from, or are in any way related to, their association with activities of the group. Student organizations must comply with all University policies and procedures.

Every organization has the duty to take all reasonable steps necessary to prevent infractions of University policies and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are not engaging in the activity, but is applicable to every member, including those engaging in the activity. Thus, if a number of members are present to try to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds might result in the sanctioning of their entire organization and themselves as individuals.

**Organizational Disciplinary Procedures**
When there is an allegation of organizational misconduct, the Office of Student Affairs will:

1. Summon the organization or a representative of the organization to advise of a possible violation of University rules and regulations and explain the disciplinary procedures.
2. Afford the organization an opportunity to offer mitigating circumstances or to present written information of witnesses with factual knowledge in support of the organization’s case.
3. Notify the organization of the decision after such decision has been reached, and of the right to appeal the decision.

**Organizational Sanctions for Misconduct**
The Dean of Students may impose disciplinary sanctions directly or may delegate the authority to administer discipline to other staff. The Dean of Students may take any immediate interim disciplinary action when, in the opinion of the Dean of Students, such action is necessary to protect life or property.
These penalties may be imposed singularly, or in combination, upon individuals, groups, or organizations. The following are examples of disciplinary actions, which may be imposed by the University:

- **Warning**: A verbal or written notification informing an organization of inappropriate behavior. The warning will alert the organization that the continuation or repetition of such behavior constitutes grounds for further disciplinary action.

- **Reprimand**: An official notification from the Office of Student Affairs and a scheduled meeting notifying the organization that they are guilty of violating a University regulation. Sanctions may be applied to the reprimand.

- **Disciplinary Probation**: An official notification from the Office of Student Affairs explaining the serious nature of the violation and outlining the terms of the disciplinary probation status. This condition serves to notify the organization leadership that the organization is not in good standing with the University for a stated period of time.

- **Other sanctions and conditions** may be placed on the organization during the time of probation. The University reserves the right to protect its interests in cases where the disciplinary probation of an organization is contrary or detrimental to the ultimate good or purpose of the University. Any subsequent violation of University regulations during the probationary period will be evaluated within the context of the organization’s probationary status.

- **Suspension**: An official notice from the Office of Student Affairs terminating an organization’s status from the University for a specified or indefinite period of time during which the organization may or may not be permitted on campus.

**Organizational Appeals Procedure**

If the organization is not satisfied with the decision relating to organization misconduct, the student organization may appeal the decision to the Vice President for Student Affairs by following the prescribed appeals process:

1. The organization may file a letter of appeal with the Vice President for Student Affairs. This letter must be received within five (5) business days upon receiving written notice of the resolution. The letter should include a copy of the original sanctions prescribed and state the reason for appeal.
2. The Vice President for Student Affairs will schedule a meeting with the organization or its representative within five (5) business days of receipt of the appeal request. During this meeting, the sanctions will be reviewed and the organization may present any information that it finds relevant to the case.
3. The Vice President for Student Affairs will render a decision within five (5)
business days of the appeal meeting.

4. The Vice President for Student Affairs may:
   a. recommend that the original decision be affirmed
   b. recommend that the decision be reversed
   c. recommend that the decision be modified

If the organization is not satisfied with the Vice President for Student Affairs decision relating to the organization's misconduct, the student organization may appeal the decision to the Student Organization Committee. The DBU Student Organization Committee is composed of DBU faculty and staff. The committee serves according to the following rules:

1. To be considered, a written appeal must be filed within five (5) business days after the organization is informed of the decision by the Vice President for Student Affairs. The appeal must indicate the names of any witnesses who will appear before the Committee on the organization's behalf. If there is not an appeal, the decision of the Vice President for Student Affairs is final.

2. The Student Organization Committee will meet within a reasonable time following the filing of the appeal. The date, time, place, and names of witnesses appearing on behalf of the University will be provided to the organization that is appealing.

3. Only the organization representative and a representative of the University may be present during the hearings. Witnesses may also appear before the committee to testify. Only the committee members may be present during the actual deliberations of the Student Organization Committee.

4. The Student Organization Committee may:
   a. recommend that the decision of the Vice President for Student Affairs be affirmed;
   b. recommend that the decision of the Vice President for Student Affairs be reversed;
   c. recommend that the disciplinary sanction given to the organization be modified.

5. This appellate decision will constitute a recommendation by the Student Organization Committee to the President. The President will make the final decision.

6. The organization will be notified of the decision in writing.

7. This is an internal process of the University, and legal counsel may not participate on behalf of the organization without special permission from the Vice President for Student Affairs.

**INTRAMURAL SPORTS (RECLIFE)**

All intramural sports offered are operated by the RecLife Office located on the ground floor of the Dean Learning Center. RecLife sports are offered for all faculty, staff, and students. Sports offered include co-ed softball, co-ed volleyball, 7v7 and 4v4 flag
football, powder puff football, basketball, sand volleyball, ultimate frisbee, and soccer. Special events include the Turkey Trot, Hall Wars, Closest to the Pin, Greek Games, Battlefield Run, and more.

Team sports will be played in accordance with their specified season on Monday through Thursday evenings beginning at 5:00 p.m. Special events and tournaments are scheduled throughout the semester and promoted weeks in advance.

For more information on RecLife, please contact the RecLife office and 214-333-5620 or visit our website at www.dbu.edu/reclife.

**INTERCOLLEGIATE ATHLETICS**

DBU is a member of the National Collegiate Athletic Association (NCAA) and National Christian College Athletic Association (NCCAA). The Athletic program sponsors 15 intercollegiate sports, including 14 sports that compete in NCAA Division II and one sport that competes in NCAA Division I. DBU also sponsors five club sports, which include cheerleading, bass fishing, lacrosse, drill and dance, and ice hockey.

The following sports compete at the NCAA Division II level and are members of the Heartland Conference: men’s basketball, cross-country, men’s and women’s golf, indoor and outdoor track, men’s and women’s tennis, men’s soccer, women’s soccer, and volleyball. Men's baseball competes in the NCAA Division I level and is a member of the Missouri Valley Conference. Students wishing to participate in NCAA intercollegiate athletics must be eligible according to DBU's policies and procedures, and meet the NCAA academic and eligibility standards.

**FITNESS FACILITIES**

Two swimming pools, tennis courts, a track, a fitness center, an intramural field, and the Mike Arnold Fitness Trail provide students and faculty the opportunity to develop interest and skills in physical and recreational activities that promote good health and physical fitness, leading to an improved ability to accomplish learner-centered and teaching outcomes. The fitness facilities at DBU have seen significant improvement and enlargement as enrollment continues to climb. Services are added on an ongoing basis to meet the needs of the growing student body, faculty, and staff.

**Fitness Center**

The DBU Fitness Center is open for all faculty, staff, and students. The Fitness Center is located below the Athletic Office in the Burg Center.

Hours of operation are:

- **Monday-Friday**: 6:00 a.m. to 11:00 p.m.
- **Saturday**: 10:00 a.m. to 10:00 p.m.
- **Sunday**: 2:00 p.m. to 10:00 p.m.
SECTION 4: STUDENT SERVICES
A number of services exist on the DBU campus to aid students in their pursuit of an education. Students are encouraged to utilize these services when needed. The information that is provided in this section gives a brief description of some of the services on campus. Directory information is also provided so students may contact the appropriate campus office directly to learn more.

**DBU IDENTIFICATION CARDS**

During a student’s first registration, the student is issued an identification card, which allows him or her the utilization of certain student services for which he or she has paid or to which he or she is otherwise entitled. This card must be presented by residence hall students to enter the Dining Hall or the residence halls if entering after curfew. This card is also necessary for entrance to certain athletic events and special campus activities. Additionally, this card is required for check cashing, bookstore privileges, receiving Chapel credit, and library usage.

The identification card is validated, not replaced, each semester. To replace a lost card, the student must pay a replacement fee of $20.00. The fee is charged to the DBU student account at the time the card is printed. Identification cards are issued in the Academic Computing Lab on the second floor of the Collins Learning Center and the Registrar’s Office on the lower level of the John G. Mahler Student Center. ID cards are validated each semester in the Cashier’s Office.

Students are required to carry their ID cards with them at all times while on campus and present the card to university authorities if requested.

**INFORMATION LINES**

For information concerning class cancellations and office closings during inclement weather call the ICE-Line on campus at ext. 7-ICE or off campus at (214) 333-7ICE. Information about school closings can also be found on the DBU website at www.dbu.edu.

**CAREER SERVICES**

The primary purpose of Dallas Baptist University’s Career Services is to provide assistance to students, alumni, and student spouses in the development of their careers. The office also provides assistance to students who are seeking part-time employment in order to finance all or part of their college expenses. Career Services is located on the first floor of the Dean Learning Center.
Career Services provides career counseling, resume writing, interviewing techniques, and various tips on how to conduct a successful job search. Information about job opportunities and upcoming career fairs is also available. For career counseling, please contact Career Services to make an appointment. Career Services has implemented an online employment database called CareerBridge. Registering through CareerBridge will give students access to available part-time employment on campus, as well as full-time and part-time off-campus employment. Go to www.dbu.edu/careerbridge and register. Students will need their WebAdvisor ID to register.

Career Services actively encourages any company that has career opportunities for DBU students and/or alumni to inform the office about job openings. This information is received from employers by telephone, correspondence, internet access, and personal visits. Company recruiters are available on campus periodically for direct student interaction. To bring our students in direct contact with local companies and corporations, two large Career Fairs are held each year, one in the fall and the other in the spring. For those students specifically seeking part-time on- or off-campus positions, a Part-time Job Fair is also held each fall.

DBU is a member of the Metroplex Area Consortium of Career Centers, an association of forty institutions designed for the sole purpose of enhancing career services and job opportunities around the metroplex. The Consortium interacts with over 250 area employers and government agencies in providing job opportunities.

Career Services
Dean Learning Center, Room 104
214-333-5556
careerservices@dbu.edu

Office Hours
Monday-Friday: 8:00 A.M. – 5:00 P.M.
Closed for Chapel on
Monday, Wednesday, Friday: 10:00 A.M. – 11:00 A.M.
COUNSELING SERVICES

DBU’s Student Counseling Center offers individual, marital, and family counseling sessions on a limited basis to address any issues or concerns that DBU students may have. These counseling services are provided free to DBU students currently taking classes. If the caseload in the Counseling Center is especially heavy, or if the availability of staff is limited, the individual counseling provided may be short term. In that situation, if additional counseling sessions are needed, information about and/or referral to other counseling sources will be provided. All counseling will be provided by or supervised by a licensed professional.

The following is a delineation of a few office policies and procedures to help students, faculty, and staff be informed and knowledgeable about the available services through the DBU Counseling Center. Counseling is scheduled by appointment only. The Counseling Center is located in the Mary Crowley Room on the first floor of the Learning Center. To schedule an appointment, contact the Student Counseling Center at (214) 333-5288 between 8:00 a.m.-12:00 p.m. or 1:00 p.m.-5:00 p.m., Monday through Friday.

Emergency and immediate services are not typically provided due to limited staff. In the event of an emergency during weekday office hours, the student can call (214) 333-5288; however, if a counselor is not readily available, then the student may call any of the following numbers for help:

- Dallas County Metro Care 214-330-0036
- Suicide & Crisis Center (24 hours) 214-828-1000
- Contact Crisis Line 972-233-2233 (24 hours, trained volunteers)

Dallas Baptist University can neither endorse nor affirm the competency or quality of the counseling services available at the agencies listed above. The list of services is provided solely for the purpose of information. Students may also need to contact family members during emergencies, since students and their families must ultimately take responsibility for the students’ well-being.

Counseling Records

The confidentiality of counseling matters will be maintained in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Family Education Rights and Privacy Act of 1974 (FERPA) which permits disclosure of such records to third parties under circumstances prescribed by law. The HIPAA privacy law generally prohibits the use and disclosure of health information without written permission from the patient. A copy of the University FERPA policy is available for inspection and review in the Rights and Responsibilities section of this handbook.
Mental Health and Campus Community Safety
Dallas Baptist University seeks to provide a safe and supportive environment for each student, faculty, and staff member called to work and/or learn on this campus. In some cases one's personal life or mental health may create diversions or distractions from accomplishing that for which they are called to DBU. It is the duty of each member of the DBU family to remain vigilant in their recognition of possible warning signs regarding a fellow student, faculty, or staff member's mental health and welfare.

Mental Health Emergency Notification to University Personnel
If you believe an individual is an **immediate threat** to harm themselves or others, contact the DBU Police at 214-333-5555. If you have knowledge of or observe unusual behavior that creates concern for the mental health and/or safety of any member of the university community but does not present an immediate danger, you should report the behavior to the Office of Student Affairs at 214-333-5101. Every effort will be made to keep all information confidential.

Identifying Possible Signs of Mental Distress
While the college years are often filled with challenging experiences of growth and the anticipation of a successful future, these challenges can also lead to stress and anxiety. Members of the campus community may become aware of others in distress through their daily interactions. The early signs and indicators of distress can often be observed as individuals go about their various campus activities. Each member of the university community can be the first responders to provide direction for those in distress. When assistance is provided quickly, students in distress may be able to continue a meaningful college experience without interruption. In addition to a willingness to listen, faculty and staff can also suggest other professional support services through DBU’s Counseling Center. The Counseling Center staff can offer counseling services, as well as referrals to a variety of other professionals.

Possible Signs of Distress
People are often hesitant to ask for help. They will often provide other indications that they are troubled. A single incidence of emotion, depression, or anxiety may not be an indication for intervention. If the symptoms are recurrent or present over an extended period, the person in distress may begin to struggle with academic, work, or social responsibilities.

**Academic or Work-Related Indicators**
- Significant decline in quality of work
- Recurring absence
- Failure to complete assignments and/or deadlines
- Signs of anger, hopelessness, isolation, depression, or despair in written assignments or conversations
- Emotional outbursts and crying
- Increased mistakes
Decline interaction with others or isolation

**Psychological/Physical Signs**
- Deterioration in physical presence or hygiene
- Withdrawal from usual social activities or relationships
- Change in sleeping habits, extreme sleepiness during the day
- Weight gain or loss
- Significant changes in concentration, apathy
- Evidence of alcohol or other drug dependence or abuse
- Frequent irritability or anxiety

**Additional Signs**
- Expressions of concern from a peer
- Written or verbal statements that have a sense of finality, hopelessness, or thoughts of suicide
- Highly emotional behavior
- Your perception that something is seriously amiss (regardless of its vagueness)

**Assessment and Action for Immediate Threat**
If an individual makes a statement, verbally or in writing, or through any other form of communication, indicating his or her desire to cause harm to himself/herself or another, it is the responsibility of the person receiving such knowledge to make a full disclosure to the Campus Security Office immediately. Campus Security is available 24 hours a day by calling 214-333-5305.

Individuals who engage in reckless or dangerous behavior, or who demonstrate a propensity to create a danger to themselves and/or others in the university community may be removed from the campus, and may be precluded from participating in any campus activity including class attendance and continued receipt of campus services until such time as a suitable resolution to the matter can be reached. Students living in campus housing that are deemed a danger to themselves or others may be required to leave the residence halls, apartments, or the campus community immediately. These students may not return to campus housing without an evaluation and clearance from a psychiatrist as required by the University. Such an evaluation does not constitute automatic readmittance to the residence halls, apartments, or to the campus community.

University action taken in response to a mental health crisis is not classified as a disciplinary action. No record of the student's mental issue will be included in a disciplinary file. However, actions of students are not precluded from disciplinary review by reason of mental health issues.

**Assessment and Action for Students in Possible Distress**
If an individual approaches you with a problem and/or if you decide to approach someone about your observation of the signs listed above, the following steps may be
helpful. Maintain an understanding, respectful, and nonjudgmental manner when dealing with the person in possible distress.

- **Express your concerns to the individual in private.**
  Offer a private place to talk and your undivided attention. Listening may be all that is needed to guide the student toward a solution. If necessary, ask the student if they have discussed their concerns with a counselor. Encourage the student to talk with one of the Counseling Center staff.

- **Express your concerns in a nonjudgmental manner.**
  Avoid vague generalities and specifically identify your concerns directly. For example, say, “I have noticed that you have not been handing in your work lately and I am concerned,” rather than, “Why have you not handed in your work?”

- **Listen sensitively to the student’s thoughts and feelings.**
  Repeat or paraphrase your perception of what the student is saying. In doing so, the student will know that you are listening and you are communicating your understanding and empathy. Attempt to grasp the feelings as well as the thoughts that the student expresses.

- **Making a Referral**
  If you believe the student is not an immediate threat to harm themselves or others, suggest that they visit with one of the Counseling Center staff. The Counseling Center can be reached at 214-333-5288.

  If the student is visibly upset or confused, wait for the student to regain composure before suggesting this option. Please refer to the Counseling Center brochure for suggested internet links that may also be helpful to students in distress.

**DISABILITY STUDENT SERVICES**

The University encourages any student who has a disability to voluntarily inform the University of any special requirements or needs by reporting these to the Office of the Dean of Students at 214-333-5394. Upon proper substantiation of a need for accommodations, the University will strive to make reasonable accommodations of these needs in accordance with applicable federal guidelines and Christian ethical considerations. The Dean of Students may act as a liaison between the student and faculty/staff members.

**Parking**

Handicap student parking is provided in strategic locations throughout the campus. According to state law, parking in a disabled parking space requires a State of Texas issued disabled parking placard or State of Texas disabled person license plate. The
Americans with Disabilities Act requires us to enforce state, county, and federal law in regards to handicap parking.

A disabled parking placard may be obtained at county tax assessors’ offices, and the application can be started at http://txdmv.gov/motorists/disabled-parking-placards-plates. The individual requesting a placard or plate must have a letter from their attending physician stating the medical condition and estimated length of time of need for the accommodation.

An individual with a temporary disability may contact the DBU Police Department for consideration of temporary parking on campus.

Curriculum Services
The Office of Student Affairs will assist with ordering audio textbooks when appropriate. Special software is available in the Academic Computer Lab to access these materials. Students are encouraged to make these requests well in advance of the semester in which they will need textbook assistance. The Computer Lab also has adaptive technology for visually impaired students to enhance sample texts as well as voice to text technology.

Financial Aid
Students who have physical disabilities and are enrolled, or will be enrolled, at Dallas Baptist University should contact the Department of Assistive and Rehabilitative Services (DARS) regarding financial aid for students with disabilities. In addition, the Financial Aid Office, provided the necessary forms have been submitted, will consider students in this category for other financial assistance.

Additional Services
A. Developmental classes are offered in certain academic areas.
B. In the area of academic support, a computer lab, math lab, and writing lab are available. Some special software is also available to students with disabilities.
C. The University has testing alternatives available as needed and warranted.
D. Campus accessibility is provided for students with physical disabilities. This includes such areas as restrooms, elevators, and residence hall accommodations.
E. Class relocation may be necessary to accommodate students with mobility issues.
F. Assistance is available for locating services such as interpreters, mobility, tutors, and note takers (digital recording may be permitted).

Brochures describing available services as well as accommodation request forms are available upon request from the Office of the Dean of Students or on the website at http://www3.dbu.edu/studentlife/disabled_students.asp. For additional information, please contact the Office of the Dean of Students at 214-333-6964.
Accommodation Policy for Students with Disabilities

It is the policy of the University to provide reasonable accommodations pursuant to all applicable laws for students with disabilities, including students with learning disabilities, health impairments, and other disabling conditions. Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act of 1990 (Title II). Possible accommodations include, but are not limited to, test schedule modifications, class relocation, and possible assistance to acquire necessary equipment.

Admission requirements for students with disabilities are the same as for all other students. Students considering attending the University must be competitive in this academic environment. Accommodations for disabilities are meant to equalize educational opportunities. However, admission to the University and accommodations do not guarantee success. Therefore, the University encourages utilization of auxiliary services available to all students to maximize opportunities for success.

It is the responsibility of the student who requests educational accommodations to provide documentation prepared by a professional who is qualified to diagnose disabilities as required by the University. Those appropriately certified or licensed individuals may include, but are not limited to, physicians, educational diagnosticians, learning disability specialists, or psychologists.

All requests for accommodations must be filed on a timely basis so that the request can be evaluated and appropriate reasonable accommodations made prior to the class, test, or other educational event for which the request is made.

The University does not offer students with disabilities the following:

- Diagnostic evaluation for disabilities;
- A reduced standard for academic performance;
- Exemption from essential graduation requirements; or
- Credit for effort in place of demonstrated competence in the content.

University programs and activities are conducted in such a manner that no otherwise qualified individual shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any such program or activity. Notifications and inquiries regarding services for students with disabilities should be directed to the Office of the Dean of Students at 214-333-6964. All information provided to this Coordinator is strictly voluntary, but necessary if accommodations are desired.
Relocation Policy
Although most classrooms are wheelchair accessible, in the event that a student is unable to access a class in which he/she has registered, the relocation of classes can be a viable option. In the event that a student needs to register for a class that is not accessible to him/her, the student should contact the Coordinator of Disabled Student Services prior to registering for the class. The Coordinator of Disabled Student Services will then work with the student and the Associate Provost to make arrangements for class accessibility.

Temporary Disabilities
Students wishing to discuss the availability of services for the temporarily disabled should contact the Office of the Dean of Students at 214-333-5394.

Accommodation Appeals Procedures
The Vice President for Student Affairs is responsible for coordinating this policy and for ensuring that all disability notifications, requests for accommodations, and disability-related issues are handled appropriately. Students with disabilities who wish to request an accommodation from the University should be referred to the Dean of Students who may be contacted at 214-333-5340.

Students who desire to formally pursue a disability grievance must follow University-established procedural guidelines. A grievance is any dispute or difference of opinion concerning the interpretation or enforcement of any provision of University regulations, policies, procedures or state/federal laws applicable to the University. In the event of a disability-related student grievance, the student must first make a good faith effort to resolve the matter directly with the individual against whom the grievance is directed. Formal University procedures, as described below, may subsequently be invoked if one’s good faith efforts do not result in a satisfactory resolution of the grievance.

For academic appeal procedures involving disability issues, refer to the Academic Appeals section of the DBU Student Handbook and contact the Dean of Students for assistance.

Grievances involving non-academic disability matters may be appealed to the Dean of Students in writing within 14 calendar days of knowledge of the alleged conduct or conflict. Within ten business days after receiving notice of a response from the Dean of Students, if the complainant wishes to appeal further, a detailed written letter of appeal must be sent by the complainant to the Vice President for Student Affairs requesting a formal hearing. The appeal letter must describe the factual basis for the grievance. Within ten business days of the date the appeal letter is received by the Vice President for Student Affairs, a hearing will be conducted before the grievance appeals committee. The Vice President for Student Affairs will be a member and serve as chairperson of the grievance appeals committee which will be composed of five members. The other four members will be appointed by the President. The complainant and all affected parties
will receive written notice of the date, time, and place of the hearing. A copy of the written letter of appeal will be furnished to the hearing committee when it convenes. All formal hearings and meetings will be closed to the public. Legal counsel for the complainant and/or the respondent may not participate in the hearing.

Upon completion of the hearing and any related meetings, the chair of the committee will submit a written report of the committee’s findings and recommendations to the parties and to the President within ten business days. If the President of the University accepts the appeals committee’s report, the committee’s decision becomes final. The Vice President for Student Affairs is charged with overseeing the implementation of any and all recommendations contained in the report. If the President does not accept the committee’s report, he will inform the parties in writing of his objections to the report and of his final decision within five business days after receiving a copy of the report. The Vice President for Student Affairs is charged with overseeing the implementation of the final decision.

Confidentiality of complaints will be maintained to the extent possible and as permitted by law.

Retaliation for bringing a grievance in good faith will not be tolerated and should be reported immediately to the Dean of Students.

**HEALTH SERVICES**

The Health Services Clinic is located in Apartment 1108, next to the Burg Center, and offers nursing evaluation by a Registered Nurse for any illness, injury, or emergency, with off-campus medical referrals given after patient assessment. Services provided include immunizations, acute nursing care, first aid, health education, blood pressure monitoring, blood sugar screening, asthma nebulizer, generic nonprescription medications, oxygen and weight scales. The clinic has facilities for daytime observation. Crutches and a wheelchair are available for loan to on-campus students. First Aid kits for your use are also supplied to all Residence Hall Assistants, Resident Directors, Colonial Village Apartments office, International Office, and other campus offices.

Students are encouraged to seek medical advice at the onset of an illness. Consultations provided through the Health Services Office are confidential, and we encourage each student to take an active role in determining treatment options. We wish to assist in the development and maintenance of a healthy lifestyle so students can participate fully in academic and extracurricular endeavors.

Students referred to private physicians or hospitals are responsible for their own medical expenses. Parents and students are encouraged to arrange in advance for a local personal physician. Students are also strongly encouraged to keep a copy of their insurance company’s health provider book for the Dallas/Fort Worth area or the
appropriate web-site address to access such information on hand. This will aid the student in the event that they need to schedule an appointment with a physician or specialist in this area.
For the safety and protection of all resident students, registration of all prescription drugs with the campus nurse is encouraged.

**Health Services Facilities and Hours**
Health Services is open Monday through Wednesday, 8:00 a.m. – 5:00 p.m., Thursday, 10:00 a.m. – 6:00 p.m. and Friday, 8:00 a.m.- 4:00 p.m. If medical attention is required after regular hours or if the student is a commuter or apartment resident, Campus Security may be contacted at 214-333-5305. Residence Hall students may contact the Resident Director on duty. In case of an accident or an emergency, students should notify Campus Police at 214-333-5555. Campus Police will notify the proper authorities.

**Medical Records**
The confidentiality of medical records will be maintained in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Family Education Rights and Privacy Act of 1974 (FERPA) which permits disclosure of such records to third parties under circumstances prescribed by law. The HIPAA privacy law generally prohibits the use and disclosure of health information without written permission from the patient. A copy of the University FERPA policy is available for inspection and review in the Rights and Responsibilities section of this handbook.

**Pregnant and Parenting Students**
If a student is pregnant during the course of an academic class, DBU will make adjustments to the regular program that are reasonable and responsive to the student’s needs while pregnant. DBU will not exclude a pregnant student from any part of its educational program. In compliance with Title IX of the Education Amendments of 1972, students who are pregnant may receive excused absences from class due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s doctor deems the absences to be medically necessary. When the student returns to classes, she will be reinstated to the status she held when the leave began which will include giving her the opportunity to make up any work missed.

A student who is pregnant should contact the Dean of Students at 214-333-6964 to receive temporary accommodations during her pregnancy. The Dean of Students will notify the student’s faculty of the need for temporary accommodations. Upon consultation with the faculty, college dean, and student, the Dean of Students may offer the student alternatives to making up missed work, including retaking a semester, completing the course through online delivery, or allowing the student reasonable time to complete the course work. The student will be allowed to choose how to make up the missed work among these stated options.

If the student is not satisfied and/or desires to appeal any decision by the Dean of Students, they can appeal to the Vice President for Student Affairs at
214-333-5101. The Vice President for Student Affairs will consult with the Provost, and the Dean of Students to reach a satisfactory resolution which will allow her to be reasonably accommodated due to her pregnancy.

**Immunization Requirements**

Dallas Baptist University requires that students desiring to live in the residence halls, apartments, or townhomes comply with University health guidelines. Immunizations required are Tdap (tetanus/diphtheria/pertussis) within the past ten years; two vaccine dates of MMR (measles, mumps, and rubella), with the last one being received after the fourth birthday; and a Meningitis vaccine, either Menactra within the last five years or Menomune within the last two years for any student under the age of 22. Tuberculosis test (PPD or a chest x-ray) within the past two years and every two years thereafter as long as the student resides on campus is also required. Other vaccines that are recommended but not required are Hepatitis A series, Hepatitis B series, and Influenza—which is given annually.

Students living in residence halls, apartments, and townhomes will be notified the month prior to the due date of a required immunization or test. Non-compliance can result in removal from on-campus housing. Further information can be obtained from the Health Services Center.

**Transportation**

Students must acquire their own transportation for medical care. Students requiring ambulance service to a local hospital are responsible for the expense.

**Health Insurance**

Health Insurance is required for all athletes, all international students, residence hall students, and apartment/townhome residents. Each non-international student should obtain medical insurance through an agent of his/her choice. Student health insurance is offered by a health insurance company and the funds are collected by the University. Exceptions are made for resident students and athletes who can demonstrate adequate insurance coverage at registration via an insurance ID card. International students are required to purchase the insurance plan offered by the University. Brochures describing the school health insurance plan are available from the insurance administrator in the Cashier’s Office, located in the Mahler Student Center. Questions on insurance requirements may be referred to the Cashier’s Office.
DALLAS BAPTIST UNIVERSITY POLICE

214-333-5555

The Dallas Baptist University Police Department (DBUPD) is an approved law enforcement agency by the Texas Commission on Law Enforcement. The campus community welcomes the launching of this new University Campus Police Department to provide for the safety and security of the DBU Family and our guests.

DBUPD Mission Statement

The Dallas Baptist University Police Department exists to serve and protect the campus community with professionalism and vigilance, thus enhancing the vibrant campus life and Christ-centered learning environment.

Values

1. Servant Leadership
2. Vigilance
3. Service
4. Protection
5. Professionalism

The University Police Department provides the University community with law enforcement, emergency services, community policing, campus crime prevention, crisis intervention, video surveillance, campus patrol, tactical operations, and traffic/parking enforcement.

To help maintain the highest level of safety for the University community, students are encouraged to secure personal property (laptops, cell phones, purses, bicycles, etc.). Please remember to lock vehicles and residences at all times. Be vigilant in immediately reporting any suspicious person or possible criminal activity to the University Police Department.

CAMPUS SECURITY

214-333-5305

The Campus Security unit provides the University community with campus safety, fire safety, shuttle services, escort service, building security, and motorist assistance.
Patriot Shuttle Service
The Patriot Shuttle system runs buses and vans around campus picking up at designated stops and delivering passengers to their destination.

Patriot Shuttle Times of Operation
- Monday – Thursday: 7:30 a.m. – 11:00 p.m.
- Friday: 7:30 a.m. – 3:00 p.m.; service from dorms to freshman lot 3:00 p.m. – 6:00 p.m.
- Sunday: 6:00 p.m. – 11:00 p.m.
- There are two shuttles running approximately every 15 minutes, to 15 stops, across the campus.
- Red Patriot shuttle signs identify specific shuttle stops.
- The app for the shuttles is “Ride Systems.”

EMERGENCIES AND CAMPUS NOTIFICATION
Dallas Baptist University has developed a crisis management plan to provide direction and assistance to faculty, staff and students in the event of a campus emergency. Contingency plans have been developed for issues ranging from inclement weather to campus emergencies. Students are advised on the various methods of information dissemination and procedures in the event of a campus emergency.

As a precaution, the University has elected not to publish or make available the entire emergency plan to the general public. In the event of a campus emergency, this information could be used to circumvent emergency procedures and response. Students can find the necessary information on campus notification in the Student Handbook, on the DBU official website, and through the Student Affairs Office.

The use of an Emergency Mass Alert System (EMAS), as well as audible indicators on campus would alert students to various types of campus emergencies. Specific faculty, staff and student leaders have been instructed on proper emergency procedures for various locations on campus. In the event of an emergency each of these individuals would implement their emergency response procedures. They would provide direction and assistance to those in their area.

Emergency Preparedness
While it is impossible to foresee events that may occur on campus or in the University community, the University has made every effort to assess possible threats to the University community and the surrounding area. Campus officials, local law enforcement, and emergency services have worked together to address possible scenarios that could affect the campus or members of the campus community. Faculty, staff and students are encouraged to remain vigilant in their assessment of the campus community and its safety level. Any item that is cause for concern should be brought to the attention of a university staff member so additional inquiry may be made.
MISSING STUDENT POLICY

Purpose
The purpose of this statement is to set forth University policy with regard to situations where the University becomes aware that a student is absent or missing.

This policy is meant to comply with the requirements of the Higher Education Opportunity Act of 2008, which requires that universities establish a missing student notification policy for students residing in on-campus housing.

Policy Statement:
1. In order to facilitate timely notification of the proper individuals in the case of a missing student, all students living in DBU residence halls, apartments, townhomes, or University-owned off-campus housing will have the option to identify confidential contact information for an emergency contact person of their choice on their Housing Application. Each student is responsible for keeping the contact information updated during the course of the academic year, and will be asked to verify contact information each year thereafter upon renewal of their Housing Application. Contact information will be maintained by the Director of University Housing in accordance with all state and federal laws.

2. If any member of the University community has reason to believe that a student living in University-owned housing is missing, they should immediately contact the DBU Police Department and/or the Dean of Students. Upon receiving this report, the DBU Police Department and Dean of Students will initiate an investigation in an attempt to determine the whereabouts and status of the student. This investigation may include, but is not limited to: assessing the student's room, interviewing known associates, friends, and family; searching campus public locations (e.g. library, cafeteria, etc.), searching access card logs to determine the last use of the card and track the card for future uses, accessing vehicle registration information, accessing email logs to determine the last login and use of the University email system, and other measures deemed appropriate by DBU Police Department and/or Dean of Students.

3. A student living in University-owned housing will conclusively be deemed “missing” if the student is absent from the university for more than 24 hours with no contact with friends, family, roommates, faculty, classmates, co-workers, or other known associates, unless the student has provided information about their intended whereabouts. Likewise, a student living in on-campus housing will not be considered missing if they are gone during recognized University holidays and/or breaks.

4. If the DBU Police Department's investigation determines that a student for whom a report has been filed has been missing for more than twenty-four (24) hours, the Chief of Police will notify the Director of University Housing or the Dean of Students as appropriate. The Chief of Police will notify the Dean of
Students to determine how best to make contact in accordance with paragraph 5 of this policy statement.

5. A) If the missing student is under the age of eighteen (18) and not emancipated, the Dean of Students will contact the missing student's custodial parent[s] or guardian[s] within 24 hours after the time that the student is determined to be missing.

B) If the missing student is emancipated or eighteen (18) years of age or older, the Dean of Students will contact the emergency contact person provided by the student pursuant to paragraph 1 above within 24 hours after the time that the student is determined to be missing.

C) Likewise, in all cases involving a missing student, the Dean of Students, along with the Chief of Police, will be responsible for notifying the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

**CRIME AWARENESS AND CAMPUS SECURITY ACT**

In compliance with its duties under federal law, the University makes annual disclosures of campus crime and fire statistics. These disclosures are made to all current students and employees, and to prospective students and employees upon request.

The Campus Security Act provides that students, their parents, and employees have a “right to know” about crimes committed on college and university campuses, and about campus security policies and procedures. Student Right-To-Know and Campus Security Act, Pub. L. No. 101-542, 104 Stat. 2381. DBU is, therefore, required by law to keep a record of the following offenses which occurred on University property: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. 20 U.S.C. § 1092(f)(1)(F). DBU is also required to keep an account of the number of arrests by law enforcement officers on campus for: liquor law violations, drug abuse violations, and weapons possessions. 20 U.S.C. § 1092(f)(1)(H). The information will be reported as follows:

1. Students will be provided information through an e-mail from the Office of Student Affairs.
2. This information will also be available upon request in the Office of Student Affairs for prospective faculty, staff, and students

**PARKING ON CAMPUS**

**Vehicle Registration**

Operation of a motor vehicle on campus property is permissible only to those students who comply with the following requirements:

1. A valid and current driver's license
2. A valid motor vehicle registration
3. A valid inspection sticker
4. Current liability insurance as required by state law  
5. A valid DBU parking sticker  
6. Compliance with traffic and parking regulations

Proof of a current driver’s license and insurance will be required before a vehicle may be registered on campus. Any change in such information must be reported to the University Police within 48 hours. All Texas vehicle and traffic regulations for public domain apply equally on the property of Dallas Baptist University. The speed limit on campus is 15 mph.

All motor vehicles operated on campus must display a current DBU parking decal. No student may register for another student. A new permit may be received during the school year by presenting evidence to the Campus Security Office that the old permit has been removed from the vehicle previously registered. There is a $10.00 fee for a lost or stolen permit or replacement. Permits are to be removed at the end of the official permit period. Parking violations and improper operation of a vehicle will subject the owner of the vehicle to sanctions, including, but not limited to, a fine, booting, and/or the towing of the vehicle.

Operators driving non-registered vehicles must acquire a temporary parking hangtag from the Campus Security Department when using a vehicle other than the registered vehicle on campus.

All vehicles must be kept in operating condition. Auto repair or maintenance should take place off campus. A student with a disabled or unsightly vehicle will be given four (4) business days before it is towed off campus at the owner’s expense. Only automobiles, trucks, mopeds, and motorcycles that can be registered and insured are allowed to be parked or stored on campus. No other motor vehicles such as boats, jet-skis, travel trailers, motor homes, mini bikes, motorized scooters or ATVs are allowed to be stored or parked on campus.

**Bicycle Regulations**

In order to provide a safe environment, it is important that when operating a bicycle on campus, cyclists should consider themselves as a vehicular driver. It is important to follow state laws, give signals, obey stop signs and yield right-of-way—just as required for motor vehicle drivers. Laws and regulations are designed for the safety of cyclists.

All bicyclists must operate under Texas Motor Vehicle Laws while on public/private roadways, including stopping at stop signs, yielding to pedestrians in crosswalks, displaying proper illumination, and riding with the traffic flow on designated “one-way” streets or in designated bicycle lanes. Weaving in and out of traffic is not allowed. Cyclists must be alert and watch the vehicular traffic as these drivers may not be looking for cyclists.
All bicycles on campus must be registered with the University Police. Registration forms may be obtained in the Police Office located in the Mahler Student Center. All bicycles will be required to have a Dallas Baptist University bicycle decal affixed to the seat post of the bicycle. The Uniform Act of the Texas Traffic Laws (Article XXI) governs the operation of bicycles on public/private roadways or paths set aside for the exclusive use of bicycles. The University Police Department is responsible for the regulation of moving vehicles and bicycles on University property.

When parked on campus, bicycles should:

- Not be chained or locked in any manner to trees, shrubs, light fixtures, or handrails.
- Not be parked in any manner or place that would obstruct the normal flow of pedestrian or vehicular traffic, including service drives, delivery ramps, drive-ways, parking lots, doorways, and passageways.
- Not be parked in any place designated No Parking, Shuttle Stop, or Loading Zone.
- Not be parked on ramps that provide building access for handicapped persons or chained, locked, or fastened in any manner to the handrails of such ramps.
- Not leaning on or using a kickstand next to buildings.
- Bicycles should be properly placed in a bicycle rack in designated locations. (Please note: Not all buildings will have a designated bicycle rack.)

Citations will be given to the owner of the bicycle for the following violations:

- Bicycle not registered.
- No registration displayed.
- Not properly parked in bicycle rack.
- Operating a bicycle on the sidewalk.
- Not following the traffic rules on campus.
- Failure to operate a bicycle in a safe manner on University roads and or property.

Bicycles may be impounded for the following reasons:

- Continued violation of the University Bicycle Regulations
- Abandoned bicycle

Owners of impounded bicycles will assume all responsibilities and charges of citations and impound fees. Impound fees will be a $30.00 initial fee and $5.00 per day for storage of bicycle, not to exceed $200.00.

A bicycle will be considered abandoned for the following:

- Left locked on the bicycle racks 15 days after the final day of the spring semester.
- Left in disrepair for more than 10 days in any given active enrolled semester.
All unclaimed bicycles will be donated to a charity selected by the Director of Campus Security no later than the third day of July. Any exception to these policies must be approved in writing by the Director of Campus Security.

Traffic and Parking Regulations
Traffic and parking regulations are established by the University to facilitate the safe and orderly operation of the University and to provide parking as conveniently as possible within the limits of available space. DBU makes an effort to provide protection for vehicles parked on campus but assumes no responsibility for loss or damage. When a vehicle is parked, it should be locked and valuables removed or locked in the trunk. Thefts, accidents, and other offenses should be reported to the DBU Police Department prior to the moving of the vehicle. Dallas Baptist University is not responsible for any theft or damage done to a vehicle on campus. Traffic and parking regulations are in effect 24 hours a day, including weekends and holidays.

“Practice driving” on the DBU main campus or satellite locations with or without a Texas Drivers Learner’s Permit is not permitted. Violators will be issued a citation and may be referred to Student Affairs for disciplinary actions.

The current year Vehicle Parking Regulations and Registration brochure will be issued to each student who registers a vehicle on campus. Each student is responsible to adhere to regulations outlined therein. Failure to abide by traffic and parking regulations could result in disciplinary actions. Reserved places that are marked handicapped, maintenance, visitors, residence hall directors, and others are reserved 24 hours a day, 7 days a week.

As a method of enforcement, vehicles may be towed at the expense of the owner/driver when vehicles are parked in an unauthorized manner. Unauthorized parking includes, but is not limited to, vehicles parked in fire lanes, non-registered vehicles parked in campus parking spaces, vehicles parked on campus that are no longer in working order, vehicles which are blocking entrances or exits, and vehicles parked in reserved parking spaces. A tow fee is assessed by the towing company, and a citation is issued by DBU University Police.

Registration of a vehicle allows the owner to park legally on the campus of DBU but does not guarantee parking in any specific parking lot. A valid vehicle registration decal is required to be affixed properly to the vehicle after the vehicle is brought to the University. Visitor parking permits are available for visitors in the Police Department office.

A student has the right to appeal using the online appeal process. No appeal of a parking violation will be considered unless a written appeal is made within ten (10) days following receipt of the citation. Fines are paid at the Cashier’s Office.
Designated Parking Areas

Freshman: Lots 3, 16
Residence Halls: Lots 3, 7, 8, 9, 10, 11, 15, 16, 17
Commuter: Lots 3, 4, 5, 11, 12, 15, 17, 20 all the time
(Lot 1 is available for parking 5:00 p.m. –11:00 p.m. Monday – Friday, and 11:00 p.m. Saturday – 5:00 p.m. Sunday)

Parking Violations and Citation Fees

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Altering or destroying campus property</td>
<td>$100</td>
</tr>
<tr>
<td>Blocking crosswalks or driveways</td>
<td>$50</td>
</tr>
<tr>
<td>Double parking or blocking other vehicles</td>
<td>$30</td>
</tr>
<tr>
<td>Failure to display permit properly</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to observe stop sign</td>
<td>$35</td>
</tr>
<tr>
<td>Failure to park in correct lot</td>
<td>$40</td>
</tr>
<tr>
<td>Failure to park correctly</td>
<td>$30</td>
</tr>
<tr>
<td>Failure to register vehicle</td>
<td>$75</td>
</tr>
<tr>
<td>Failure to stop when asked</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to yield to pedestrians</td>
<td>$50</td>
</tr>
<tr>
<td>Operating vehicle in prohibited area</td>
<td>$25</td>
</tr>
<tr>
<td>Operating vehicle in unsafe manner</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in reserved spaces</td>
<td>$50</td>
</tr>
<tr>
<td>Parked in unauthorized area</td>
<td>$35</td>
</tr>
<tr>
<td>Parked on grass</td>
<td>$50</td>
</tr>
<tr>
<td>Parked within 15ft. of fire hydrant</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized handicap parking</td>
<td>$75</td>
</tr>
<tr>
<td>Unauthorized fire lane parking/standing</td>
<td>$75</td>
</tr>
<tr>
<td>Vehicle Immobilization Boot Fee</td>
<td>$50</td>
</tr>
</tbody>
</table>

Lost and Found

Lost and Found is located in the Police Department Office, located in the Mahler Student Center. All items unclaimed by the end of each long semester will be discarded.

DBU MAIL SERVICES

DBU Mail Services is designed to serve the needs of the students, faculty, and staff of Dallas Baptist University. The Mail Services department processes incoming and outgoing U.S. Postal Service mail and shipments and inter-departmental mail.

Mail Services is located on the lower level of the John G. Mahler Student Center and is open Monday through Friday from 8:00 a.m.–5:00 p.m. and Saturday from 8:00 a.m.–12:00 p.m. The Center is closed for chapel services during the long semesters (10:00 a.m. until 11:00 a.m. on Mondays and Wednesdays).

Official U.S. mail is processed daily through the campus mail system. Campus mail and U.S. mail are delivered twice each day at approximately 10:30 a.m. and 2:30 p.m. To have campus mail delivered, place it in an inter-departmental envelope (available in Mail Services) with the name of the recipient and drop it off at Mail Services.
Packages can be mailed from Mail Services by using the U.S. Postal Service, UPS, DHL, or Federal Express. Letters or packages to be sent overnight must be received by 3:00 p.m. Courier services are offered by UPS, DHL, and Federal Express; however, only students with an account number for Federal Express and DHL may utilize the shipping services. It is advisable to contact Mail Services prior to packing any articles to be shipped internationally. International packages require customs forms, which are available in Mail Services, and are subject to international restrictions.

Stamps, envelopes, and boxes are available. All purchases must be made by cash or check only. Shipping information and assistance are available from Mail Services.

To receive mail at Dallas Baptist University, use the following address format:

STUDENT NAME  
DBU BOX NUMBER (do not put p.o. box)  
3000 MOUNTAIN CREEK PARKWAY  
DALLAS TX 75211-9299

When ordering an item to be delivered by a delivery service, be sure to have your name and DBU box number placed on the boxes or envelopes. This will help in the delivery of your package and alleviate items from being lost or delayed. Mail without a box number on it may be delayed by as much as two business days.

A mailbox is provided for each student living in the residence halls and the campus apartments, brownstones, and townhomes. Students residing in the residence halls will be assigned a box in the Mail Services lobby. Students living in the apartments, brownstones, or townhomes will be assigned a box in the mailbox locations near the apartments or townhomes. Mailboxes are only issued to current campus residents. To protect your privacy and the privacy of others, mailboxes are to remain locked when not in use. Mailboxes remain the property of the University and are governed by applicable federal laws. Failure to follow all federal, state, and institutional mail service regulations may result in the forfeiture of mail service privileges on campus.

When a student receives a package, he or she will be notified by an e-mail to the student’s DBU e-mail address. Packages will only be held for 30 days; after this time, the package will be returned to sender as an unclaimed item. To collect a package, the student must bring photo identification. Packages will only be released to the addressee.

It is the responsibility of each student to complete the necessary forms to signify a change of address when checking in or out of the DBU Residence Halls or the campus apartments. These forms are available in Mail Services. All First-Class mail received after a student has left the university will be returned to sender.

It is University Policy that no outside mail or packages can be forwarded to students who have left campus residences. All First-Class mail and any packages will be returned
to sender, with the student’s new address indicated. Please note that it is the individual student’s responsibility to notify important correspondence of their change in address.

As a general rule, no outside materials (including church brochures) will be allowed in student boxes. Church brochures or similar materials may be placed in Mail Services for students to pick up.

**DBU DINING SERVICES**

Dallas Baptist University offers a variety of dining venues where students are able to enjoy meals, refreshments and other convenience items. All locations accept cash, credit/debit cards, Flex/Apartment Flex Dollars, and Patriot Dollars. In addition, the Crowley Dining Hall accepts meal plan memberships. All DBU Dining Services are provided by Sodexo, Inc.

**Meal Plan Memberships**

Meal Plan Memberships are required for all students living in DBU Housing. Each membership comes with weekly meal allowances that can be used in the Crowley Dining Hall. In addition, traditional meal plan memberships come with Flex Dollars that can be used at any dining location and in the General Store.

Choose the plan that fits your lifestyle as meals do not carry over from one week to the next:

**Traditional Plans:**

- **14 Meal Plan** — includes access to 14 all-you-can-eat meals per week with an additional $125 in Flex Dollars
- **Unlimited Meal Plan** — includes access to all 24 provided all-you-can-eat meals per week with an additional $100 in Flex Dollars
- **Unlimited Plus Meal Plan** — includes access to all 24 provided all-you-can-eat meals per week with an additional $500 in Flex Dollars

Flex Dollars work on a declining balance format, like an ATM/debit card. The Flex Dollar balance, as a part of the traditional meal plan membership, is a “per semester” amount, and any funds not used will zero out at the end of the academic semester and are non-refundable.

**Apartment Life Plan:**

- **Resident Flex Plan** - $160 Apartment Flex Dollars

Apartment Flex Dollars work on a declining balance format, like an ATM/debit card. The Apartment Flex Dollar balance is a “per semester” amount, and any funds not used will zero out at the end of the academic year. This is the minimum purchase option for residents of the Apartments, Townhomes, or Brownstones.
Colonial Plans:

- **25 Meal Block** — offers any 25 all-you-can-eat meals with no additional Flex Dollars
- **60 Meal Block** — offers 60 all-you-can-eat meals with no additional Flex Dollars
- **The Patriot Plan** — offers $300 Patriot Dollars as well as 15 all-you-can-eat meals in the Crowley Dining Hall
- **The Colonial Plan** — offers $200 Patriot Dollars as well as 8 all-you-can-eat meals in the Crowley Dining Hall.

Patriot Dollars work like an ATM/debit card and can be used at any on-campus location. Students use Patriot Dollars to purchase beverages, snacks, or full meals for themselves or their friends. Patriot Dollar balances will remain on a student’s account throughout the duration of their enrollment at the University. Additional funds can be added to a student’s Patriot Dollar account at any time during the school year by visiting the following link https://dbudining.sodexomyway.com or by contacting the Crowley Dining Hall office at 214-333-5446.

On-campus Dining Locations

The **Crowley Dining Hall** is a multifaceted residential dining facility and is located in the Mary C. Crowley Complex. This location offers breakfast, lunch, and dinner with an array of nutritious selections including a produce market featuring fresh-cut vegetables, dressings, and toppings; a grill serving hamburgers and chicken; a pizza station with hand-tossed pizza; and a comfort station offering traditional favorites. The Crowley Dining Hall accepts meal plans, cash, credit cards, Flex Dollars, Apartment Flex Dollars, and Patriot Dollars. Hours for the Crowley Dining Hall have been designed to meet students’ lifestyles:

- Students who have purchased a meal plan must present their University identification card upon entering the Crowley Dining Hall.
- Students without a Traditional or Colonial Block meal plan must pay with cash, credit card, Apartment Flex Dollars or Patriot Dollars.
- The Simply To-Go Meal Stop is to be used to take the place of a meal, not in addition to a meal eaten in the Crowley Dining Hall (see detail below).
- A student’s identification card cannot be loaned to another student or guest.
- When a student is ill and is unable to go to the Crowley Dining Hall, the campus nurse should be notified. A fellow student may present a signed note from the campus nurse or a Student Affairs staff member to the Dining Hall Food Court staff, and a meal may be taken out of the Crowley Dining Hall for the ill student. The form must be completed with the signature of a University official.

The **Simply To-Go Meal Stop** is your one-stop meal destination located in the Crowley Dining Hall and will provide service to students, faculty or staff on the move.

For one meal swipe or alternate payment, diners select an entrée (labeled with a 1), a side (2), a beverage (3), and an extra (+). With minimal wait time and a variety of
healthy options, diners can be in and out the door with a great lunch in a matter of minutes.

There are a variety of other dining options located in the John G. Mahler Student Center, the 2nd and 3rd Collins Learning Center, The Union and the lower level of the Brownstone Residences.

**The General Store**, located adjacent to the Crowley Dining Hall, is a one-stop location for all your grocery and convenience needs. Patriot Dollars, Flex/Apartment Flex Dollars, credit/debit cards, and cash are accepted.

*The General Store* is open:
Sunday-Sunday 1:00 p.m. to midnight

**Catering Services**
For catering information, please contact the Catering Director at 214-333-5974, or by e-mail at sodexocatering@dbu.edu.

**STUDENT FINANCIAL AID**

The purpose of the Office of Financial Aid at Dallas Baptist University is to counsel, serve, and assist students in obtaining adequate financial assistance to allow them to meet the financial obligations necessary to attend DBU. For more information call 214-333-5363.

**CHECK CASHING**

With proper identification, Full-Time Faculty and Staff may cash a personal check on campus at the University Cashier’s Office, located on the lower level of the John G. Mahler Student Center. Full-Time Faculty, Staff, and current DBU Students are able to cash DBU checks on campus. The amount of a personal check and/or a DBU check is not to exceed $50.00. Checks returned for insufficient funds are considered a violation of University policy and may result in the termination of check-cashing privileges on campus. Returned checks are subject to a $25.00 returned-check fee. Third party checks will not be accepted. A DBU identification card is required for check-cashing privileges. There is also a Bank of America Automated Teller Machine (ATM) on campus. The ATM is located in the Patriot Café on the main floor of the John G. Mahler Student Center. Students may use most credit/ATM cards with this machine. There may be a service charge imposed.

**UNIVERSITY BOOKSTORE**

The Patriot Store on the DBU campus is located on the main level of Henry Blackaby Hall and has all supplies and textbooks required by the University available for
The bookstore also has imprinted college logo clothing, inspirational and recreational reading, and gift items available for purchase. MasterCard, VISA, American Express, and Discover Card purchases are welcome. The Patriot Store may require a valid DBU identification card before purchasing or returning a bookstore item.

**Bookstore Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Full-Service Saturdays</td>
<td>9:00 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>—Closed—</td>
</tr>
</tbody>
</table>

Special hours for The Patriot Store will be posted on the door of the bookstore during registration, holidays, and summer/winter terms. Students may also visit The Patriot Store online at dbu.edu/bookstore. The website lists special events, promotions, and bookstore policies.

**Bookstore Refund Policy**

Textbooks may be returned within seven days of the first day of the term for a full refund. Any returns after seven days must be accompanied by a valid drop slip within 30 days of the first day of the term. Books purchased after the 30th day for fall/spring and the 5th day for summer are not returnable. Books purchased for mini-terms or any other short-term class may be returned within the first two days of class for a full refund. Books returned must be in the same condition as when purchased. Shrink-wrapped books must be returned in their original, unopened condition for a full refund. Books purchased during final exams are not returnable. The last day for a refund is clearly posted in the bookstore for each semester or term. In all cases, when a refund is requested the student must have a Patriot Store cash register receipt and a DBU identification card.

**Redemption of Books**

Buy back specifications are posted in the bookstore. The Patriot Store offers textbook buyback every day. Books are also bought back during final examination week each semester or term. Workbooks, study guides, lab manuals, mass-marketing paperbacks, and books with perforated pages are not eligible for buy back. The bookstore pays up to 50% of the retail price if the following conditions are met:

1. Books are required by the University during the next semester.
2. Books are current editions.
3. The bookstore is not overstocked with a particular book.
**SECTION 5:**

**STUDENT RIGHTS AND RESPONSIBILITIES**

**AND**

**STUDENT CODE OF CONDUCT**
Because students and student learning are central to the mission of the Institution, DBU is obligated to help to develop comprehensive and appropriate policies delineating student rights and responsibilities for their protection. In order to be effective in supporting the Christ-centered mission of DBU, such policies are clear and widely available to the entire community of the institution, including undergraduate, graduate, adult, online, and off-campus students, and include procedures for their implementation.

Dallas Baptist University believes in individual freedom, both as a right and as a responsibility. Attendance at Dallas Baptist University is a privilege, however, not a right. The University's traditions and principles, accepted by each student in his or her act of voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is presumed that the student who elects to attend Dallas Baptist University does so with the intent of being, in action and attitude, a cooperating member of this community.

University policies in the Student Handbook apply to all students enrolled at Dallas Baptist University, regardless of age, classification, or number of hours being taken. It is the student's responsibility to follow these policies, as well as any subsequent policies that are issued or revised by the University.

In order to be considered a student of Dallas Baptist University, an individual must register for courses every semester. If an individual chooses not to return to the University, notification of that intention must be given. In the event an individual does not register for two calendar years, an application for readmission must be completed in the Admissions Office.

The Rights and Responsibilities in this section are divided into three areas:

- General Rights and Responsibilities
- Campus Community Rights and Responsibilities
- Health and Safety Rights and Responsibilities

Rules and regulations regarding Residence Life, academic issues, or student organizations may be found in their respective sections of this handbook.

**GENERAL RIGHTS AND RESPONSIBILITIES**

**Family Educational Rights and Privacy Act**

Both in print and online, all students can access this information addressing various rights afforded to students pursuant to the Family Educational Rights and Privacy Act (FERPA). These address students’ rights concerning educational policies or the amendment thereof, the right to consent to disclosures of personal information, the exceptions to disclosure without consent (as per FERPA guidelines), and the right to file a complaint with the U.S. Department of Education concerning alleged failures of the University to abide by those guidelines.
Each year this institution gives notice of the various rights accorded to students pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974. You are hereby notified that you have the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. 20 U.S.C. § 1232g(a)(1)(A). Students should submit written requests that specifically identify the record(s) they wish to inspect to the Registrar’s Office. The Registrar’s Office will arrange for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. 20 U.S.C. § 1232g(a)(2). Students may ask the University to amend a record that they believe is inaccurate or misleading. They should notify the Registrar’s Office of this request, clearly identifying the part of the record that they are requesting to be changed and specifically stating why it is inaccurate or misleading. If the University determines that the record will not be amended as requested by the student, the University will notify the student of that decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. 20 U.S.C. § 1232g(b)(1). One such exception, which permits disclosure without consent, is disclosure to school officials with a legitimate educational interest. 20 U.S.C. § 1232g(b)(1)(A). A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an auditor, attorney, or collection agent); a member of the Board of Trustees; or a student serving on an official University committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the University also discloses education records without consent to school officials of another institution in which a student seeks or intends to enroll, or where the student is already enrolled so as the disclosure is for purposes related to the student’s enrollment or transfer. 20 U.S.C. § 1232g(b)(1)(B).

According to 34 C.F.R. § 99.31 (2009) institutions can disclose personally identifiable information from an education record of a student to "a contractor,
consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions.”

Another exception that permits disclosure without consent is for the disclosure of a student’s directory information. 20 U.S.C. § 1232g(a)(5)(A). “Directory information” is defined as a student’s:

- name
- address
- telephone number
- e-mail address
- date and place of birth
- major field of study
- enrollment status (full-time, part-time, undergraduate, graduate)
- participation in officially recognized activities and sports
- weight and height (if an athletic team member)
- dates of attendance
- degrees, honors and awards received
- most recent previous education agency or institution attended
- photographic, video, or electronic images that are taken and/or maintained by the University
- other similar information

A student may request that directory information, in part or in whole, be withheld from disclosure by providing a specific written request to the Registrar’s Office on or before the last day of late registration each term. 20 U.S.C. 1232g(a)(5)(B). Such a request is valid until revoked in writing by the student. If no request is filed with the Registrar’s Office, the University may release directory information to the general public upon inquiry.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dallas Baptist University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

Pursuant to FERPA, an institution of higher education may disclose to a parent or legal guardian of a student information regarding any violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance regardless of whether that information is contained in the student’s education records if (a) the student is under the age of 21; and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
Financial Aid

Both the Undergraduate and Graduate catalogs contain important information regarding Financial Aid for the entire student body. Students can also easily search for Financial Aid on the University website and be taken to information regarding their rights and responsibilities.

In the financial aid section of the Undergraduate Catalog (p. 40) and Graduate Catalog (p. 40), students are apprised of their rights to know the details of any financial aid. Students have the right to know what financial aid programs are available at DBU; the deadline for submitting applications; how financial aid is determined, distributed, and on what basis; what personal resources are considered; how much of projected expenses has been met; details of financial aid packages; what portion of funds received is grant aid; and what portion has to be repaid. If the aid is a loan, students have the right to know the interest paid, the total amount that must be repaid, the payback procedures, the length of time to repay the loan, when repayment is to begin, and if satisfactory repayment is being made.

Students’ responsibilities in accepting aid mandate that they must complete all forms in an accurate and timely manner and return those forms to the proper place. Accurate and correct information must be provided to the University, and knowingly supplying false information could result in indictment under the United States Criminal Code. Any additional information, verification, corrections, and/or new information requested by the Office of Financial Aid or a lending agency must be returned by the student. Students are responsible for reading, understanding, and keeping copies of all forms. They must live up to all signed agreements and perform the work agreed on in accepting a University work-study award. Deadlines for application or reapplication of aid must be observed, and students are informed of DBU refund procedures through the online and print versions of the Schedule of Classes. Aid recipients are aware that early withdrawal from a term could result in a pro rata reduction of financial aid eligibility, and that such a reduction could require a student to repay money received to attend school. To verify attendance, instructors fill out an online attendance verification form for each course to document student attendance. Finally, students are expected to notify DBU of any changes in their name, address, or telephone number, and any change can be made online through WebAdvisor, a global reporting system for faculty and students, or in person at the Registrar’s Office.

Confidentiality of Financial Records

Dissemination of Information
The primary method by which DBU provides opportunities for students to learn about their rights and responsibilities (both academic and non-academic policies) is to publish these in the student catalogs and handbooks. The Dallas Baptist University Undergraduate Catalog, the Student Handbook, the Dallas Baptist University Graduate Catalog, and the Dallas Baptist University Doctoral Handbook all detail rights and responsibilities pertaining to the respective DBU students at each level. The DBU Undergraduate Catalog and Graduate Catalog containing information pertaining to student rights and responsibilities are easily available online at the DBU website. The Student Handbook is available through WebAdvisor, so it is easily accessible to all registered students. The Doctoral Handbook is distributed to all doctoral students upon acceptance and registration and outlines expectations of doctoral programs. The Schedule of Classes, in addition to being available in offices throughout the campus, is mailed to students and faculty, and is also available online.

Classroom Rights and Responsibilities
Students are informed, through online and printed course syllabi, about the requirements for credit, course modifications for disabilities, policies for having children in classes, and for using cell phones.

Counseling Center
Students who seek the services of the Dallas Baptist University Student Counseling Center are made aware of their rights to confidentiality in accordance with FERPA through a notice in the DBU catalogs and on the University website.

Alcohol and Drug Abuse Education
The University's Office of Alcohol and Drug Abuse Prevention, located in the Office of Student Affairs, maintains information on several sources of help for dealing with drug or alcohol abuse or addiction problems. Informational brochures for students are available in Student Affairs and for faculty and staff in the Office of Financial Affairs.

Letters of Recommendation
Prospective students may choose whether or not to waive rights of access to any and all letters of recommendation to the University, including the Honors Program or graduate school.

Transcript of Credits Policy
The policy for obtaining an official transcript is stated in the Undergraduate Catalog (p. 94) and the Graduate Catalog (p. 58). The policy states that "The transcript of college credits is an official copy of the student's permanent record, bearing the school seal and the signature of the Registrar. Copies of the student's transcript are available on the student's written request from the Registrar's Office." Transcripts will only be released if the student's financial, academic, or administrative obligations to the University are fulfilled.
DBU INFORMATION TECHNOLOGY

Computer facilities are provided to students and faculty at Dallas Baptist University to enrich the learning and teaching experience. This service can only operate successfully if users act responsibly when using these facilities. Unreasonable behavior will disrupt the work of other users. To help users understand their responsibilities to each other and to the University, this policy describes students’ proper use of computer facilities, including resident access to the DBU network. Use of Dallas Baptist University computer facilities is a privilege granted by the University. All students, staff, and faculty are responsible for seeing that these computer facilities are used in an effective, efficient, ethical, and lawful manner. Any violation of these policies can result in disconnection from the DBU network and disciplinary action. DBU staff may monitor all e-mail and internet access on the Dallas Baptist University computer network at any time.

Setup and Authorized Use:
Each semester, a student must register with the Information Technology department to have access to the DBU network.

The Information Technology (IT) department can offer assistance in purchasing, installing, or configuring a student's computer with the staff resources available at that time. If assistance is needed in any of these areas, phone support will be available. In addition, help is available in the Academic Computer Lab containing general information. Students assume all responsibility and liability for the use of either the help sheets or any recommendations offered by the IT staff. If a problem with an internet connection is suspected, a member of the Information Technology staff will test the connection in a timely manner to verify a working connection. The DBU user is responsible for his/her actions while using campus computer network services including the internet and e-mail. No other individual is allowed to use a student’s registered DBU internet connection. The person to who an account is assigned will be held responsible for activities that take place with that account.

Students living on campus are not permitted to have 2.4GHz cordless phones in their campus residence due to interference with the wireless network frequencies.

Use of the DBU computer network, including access to the Internet, is a privilege, not a right, which may be revoked at any time for misuse. Examples of misuse include, but are not limited to, the following: any attempt to “hack” or otherwise break into or disrupt service; a deliberate act which jeopardizes the integrity of any computer equipment, systems, programs, or any other stored information, including the deliberate propagation of computer viruses; the placing of unlawful information on a system; and the use of fraudulent, harassing, racist, obscene, or pornographic messages. Such materials are not to be sent, received, printed, requested, or stored.
Electronic Mail Policy

The DBU email system is limited to staff, administration, faculty, and enrolled students. All students are required to have a DBU e-mail account. Its misuse can result in the loss of access to e-mail and/or other resources. Violations of this policy will be dealt with in the same manner as violations of other university policies and may result in a disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of information system usage privileges, dismissal from the University, and legal action. Violation of some of the policies may constitute a criminal offense(s).

The purpose of the e-mail policy is to enhance the efficiency and effectiveness of communication, if used appropriately.

The following policies and guidelines are intended to promote responsible use of e-mail:

1. All e-mail should relate to University matters. Limited personal communication is permissible, but items such as chain letters, fund raisers, commercial use, and mass national efforts are not allowed.

2. The DBU campus e-mail system, or any other form of DBU electronic communication (i.e. Blackboard, class discussion, Wimba Virtual Classroom-Blackboard Collaborate), may not be utilized as an avenue to advertise the selling of goods or soliciting of donations from students, faculty, staff, or members of the University community.

3. Fraudulent, harassing, obscene, or pornographic messages and materials are not to be sent, received, printed, requested, or stored.

4. Any communication that violates DBU policies and/or local, state, or federal laws and regulations is prohibited.

5. The content, confidentiality, and maintenance of an electronic mailbox is the responsibility of the person to whom the e-mail account is assigned.

6. Each person is responsible to eliminate from the file messages no longer needed. Accounts accumulating excess e-mail will be reviewed and addressed by the Vice-President for Technology.

7. Be aware of forged mail. If a person has acquired another individual’s password, forged mail could be sent. Also, e-mail that originates from outside DBU may not be subject to strict security. If a message appears out of character for the sender, it may be a forgery, and you should contact the sender by another means for verification.

8. Although students have individual access passwords to voicemail, e-mail, and computer network systems, these systems are accessible at all times to and by the University and may be subject to periodic, unannounced inspections by the University for business purposes. Backup copies of e-mail and voicemail may be maintained by the University and may be reviewed for business, legal, or other reasons.
Internet Policy

All users of the Internet through the DBU computer system must conform to DBU policy for use of its computer facilities and also to all federal and state laws. Use of the Internet should conform to DBU’s emphasis on Christian values and guidelines.

All students are required to have their personal computer equipped with antivirus software. Any violation of this policy will result in loss of access to the DBU computer network. Unauthorized devices such as hubs, switches, servers, and domain controllers discovered on the DBU network can be removed and the owner will face disciplinary sanctions.

Students are prohibited from illegally downloading any materials which are protected by a federal or state copyright or trademark laws, including but not limited to computer software, music, and movies. Such illegal activities can result in personal liability for the student. DBU may be required by law to provide the names of suspected illegal downloaders. The University has the ability to monitor and control internet access. DBU suggests legal alternatives to file sharing. For information on copyright laws and legal alternatives, please visit www.dbu.edu/computers. Dallas Baptist University is not legally responsible for the personal online activities or publications of students, which are solely a result of their individual independent judgment. Students who use the resources and equipment of DBU to personally publish any opinions, material, or other information expressly assume all responsibility and liability for that publication and waive any right to make claims against the University for injury or damages resulting from that use. This includes claims for libel and copyright infringement.

Violations of DBU computer, network, and/or e-mail policies by students will result in disciplinary action with sanctions that may include parental notification, suspension or expulsion, criminal charges, and/or monetary fines.

Activities Specifically Prohibited Include, but are not Limited to, the Following:

- Viewing internet material deemed inappropriate by Dallas Baptist University;
- Attempts to find out another user’s password or attempts to break into or hack another user’s account. A computer, computer account, or electronic mail account assigned to an individual must not be used by others without explicit permission from DBU. You are responsible for proper password protection;
- Attempts to circumvent authentication procedures;
- Use of another user’s connection to the DBU network;
- Use of any equipment which interferes with or disrupts the use of the DBU network services of other users;
- Any attempt to hack or otherwise break into or disrupt service;
- Deliberate acts which jeopardize the integrity of any computer equipment, systems, programs, or any other stored information, including the deliberate propagation of computer viruses;
- Attempts to make unauthorized copies of software or otherwise violate applicable copyright laws;
• Disconnection, connections, or switching of any DBU equipment including printers, servers, etc.;
• Failure to follow the university e-mail and Internet policies; conduct which violates the DBU Student Handbook;
• Fraudulent, harassing, or obscene messages and/or materials are not to be sent, viewed, or stored;
• Electronic communications facilities (such as e-mail) are for university related activities only. E-mail and Internet access can be monitored by the university at any time. Chain letters and other forms of mass mailings are not allowed;
• Loading or installing personal software onto the network;
• Use of DBU computers, printers and other equipment or accounts for commercial or non-university related purposes;
• Modifying or tampering with network services, wireless access points, wiring, and ports in your room or elsewhere on campus without explicit written permission. This includes extending the network beyond the single network outlet (using a hub, wireless access point, remote access servers, routers, etc.);
• Establishing a server (for example, game servers) or providing a service that utilizes the shared university bandwidth;
• Registering an outside domain host name that refers to an IP address within the dbu.edu domain;
• Only certain wireless devices are allowed on our network at this time, please check with Information Technology for the currently accepted wireless devices;
• Any wireless device or other network device found in unauthorized usage on the DBU network will be confiscated without notice and held pending disciplinary action;
• No system or network files may be copied from the DBU servers to your DBU personal account or removable media;
• No system or network files may be copied from external sources to your DBU personal account or into the DBU file servers, or run from removable media;
• No broadcast messages may be sent from your DBU e-mail account to anyone through the use of any system message utility;
• No student will be allowed to configure any part of their system for sharing with another student. This includes hard drives, printers and other such resources;
• No global e-mail messages can be sent without approval;
• No sending or downloading large files that could impede or disrupt network speed for other campus users;
• No changing of your IP address to anything other than the one assigned to you by Information Technology;
• No using any file sharing applications. This also includes file and print sharing.
• Due to wireless interference, it is prohibited to have a 2.4 GHz phone in your residence hall or apartment. If you are found with this device it will be confiscated.
Social Media/Social Networking Policy

All communications, images, and other content posted by students on social media or social networking sites are subject to the same standards of conduct and all other responsibilities contained throughout the Student Code of Conduct.

“Social media” includes all print, broadcast, digital, and online content, and includes social networking sites such as Facebook, Snap Chat, Twitter, YouTube, etc.

DBU encourages its students to make good use of the benefits of social media. However, certain social media activities may become a problem if they have the effect of:

- harassing, demeaning, or creating a hostile learning or working environment for any member of the DBU community;
- disrupting the smooth and orderly operation of the university or its academic programs; or,
- harming the goodwill and reputation of DBU among its constituencies or in the community at large.

The following policies apply to DBU students when using social media:

1. If a student publishes any personal information about themselves or anyone in the DBU Community that:
   a. involves the student or DBU in any kind of dispute or conflict with other campus community members or third parties;
   b. interferes with the operation of the university or the work of any employee;
   c. creates a harassing, demeaning, or hostile environment for any student or member of the DBU Community;
   d. disrupts the smooth and orderly operation of the university, or the delivery of services to the various constituencies of the university;
   e. harms the goodwill and reputation of DBU among its students, alumni, trustees, donors, the Baptist Convention, or in the community at large;
   f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or
   g. reveals private or other confidential information of the university; the student(s) responsible will be subject to counseling and/or disciplinary action, including suspension or expulsion from the university.

2. Be aware that your comments, posts, actions and images may be captured online permanently for review by your parents, your professors, future employers, etc. Your online comments may be a reflection on DBU as well. Therefore, be careful what you post and be respectful of those within the DBU Community.

3. Avoid discussing those within the DBU Community in a derogatory manner.
4. Students with a personal blog or a social media page should be aware that their content is also a reflection on DBU and therefore there is an increased responsibility in this area.

5. Legal considerations:
   a. Be aware of copyright laws, and cite or reference sources accurately. Remember that the prohibition against plagiarism applies online.
   b. Do not use DBU logos or trademarks without written consent. If you are uncertain, consult the Dean of Students before proceeding.

6. Be mindful of your physical safety when posting information about yourself or others in any kind of forum. Describing intimate details of your personal and social life, or providing information about your detailed comings and goings, might be interpreted as an invitation for further communication -- or even stalking and harassment that could prove dangerous to your physical safety.

**Policy on Intellectual Property**

Dallas Baptist University ("University") encourages the production of creative and scholarly research, artistic activity, works and inventions, known broadly as intellectual property, among faculty, students and staff. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, public, sponsor and the University. The purpose of this policy is to support and reward artistic activity and scientific research and scholarship, and to help faculty, students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved. The University faculty and employees are encouraged to retain a non-exclusive, royalty-free license to allow them and the University to use work they author or create and intend to publish in furtherance of the University’s academic mission (e.g., in the classroom, at lectures, etc.). This policy shall not be construed in a manner that would undermine the academic mission of the University or conflict with the By-Laws or Charter of the University.

1. **Application of Policy**
   The policy applies to works created by all classifications of faculty, staff, and students of the University and to non-employees such as consultants and independent contractors, who create works on behalf of the University, unless a written agreement exists to the contrary.

2. **Identification of Intellectual Property**
   Intellectual property shall consist of the following:

   (1) Copyrightable material produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware); and

   (2) Patentable works such as patents (processes, machines, manufactures,
or compositions of matter); devices; and software excluded from copyrighted materials; and

(3) Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the University to identify itself and to distinguish itself and its sponsorship from others.

(4) Trade Secrets

3. Ownership and Use
(1) General Rule. Keeping with the view that one of the University’s primary benefits to society is the production of original works by its employees and students, and in order to best encourage such activity, it is the general policy of Dallas Baptist University that Intellectual Property shall be the property of the author or creator. The University may assert ownership rights to Intellectual Property developed under circumstances set forth further below.

(2) Patenable Intellectual Property
Responsibility for Disclosure of Patenable Intellectual Property: The University personnel who alone or in association with other entities create or intend to create patentable subject matter with non-routine or extraordinary use of University resources must disclose the matter and obtain prior authorization from the Office of the Provost (or designee). Such disclosure shall be made when it can be reasonably concluded that a patentable subject matter has or will be created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the intellectual property for the creator and the University. Creators are encouraged to seek the advice of the Provost (or designee) in determining whether the subject matter is patentable or whether the University desires to pursue patenting the matter.

Determination of Rights to Patenable Subject Matter: Except as set forth below, the creator of patentable intellectual property shall retain his/her rights, and the University shall not assert ownership rights. However, creators will grant perpetual permission to the University for cost-free use of Intellectual Property that is developed for the University courses or curriculum, so that the University’s continued use of such material for educational purposes at Dallas Baptist University would not be jeopardized. The University will have and may assert ownership rights to patentable intellectual property developed under any of the following circumstances:
● Development was funded by an externally sponsored research program under an agreement which allocates rights to the University.

● Development involved a substantial contribution from the University or required significant, non-routine use of the University resources (e.g. facilities, equipment, funding) or more than routine use of University personnel, such as hybrid or online classes. Extensive participation of students directly in the development, or indirectly through use and feedback that substantively influences the development constitutes significant use of University resources, unless the participation is routine or normal in the education and instruction of our students. For purposes of this policy, “substantial contribution” refers to the extensive and un-reimbursed use of University space and resources that are not ordinarily used in this manner in the University’s educational or instructional endeavors.

● Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes work for hire under US law.

● The creator was assigned, directed, or specifically funded by the University to develop the material and the University has confirmed the assignment in writing.

(3) Other Intellectual Property
Responsibility for Disclosure of Intellectual Property: In contrast to historical business practice, the tradition of academic institutions is to give faculty members the right to retain ownership of their Intellectual Property. This policy protects that traditional right, and faculty are not obligated to disclose the creation of these materials, even when the product might have commercial value, unless the material was developed under one of the qualifying conditions listed in the next section in which case the creator is responsible for reasonably prompt disclosure. However, faculty are encouraged to disclose any protectable material that has commercial value to the extent that they may wish assistance in copyright protection and marketing in exchange for profit sharing with the University. All disclosures should be made to the Office of the Provost.
Determination of Rights to Intellectual Property: Except as set forth below, the creator of Intellectual Property shall retain his/her rights, and the University shall not assert ownership rights. However, creators will grant perpetual permission to the University for cost-free use of Intellectual Property that is developed for the University courses or curriculum, so that the University’s continued use of such material for educational purposes at Dallas Baptist University would not be jeopardized. The University will have and may assert ownership rights to Intellectual Property developed under the following circumstances:

- Development was funded as part of an externally sponsored research program under an agreement which allocates rights to the University.

- Development involved a substantial contribution from the University or required significant, non-routine use of the University resources (e.g. facilities, equipment, funding) or more than routine use of the University personnel, such as the creation of online classes. Extensive participation of students directly in the development, or indirectly through use and feedback that substantively influences the development constitutes significant use of the University resources, unless the participation is routine or normal in the education and instruction of our students. For purposes of this policy, “substantial contribution” refers to the extensive and un-reimbursed use of University space and resources that are not ordinarily used in this manner in the University’s educational or instructional endeavors.

- Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes work for hire under US law.

- The creator was assigned, directed, or specifically funded by the University to develop the material, and the University has confirmed the assignment in writing.

(4) Intellectual Property Developed Under Sponsored Research Agreements
Ownership of Intellectual Property developed pursuant to an agreement with any sponsor will be governed by the provisions of that agreement. Sponsored research and artistic programs funded by private sponsors should be reduced to a written agreement that is submitted in advance to the Provost. The Provost, with the review and approval of the President, will inform the University employee of the contractual terms required for the use of University resources, facilities, students, or
personnel. The Agreement between the University employee and the private sponsor will provide for appropriate compensation or reimbursement to the University for the use of University resources, facilities, students, or personnel. Government and nonprofit sponsors generally should follow the same procedure, subject to laws or conditions that are unique to such bodies.

(5) Special Agreement
The overriding principle underlying this Intellectual Property Policy is to encourage creativity and inventiveness, so the University reserves the right to allow some flexibility in applying this policy on a case-by-case basis. In such cases, ownership and use of materials developed pursuant to a special agreement between the University and the creator/author will be governed by the principles of that agreement.

4. Administration
Office of the Provost: The Policy on Intellectual Property shall be administered by the Office of the University Provost and the stated terms and provisions of the policy shall be determined and interpreted by the Provost with the review and approval of the President.

Intellectual Property Review Committee: In implementing this policy, the Provost shall appoint a standing Intellectual Property Review Committee whose functions shall include (1) reviewing policy provisions from time to time, as needed, with recommendations for change or amendments to the Provost; and (2) reviewing other issues as requested by the Office of the Provost or other interested parties.

Dispute Resolution: When a dispute arises over the application or interpretation of this policy, an ad hoc I.P. Dispute Resolution Committee shall be formed to consider the issues and render a decision. The I.P.D.R. Committee shall consist of three members of the University community – one chosen by the University employee, one chosen by the University administration and one agreed to and selected by the first two selected committee members. The I.P.D.R. Committee may conduct a private hearing and formulate other reasonable and necessary procedures to reach a majority decision in writing within sixty (60) days after selection of the Committee. If either party is dissatisfied with the decision of the Committee the party may appeal the Committee decision in the same manner and to the same extent as the review provided under provision III.B.7.i. of the Faculty Handbook. This appeal provision would apply as well to non-faculty University employees who have a dispute arising under this I.P. policy.
Changes to Policy: The University reserves the right to change this policy from time to time but only in accordance with the principles of Chapter III of the Faculty Handbook that limit the retroactive effect of amendments. Amendments to this policy would be presumed to have prospective effect as to all members of the University community. Proposed changes will normally be discussed among the vice presidents and deans and the Provost.

5. Royalties
All revenues derived from the University-owned Intellectual Property including electronic media will be received and administered by the Office of the Provost. For each specific piece of Intellectual Property owned by the University, costs incurred in the process of perfecting, transferring, and protecting the University rights to the property paid by the University will first be deducted from the gross income available before distribution. An accurate accounting of all such costs shall be made available to the author/creator upon request. The distribution of net proceeds that is received from the University-owned Intellectual Properties shall be shared equally between the creator and the University absent agreement otherwise. Net proceeds shall be defined as income less all costs, including that of an agency engaged to provide patent administration services. The companies licensed to market or use Intellectual Property.

6. Use of the University names/logos
Faculty, staff, and students may use the University name and logos to identify themselves (John Doe, Professor of Physics, Dallas Baptist University). The University name(s) and logos shall not be used by individuals or entities in a manner that implies the University endorsement or responsibility for particular activities, products, or publications involved, for commercial purposes, or by any individual or group promoting itself, without the express written permission of the Provost.

CAMPUS COMMUNITY RIGHTS AND RESPONSIBILITIES

Personal Conduct
Dallas Baptist University is affiliated with the Baptist General Convention of Texas, and every student is expected to conduct himself or herself in accordance with the highest standards of Christian conduct.

All students are expected to become familiar with the rights and responsibilities stated in this handbook. Students will be held accountable for conducting themselves in accordance with these policies.

While at Dallas Baptist University, students are expected to obey all federal, state, and local laws as well as University regulations; and to conduct themselves in a way that reflects the Christ-centered mission of DBU and the practices of the Christian tradition.
Behavior which causes injury to others or violates civil or criminal laws will not be tolerated by the University. In all cases of violation, the University reserves the right to proceed with disciplinary action independent of governmental charges or prosecution. There is no policy which requires the University to await the outcome of governmental prosecution.

While attending Dallas Baptist University, each student is expected to abide by the University’s standard of personal conduct whether he or she is on campus, off campus, or studying at home or abroad under the auspices of Dallas Baptist University. In addition, students are required to cooperate with DBU officials, administrators, faculty, staff, and campus security. Personal misconduct detracts from the Christian witness the University strives to present to the world and hinders full accomplishment of the mission of the University. Failure to cooperate with, or disrespectful behavior toward, DBU officials could result in disciplinary sanctions.

The University reserves the right to inform parents or guardians, and to terminate assistance provided through the Financial Aid Office, when a student is in violation of university policies, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Curfew
Dallas Baptist University has an on-campus curfew in place in order to provide for the safety of its students. On-campus curfew begins at 1:00 a.m. Sunday through Thursday and 2:00 a.m. on Friday and Saturday. After these times, students are not allowed to be out on the grounds. Students must be in a residence hall, apartment, or townhome. Loitering on campus during the overnight hours is prohibited. During curfew hours, security officers will check student IDs upon entry to campus. Everyone entering campus after curfew must either have a current student ID or be accompanied by a current student with an ID in order to gain entry to campus.

Trespassing Policy
DBU values the privacy and safety of our students. Unauthorized personnel are not allowed on University property or in University buildings. Violators should be reported to the University Police Office.

University Property
Unauthorized possession of keys, equipment, property, information, or supplies belonging to the University or any member of the University community, however obtained, is a violation of University policy. Students are not allowed to be in unauthorized areas in the University such as rooftops, mechanical rooms, closed offices, vehicles, building storage areas, facility equipment rooms, technology/telecommunication rooms, restricted land, etc., Students are strictly prohibited from unauthorized accessing of office file cabinets, computers, printers or phones.
Students will be assessed the replacement cost as a result of unauthorized use of, tampering with, discharging of, or setting off fire equipment, fire alarm switch, fire sprinkler, fire riser, or fire hydrant. Such charges will cover the cost for: recharging fire extinguishers, fire sprinklers, or fire hydrants; the replacement cost-related labor charges; and the cost of any property damage or bodily injury health care costs incurred as a result of such unauthorized activity.

Any theft, destruction, damage, or defacement of University property or the property of others is prohibited. Similar actions performed by a Dallas Baptist University student on any other college or university campus could impair relationships between DBU and other schools. Therefore, any such actions are prohibited, and students involved will be subject to disciplinary action by the University, and will bear the responsibility of damage repair and replacement costs.

**Use of DBU Grounds and Facilities**

Due to insurance and liability reasons, DBU does not allow people from non-DBU entities or non-DBU sponsored activities to use the soccer field, baseball field, track, or other recreational and athletic facilities. This prohibition also includes the jogging and walking trail, campus ponds/lakes, swimming pools, outdoor basketball court, sand volleyball courts, tennis courts, athletic training areas, Fitness Center and Burg Center.

**Outside Speakers**

The Vice President for Student Affairs must approve all outside speakers. The speaker’s name and a short explanation of his/her presentation must be submitted no later than two weeks before the approved event. If approved, the University will establish provisions for the time, place, and manner in which the assembly will take place. DBU has no obligation to provide a forum on its campus for everyone with a speech or expression to make. The speaker’s content must be consistent with the Christian worldview philosophy of DBU and the Baptist General Convention of Texas.

**Publicizing Events**

Posters and other advertisements are to be approved by the Office of Student Affairs. Origination or circulation of any advertising media which contains matter that violates or is contrary to University policies is prohibited. There are designated areas on campus to place posters; a list of such areas may be obtained from the Office of Student Affairs. All unauthorized material or material placed in unauthorized areas will be removed and discarded. Publicity may not be placed on any doors or windows. Publications are not permitted on vehicle windshields. The only flyers that are allowed to be placed on individual doors in the residence halls, apartments, or town homes are those referencing DBU announcements or events. No off-campus or personal advertisements are permitted to be posted on residents’ doors.
Assemblies
Public assemblies on University property must be approved at least 72 hours in advance by the Vice President for Student Affairs. If approved, the University will establish provisions for the time, place, and manner in which the assembly will take place. Any student or group of students who seek to disrupt normal operation of the University will be subject to disciplinary action. Examples of unauthorized assembly include but are not limited to:

1. Assembly for the purpose of creating a riot or engaging in riotous, destructive, or disorderly behavior which interferes with the normal operation of the University or community is prohibited.
2. Refusal to vacate a building, sidewalk, or driveway being used by the University for a student-sponsored activity when directed to do so by an authorized officer or University official is grounds for disciplinary action.
3. Any public assembly held on campus without prior permission from the Vice President for Student Affairs and any student organization assembly held off campus without prior approval of the Vice President for Student Affairs.

Religious Expression
While the University strives to serve those of various faith backgrounds and practices, faculty, staff, and students are not permitted to engage in public acts of worship or expression which are contrary to Christian doctrine and practices. This would include public use of prayer artifacts from other religions, establishment of shrines or statues, or public worship of any object or being other than the God of the Old and New Testaments.

Student Photographs
Dallas Baptist University reserves the right to use photographs of students taken by University personnel for publicity purposes, with or without listing the name of the student(s), unless the Office of Student Affairs is properly instructed otherwise by the student in writing. The student must also obtain the appropriate countersignature from a University Administrator.

Financial Responsibility
Because the willful failure to pay legitimate bills to any local establishment or the passing of bad checks to any such establishment by any student impairs the credit of all University students, such action will be grounds for refusal to permit registration for another term at the University. Dallas Baptist University reserves the right to withhold the issuance of a semester grade report, transcript, or diploma of any current or former student if financial obligations are outstanding. Such obligations may involve traffic fines, library fines, health center charges, student loan accounts, tuition and fees, or any other financial obligations owed by the student to the University. Release of grade reports, transcripts, or diplomas will be authorized only after all financial obligations are paid in full.
Fund Solicitation and Charity Drive Approval Policy
The Vice President for Student Affairs must approve all funds solicited and charity drives on campus by students, faculty, staff, or student organizations. Funds solicited and donations procured must be used for the purpose for which they were solicited. A Fund Raiser or Charity Drive Proposal Form will need to be completed to seek approval for any fund solicitation or charity drive event. This form can be obtained in the Student Life Office.

In order to permit fund solicitation or charity drives that are not disruptive to the DBU campus, the following guidelines will be followed:

1. Fundraisers or drives can only occur in the Student Center, residence halls, Learning Center lobby, The Sellar in the Dean Learning Center, and Dining Hall. No fundraisers or drives are allowed in academic facilities. No student, faculty, staff, student organization, or parent can solicit funds or donations directly in academic/staff offices or classrooms.

2. The DBU campus e-mail system, or any other form of DBU electronic communication (i.e. Blackboard, class discussion, Wimba Virtual Classroom), may not be utilized as an avenue to advertise the selling of goods or soliciting of donations from students, faculty, staff, or members of the University community.

3. No items may be sold by individuals on campus (including faculty/staff offices) such as cosmetics, Girl Scout cookies, household cleaning items, vitamins and health products, children’s school fund-raising projects, etc. This does not apply to recognized student organizations/groups. Recognized student organizations/groups can sell items that have been approved in the Student Center, residence halls, and Dining Hall.

4. In addition to the solicitation of funds, solicitation by religious groups (i.e., The Church of Jesus Christ of Latter Day Saints [Mormons], Jehovah’s Witnesses, and other non-Christian, non-evangelical religious groups) is strictly prohibited on the DBU campus.

Complaints and Grievances
Dallas Baptist University desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Prospective and current students of DBU who desire to resolve a grievance should follow the Complaints and Grievances procedure by addressing the complaint to the Vice President for Student Affairs by phone at 214.333.6812; by email at jay@dbu.edu or in the office at the main campus (Sadler Global Missions Center, 2nd Floor). However, if an issue cannot be resolved internally after all avenues for resolution are exhausted, you may file a complaint with the Texas Higher Education Coordinating Board.
Honor Code

It is the purpose of Dallas Baptist University to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the success of the student is the knowledge that God made us in His own image. This reminds us that in the vast universe that reflects God’s glory, humans are uniquely “crowned with glory and honor” (Arthur F. Holmes, The Idea of a Christian College).

Through the Honor Code at Dallas Baptist University students are to uphold the integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career. The Honor Code will be addressed by the faculty member(s) at the outset of each course.

The Honor Pledge

As a student at Dallas Baptist University, I pledge to uphold the honor and integrity of myself, my fellow students, and my God to the highest moral and ethical standard. As I grow in my understanding of servant leadership, I promise to abide by all University policies and procedures. I will not lie, steal, or cheat, nor tolerate this behavior in others. I pledge to confront and expose any attempt to undermine the success of the academic or university community at DBU.

STUDENT CODE OF CONDUCT

Student Discipline Overview

Every effort is made to consider students as responsible citizens of a Christian community, each one with problems peculiar to his/her own level of understanding and maturity. Students are given the opportunity to change and grow. Appropriate counseling and efforts to understand student problems are an integral part of all potential disciplinary situations.

It is the goal of the disciplinary process to be constructive, educational, and redemptive. Discipline is not an end in itself; rather, it is a process through which an individual travels on the road to maturity, accountability, and responsibility.

It is the responsibility of the student to become familiar with the University disciplinary policy. The student is responsible to the University for his or her conduct that violates University policies as stated in this handbook or any other official University publication. Moreover, should a student witness a violation of the policy on the part of other students, it is his or her responsibility to report it to the appropriate University official.

Annoyance Calls

The laws of Texas provide that it is unlawful for any person to use vulgar, profane, obscene, or indecent language over or through any telephone or to use the telephone with intent to harass, annoy, torment, abuse, threaten, or intimidate another. Violation of this law is punishable by a fine up to $1,000 or imprisonment up to 12 months in jail,
Artificial Noisemakers
DBU prohibits the use of any unauthorized artificial noisemakers by spectators at any athletic event, chapel service, or commencement activities. Artificial noisemakers are defined as any device that makes noise, including but not limited to air horns, musical instruments, guns of any type, bells, kazooas, pots, pans, wood blocks, whistles, or megaphones.

If any individual or group using artificial noisemakers continues to use such items after receiving a warning, the individual or group is subject to removal from the event. Any DBU student who continues to use artificial noisemakers after receiving a warning will be subject to discipline by the Office of Student Affairs.

Banners/Public Flags
Only the Christian, American, Texas state, and/or DBU flags may be flown in public areas on the DBU campus. International flags may be flown on special occasions in public areas if approved by the Vice President for International Affairs and the Dean of Students.

Damage to Property
Malicious or unwarranted destruction of property owned or operated by the University, its student organizations, faculty, staff, or the DBU community and its individual residents is prohibited.

Dress
Dallas Baptist University is committed to the highest standards of Christian conduct. A mature attitude should be demonstrated by students in their dress and appearance while attending class or engaging in other academic pursuits at DBU. Obvious disregard for such standards may subject a student to disciplinary action. Refusal to comply with reasonable requests will be grounds for disciplinary action or for denying the student the privilege of re-enrolling. The following guidelines are set forth with regard to dress and appearance:

1. Shorts of modest length are permitted in appropriate University locations.
2. Shoes must be worn by all students in all indoor and outdoor areas open to the general public.
3. Extra tight or revealing clothing is considered improper attire and is not allowed.
4. Objectionable clothing such as T-shirts with objectionable, obscene, or offensive language or logos are not permitted on campus or during University-sponsored functions.
5. It is inappropriate for students to go to any meal in sleepwear.
6. Hats or caps are not to be worn in any classroom or during Chapel; they often suggest incompatibility with the academic or spiritual atmosphere.
7. Tank tops, bare midriffs, and see-through clothing are not to be worn in classrooms or at any University-related event. Shirts are to be worn at all times
8. For proper dress in the pool area, see the Swimming Pool Policy.

**Fishing**

Dallas Baptist University has provided water reservoirs for students who wish to fish on campus. The pond located in Bush Park near the International Center and the ponds on the southwest side of campus near the intersection of Mountain Creek Parkway and Kiest Boulevard have been stocked with fish and are available to students, faculty, and staff for fishing. A fishing license is not required to fish at these locations.

Fishing in the stock ponds located across Kiest Boulevard in the barbed-wire fenced property is strictly prohibited.

Students who desire to fish in locations other than the authorized campus ponds may visit the Texas Parks and Wildlife website at [www.tped.state.tx.us](http://www.tped.state.tx.us) for additional information. Students are responsible for securing the necessary license to fish in area lakes and waterways, as prescribed by state law. Please note that due to high toxicity levels in the water, fish caught in Mountain Creek Lake are not fit for human consumption and are strictly catch and release only.

**Lake and Ponds**

Use of the lake and ponds located on the Dallas Baptist University main campus may be used for recreational purpose related to sanctioned university events only. No unauthorized swimming is allowed. Access to property and ponds adjacent to the main university campus is prohibited. Students should not venture onto the property across Kiest Boulevard.

**Gambling**

Gambling in any form, including raffles, is not permitted on campus or at a University-sponsored function.

**Off-campus Travel Policy**

Dallas Baptist University recognizes off-campus events as a valuable addition to the learning experience. Any student or other person accompanying a Dallas Baptist University sponsored event must understand in advance that they serve as ambassadors of the University during this period and as such must abide by the University’s standard of personal conduct. Additionally, participants are required to comply with all applicable University policies and cooperate with DBU sponsors, faculty, and staff. Failure to do so may result in disciplinary action at the discretion of the University, including early termination of travel (early flight or bus ride home) at one’s own expense, with no refund or reimbursement. Examples of misconduct are listed below under the “Student Misconduct” section.
Response to Official Notice
It is the student’s responsibility to immediately honor any request from a University official. Failure to heed an official request or summons to an administrative office will render the student liable to disciplinary action.

Roof Areas
Students are not permitted on the roof of any building. Roof exit doors are to be used only in case of fire emergency.

Student Misconduct
As used in this policy, the term misconduct refers to personal behavior on or off campus that:

1. Interferes with DBU’s pursuit of its educational and Christian objectives;
2. Fails to exhibit a regard for the rights of others;
3. Shows disrespect for the safety or personal property of others.

The following examples of misconduct are not exhaustive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

A. Obstruction or disruption of teaching, research, administration, public service, or other activities or functions of the University.
B. Interference with, failure to cooperate with, providing false information to, lying to, or failure to provide identification to any DBU administrator, faculty member, or staff person.
C. Threats, physical abuse, or harassment directed toward a member of the DBU faculty, staff, or student body, or toward a visitor to the campus.
D. Drunkenness or disorderly behavior.
E. Lewd or indecent behavior.
F. Expression that is inappropriate in the setting of DBU and in opposition to the Christian ideals which it strives to uphold. This includes, but is not limited to:
   1. The use of obscene, profane, or abusive language;
   2. Excessive public displays of affection which may be offensive to others;
   3. Indecent exposure;
   4. Possession of, distribution of, or participation in the publication or production of obscene or pornographic materials.
G. Unlawful use, promotion, use or possession, or being under the influence of an alcoholic beverage on campus or at a University-related activity. A University-related activity is defined as any activity sponsored by the University or by any organization registered with the University or any activity at which one or more persons represent the University or one of its recognized organizations is present.
H. Unlawful use, promotion, possession, purchase, distribution, sale, or manufacture of a controlled substance, designer drug, synthetic drugs intended
to mimic the effects of a controlled substance or illegal drug, and/or drug paraphernalia.

I. Intentionally taking, damaging, or destroying property belonging to the University, a visitor to the University, or a member of the University community.

J. Use or possession of firearms, explosives, fireworks, or weapons on campus or at a University activity.

K. Unauthorized entry into or occupation of University facilities.

L. Falsification, alteration, fabrication, misrepresenting University documents, or misuse of a University form, document, record, or identification card.

M. Participation in student organizations not approved by the University.

N. Contemptuous or disrespectful behavior toward a DBU administrator, faculty, staff member, or student.

O. Giving false testimony or false evidence at a meeting or hearing with a University administrator, faculty, or staff member.

P. Failure to follow established University rules, regulations, and policies.

Q. Unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to casino or lottery.

R. Hazing or any action taken or situation created that is intended to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering. Refer to Hazing section.

S. Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or other fire protection devices, tampering with or pulling under false pretenses a fire alarm or propping stairwell fire doors open.

T. Violation of an international, federal, state, or local law or ordinance.

U. Recording or causing to be recorded the voice of a member of the University’s administration, faculty, staff, or student body without having first obtained the recorded person’s expressed permission.

V. Failure to maintain appropriate personal hygiene.

**Disciplinary Procedures**

When there is an allegation of student misconduct, the Office of Student Affairs will:

1. Summon the student to advise of a possible violation of University rules and regulations and explain the disciplinary procedures.

2. Afford the student an opportunity to offer mitigating circumstances or to present written information of witnesses with factual knowledge in support of the student’s case.

3. Notify the student of the decision after such decision has been reached, and of the right to appeal the decision.

**Sanctions for Misconduct**

The Dean of Students may impose disciplinary sanctions directly or may delegate the authority to administer discipline to other staff members. The Dean of Students may take any immediate interim disciplinary action when, in the opinion of the Dean of Students, such action is necessary to protect life or property. This policy applies to misconduct of graduate and undergraduate students (other than academic dishonesty).
These penalties may be imposed singularly, or in combination, upon individuals, groups, or organizations. The following are examples of disciplinary action which may be imposed by the University.

Possible sanctions for student misconduct include but are not limited to:

- **Warning**
  A verbal or written notification informing a student of inappropriate behavior. The warning will alert the student that the continuation or repetition of such behavior constitutes grounds for further disciplinary action.

- **Reprimand**
  An official notification from the Office of Student Affairs and a scheduled meeting notifying the student that they are guilty of violating a University regulation. Sanctions may be applied to the reprimand.

- **Disciplinary Probation**
  An official notification from the Office of Student Affairs explaining the serious nature of the violation and outlining the terms of the disciplinary probation status. This condition serves to notify the student that he/she is not in good standing with the University for a stated period of time.

Sanctions may be placed on the student during the time of probation. The University reserves the right to protect its interests in cases where the disciplinary probation of a student is contrary or detrimental to the ultimate good or purpose of the University. Any subsequent violation of University regulations during the probationary period will be evaluated within the context of the student’s probationary status.

- **Dismissal from the Residence Halls/Apartments**
  An official notification will be sent from the Office of Student Affairs informing the student that his/her housing agreement has been terminated for a specified period of time. The student may also be restricted from visiting the residence halls or apartments.

Violations which may warrant such action include, but are not limited to, possession of fire arms, explosives, or weapons; gambling; sexual misconduct; unauthorized presence in a residence hall room; theft; possession or use of drugs or alcohol; malicious conduct (willful destruction of personal property, threat to self or another person, abusive language, harassment, etc.).

Students are subject to immediate involuntary administrative withdrawal from the University, and/or from University housing, if students engage in behavior which

(a) poses a danger of causing imminent physical harm to himself/herself or to others, or

(b) directly and substantially impedes the lawful activities of other members of the campus, or
(c) engages, or threatens to engage, in behavior which would cause property damage.

A student who is required to leave the residence hall or apartment for psychological reasons may not return to the residence hall without an evaluation and clearance from a psychiatrist as required by the University. However, such an evaluation does not constitute automatic re-admittance into the residence halls or apartments. Students removed from the residence halls or apartments as a result of disciplinary action are still obligated for the terms of their housing agreement or apartment lease.

- **Suspension**
  An official notice from the Office of Student Affairs terminating the student's status from the University for a specified or indefinite period of time during which the student may or may not be permitted on campus.

- **Expulsion**
  An official notice will be sent from the Office of Student Affairs permanently terminating an individual's student status from the University, including a possible restriction that the student will not be permitted on campus.

**Disciplinary Appeals Procedure**
If the student is not satisfied with the sanction(s) relating to student misconduct, the student may appeal the decision to the Dean of Students by following the prescribed appeals process:
1. The student may file a letter of appeal with the Dean of Students. This letter must be received within five (5) business days of receipt of written notice of the original resolution. The letter should include a copy of the original sanctions prescribed and state the reason for appeal.
2. The Dean of Students will contact the student to schedule a meeting with the student within five (5) business days of receipt of the appeal request. The meeting will be scheduled to take place within ten (10) business days. During this meeting the sanctions will be reviewed and the student may present any information that he/she finds relevant to the case.
3. The Dean of Students will render a decision within five (5) business days of the appeal meeting.
4. The Dean of Students may recommend:
   a. that the original decision be affirmed;
   b. that the decision be reversed;
   c. that the decision be modified.

If the student is not satisfied with the Dean of Students' decision relating to the appeal, the student may appeal the decision to the Vice President for Student Affairs by following the prescribed appeals process:
1. The student may file a letter of appeal with the Vice President for Student Affairs. This letter must be received within five (5) business days after the
student is informed of the appeal decision by the Dean of Students. The letter should include a copy of the original sanctions prescribed, the recommendations from the Dean of Students, and state the reason for appeal.

2. The Vice President for Student Affairs will contact the student to schedule a meeting with the student within five (5) business days of receipt of the appeal request. The meeting will be scheduled to take place within ten (10) business days. During this meeting, the sanctions will be reviewed and the student may present any information that he/she finds relevant to the case.

3. The Vice President for Student Affairs will render a decision within five (5) business days of the appeal meeting.

4. The Vice President for Student Affairs may recommend:
   a. that the original decision be affirmed;
   b. that the decision be reversed;
   c. that the decision be modified.

If the student is not satisfied with the Vice President for Student Affairs’ decision relating to the appeal, the student may appeal the decision to the President by following the prescribed appeals process. If there is not an appeal, the decision of the Vice President for Student Affairs is final.

1. The student may file a letter of appeal with the President. This letter must be received within five (5) business days after the student is informed of the appeal decision by the Vice President for Student Affairs. The letter should include a copy of the original sanctions prescribed, the recommendations from the Dean of Students and the Vice President for Student Affairs, and state the reason for appeal.

2. The President may review the appeal or refer the appeal to the Student Disciplinary Committee. The DBU Student Disciplinary Committee is composed of faculty and staff. The committee serves according to the following rules:
   a. To be considered, a written appeal must be filed within five (5) business days after the student is informed of the appeal decision by Vice President for Student Affairs. The appeal must indicate the names of any witnesses who will appear before the Committee on the student’s behalf.
   b. The Student Disciplinary Committee will meet within a reasonable time following the filing of the appeal. The date, time, place, and names of witnesses appearing on behalf of the University will be provided to the student who is appealing.
   c. Only the student appealing and representatives of the University may be present during the hearings. Witnesses may also appear before the committee to testify. Only the committee members and University counsel may be present during the actual deliberations of the Student Disciplinary Committee.
   d. The Student Disciplinary Committee may recommend to the President:
      1. that the decision of the Vice President for Student Affairs be affirmed;
      2. that the decision of the Vice President for Student Affairs be reversed;
3. that the disciplinary sanction be modified.
4. This appellate decision will constitute a recommendation by the Student Disciplinary Committee to the President. The President will make the final decision. The President's decision is final.
5. The student will be notified of the decision in writing.
6. This is an internal process of the University, and neither legal counsel nor other representatives may participate on behalf of the student without written permission from the Vice President for Student Affairs.

**SEXUAL MISCONDUCT POLICY**

The vision of Dallas Baptist University is to build a great Christian university that is pleasing to God by producing Christ-centered servant leaders who are transforming the world. With that vision in mind, it is vitally important to DBU to promote righteous living in all areas of life, including in the area of human sexuality. DBU is guided by the understanding that human sexuality is a gift from God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love between one man and one woman. DBU bases its understanding on human sexuality on biblical principles outlined throughout the Old and New Testament along with the history of Christian church thought, teaching, and practice.

Faculty, staff, and students at Dallas Baptist University are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the University may subject to disciplinary action any faculty, staff, or student who engages in the following:

1. Sexual activity with a person other than his/her spouse;
2. Sexual activity with a person of the same sex;
3. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs;
4. Participation in advocacy groups and/or activities that are contrary to DBU's Scriptural beliefs about human sexuality;
5. The possession or viewing of pornographic material;

The actions listed above violate the University’s commitment to sexual purity in line with its Scriptural beliefs about human sexuality. These types of violations are covered more fully in the Student Code of Conduct and Employee Handbook, which discuss the disciplinary procedures for such violations.
In addition to those violations, there are certain types of violations that are so serious that they require more robust investigation and hearing procedures. This would include the following prohibited conduct:

1. Sexual assault  
2. Sexual violence  
3. Sexual harassment  
4. Sexual discrimination  
5. Domestic or dating violence  
6. Stalking  
7. Sexual exploitation, or  
8. Other sexual misconduct outlined in the Definitions section of this policy.

Because of the gravity of these allegations, the prohibited conduct outlined in the preceding sentence will be governed by the more robust procedures outlined in this Sexual Misconduct Policy.

DBU has a high moral commitment to the worth and dignity of all individuals. Members of the University community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Sexual Misconduct Policy is meant to promote a safe living and learning environment for all members of the campus community in accordance with DBU’s Scriptural beliefs about human sexuality and in compliance with state and federal laws including, but not limited to, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination (SaVE) Act.

Scope
This policy governs the conduct of Dallas Baptist University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the DBU community, such as vendors, alumni, visitors, or local residents). Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the DBU community. A third party may also be permanently barred from DBU or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property, and in certain circumstances, off University property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; when it utilizes University owned or provided technology resources; or when such conduct may have a nexus to campus, such as a continuing adverse effect or creation of a hostile
environment on campus.

Maintaining a safe living and learning environment is the responsibility of the entire campus community. Therefore, all faculty, adjunct faculty, and full-time/part-time staff members who are not Confidential Resources (as defined in Section 5 of this policy) must promptly report suspected sexual misconduct to the Title IX Coordinator. Likewise, student workers who learn of violations of this policy in the scope of their employment, including Resident Assistants, must promptly report alleged violations of this policy to the Title IX Coordinator. DBU strongly urges all other members of the DBU community, including students and visitors, to promptly report any allegation of sexual misconduct to the Title IX Coordinator.

This policy prohibits any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

Definitions
For purposes of this policy, the following sexual misconduct is considered to be prohibited conduct: 1) Sexual Assault; 2) Sexual Violence; 3) Sexual Harassment; 4) Sexual Discrimination; 5) Domestic or Dating Violence; 6) Stalking; 7) Sexual Exploitation; 8) Sexually Inappropriate Conduct; 9) Retaliation; 10) Inducing Incapacitation for sexual purposes.

These terms and other related terms applicable to this policy are more fully defined in Appendix B. If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code (found in Appendix C) would apply, not the internal definitions used in this policy.

Title IX Coordinator, Advocates for Campus Trust and Safety Committee, and Related Parties
The Title IX Coordinator directs compliance with DBU’s Sexual Misconduct Policy and Title IX. The Title IX Coordinator will be informed of all complaints or reports of violations of this policy and shall oversee DBU’s centralized response to ensure compliance with DBU’s values, Title IX, and other applicable laws. The Title IX Coordinator’s activities include, but are not limited to, the following:

Communicating with all members of the DBU community regarding this Sexual Misconduct Policy and Title IX and providing information about how individuals may access their rights;

Overseeing DBU’s administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements relating to this Sexual Misconduct Policy and Title IX;
Conducting training regarding Sexual Misconduct issues, Title IX, the Violence Against Women Reauthorization Act of 2013 (VAWA), and prohibited conduct defined in this policy; and

Responding in accordance with the procedures set forth in this policy to any complaint or report regarding conduct that may violate this policy.

On all matters relating to this Sexual Misconduct Policy, the Title IX Coordinator is supervised directly by the President of the University.

The Title IX Coordinator’s contact information is:

<table>
<thead>
<tr>
<th>Tamy Rogers</th>
<th>Kelly Anderson</th>
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<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>Deputy Title IX Coordinator for Students</td>
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<tr>
<td>Dallas Baptist University</td>
<td>Dallas Baptist University</td>
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<tr>
<td>3000 Mountain Creek Parkway</td>
<td>3000 Mountain Creek Parkway</td>
</tr>
<tr>
<td>Dallas, Texas 75211</td>
<td>Dallas, Texas 75211</td>
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<tr>
<td><a href="mailto:TitleIX@dbu.edu">TitleIX@dbu.edu</a></td>
<td><a href="mailto:TitleIX@dbu.edu">TitleIX@dbu.edu</a></td>
</tr>
<tr>
<td>214-333-5158 (office)</td>
<td>214-333-5433 (office)</td>
</tr>
</tbody>
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Reports of alleged sexual misconduct can be made by email, phone call, letter, or meeting with the Title IX Coordinator or Deputy Title IX Coordinator.

In addition to the Title IX Coordinator, the Advocates for Campus Trust and Safety (ACTS) Committee is an integral part of administering this Sexual Misconduct Policy. The role of this committee is to: a) help coordinate the overall education and prevention efforts for the campus community relating to sexual misconduct; and b) serve as an investigative and decision-making body when violations of this policy are alleged. Members of the ACTS Committee are appointed by the President of the University and represent a broad cross-section of the campus community, including, but not limited to, Academic Leadership, Student Affairs, Human Resources, Athletics, and the Legal Affairs Office of the University.

In situations involving formal complaints, a team of two Title IX Special Investigators, who will be appointed by the President of the University and go through extensive training, will carry out all initial investigations and report their findings to the ACTS Committee (as outlined in Section 6 of this policy).

For situations involving formal complaints, a Title IX Special Adjudicator has been appointed by the President to handle all appeals of rulings by the ACTS Committee (as outlined more fully in Section 6).

Because of the serious nature of sexual misconduct allegations, DBU is committed to providing both complainants and respondents with resources to know their rights and responsibilities under this policy. In order to help both parties understand their rights
and responsibilities, the University has designated two members of the University community to serve as a **Victim Advocate** and a **Respondent Advocate**. Likewise, the University has also named a Director of Counseling and Spiritual Care to serve as a **Confidential Resource** in these cases.

In situations involving an alleged violation of this policy, the complainant will have the opportunity to utilize the Victim Advocate as a **Confidential Resource**, and the respondent will have the opportunity to utilize the Respondent Advocate as a Confidential Resource. Likewise, the Director of Counseling and Spiritual Care is available as a Confidential Resource in all cases. Information shared with Confidential Resources (including information about whether an individual has received services) will be disclosed to others only with the individual’s written permission or if applicable ethical or legal obligations compel the professional to reveal such information (e.g., if there is suspected abuse or neglect of a minor or where the Confidential Resource is compelled by law to submit non-identifying statistical information about the number and type of violations of this policy for purposes of Clery Act reporting).

Neither the complainant nor respondent is obligated to discuss the allegation with the Victim Advocate, Respondent Advocate, or Director of Counseling and Spiritual Care, but they will have the opportunity to confidentially discuss the allegation and their rights and responsibilities with these individuals. In all cases, the Victim Advocate and Respondent Advocate will, at a minimum, ensure that the respective complainant and respondent have a copy of this policy, understand the internal and external resources available to them, and make them aware of the appropriate dates for hearings or meetings associated with the allegation.

Likewise, if an individual is not prepared to make a report or is unsure how to label what happened, the University strongly encourages the individual to contact the Victim Advocate so that the individual can receive appropriate support and resources.

**Confidentiality, Reporting, and Filing a Claim**

All University employees (faculty, staff, administrators) are expected to immediately report actual or suspected sexual misconduct to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality—meaning they are not required to report actual or suspected sexual misconduct to appropriate university officials—thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.
The following describes the two reporting options at the University:

**Confidential Reporting**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Dr. Jordan Davis, LPC (Director of Counseling and Spiritual Care)
  214-333-5288; jordan@dbu.edu
- On-campus licensed professional counselors and staff at the DBU Counseling Center
- On-campus Victim Advocate or Respondent Advocate (after an allegation has been made)

Off-campus:

- Licensed professional counselors
- Local rape crisis counselors
- Local or state assistance agencies
- Clergy/Chaplains

All of the above DBU employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge as a service to all parties. These employees will annually submit anonymous, aggregate statistical information for Clery Act purposes.

**Formal Reporting Options**

Formal reports of sexual misconduct may be made to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

**Tamy Rogers**
Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2nd Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

**Kelly Anderson**
Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize DBU’s ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who, in accordance with the procedure in Section 7 of this policy, will evaluate that request in light of the duty to ensure the
safety of the campus and comply with federal and state laws.

A complainant has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the complainant, and only a small group of officials who need to know will be told, including but not limited to: the Title IX Coordinator, the Vice President for Student Affairs and Dean of Students (if the allegation involves students), the Provost (if the allegation involves faculty), the Vice President for Executive Affairs (if the allegation involves staff), the supervising Vice President (if the allegation involves an employee), the Office of Legal Affairs for the University, the Chief of Police, the Vice President for Administrative Affairs (if the University Police Department is involved), the members of the ACTS Committee, and the President of the University.

Information will be shared as necessary with investigators, witnesses, and the respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant’s rights and privacy.

At the complainant’s request, DBU will assist the complainant in contacting local law enforcement.

All University employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Complainants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual misconduct of which they become aware is a violation of University policy and will be subject to disciplinary action for failure to comply with University policies.

In order to encourage reports of conduct prohibited under this policy, DBU will offer amnesty to the complainant or reporting witness with respect to any alcohol, sexual conduct, and minor drug use violations of DBU’s Student Code of Conduct. DBU may also offer amnesty or leniency to the complainant or reporting witness with respect to other violations of University policy which may be disclosed as a result of such reports, depending on the circumstances involved. DBU may recommend alcohol or drug counseling/education services to students violating DBU’s Student Code of Conduct.

Allegations must be made in good faith and not made out of malice. It is a violation of DBU policy to knowingly make a false, malicious, or frivolous accusation of discrimination, harassment, sexual misconduct or retaliation. However, mere failure to prove a complaint is not equivalent to a false, malicious, or frivolous accusation.
Procedures for Formal Complaints of Sexual Assault, Sexual Violence, and Other Severe Allegations of Sexual Misconduct

As outlined more fully in Section 5, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

**Tamy Rogers**  
Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2nd Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

**Kelly Anderson**  
Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)

The University is committed to providing a robust and sound procedure for investigating and ruling on serious allegations of violations of this policy. Thus, the weighty procedures outlined in this Section are specifically meant for cases involving serious issues of sexual assault, sexual violence, and other severe allegations of sexual misconduct.

The procedures outlined in this Section 6 will be used in: a) all cases where an allegation of sexual assault or sexual violence has been made and b) in other cases where the Title IX Coordinator, in consultation with the Vice President for Student Affairs (if the allegation is against a student) or the Vice President for Executive Affairs (if the allegation is against a faculty or staff member), deems the allegation to be severe and more than a minor incident.

Proceedings under this policy are separate and distinct from Texas’ criminal process. These proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

Upon receiving a formal complaint of sexual assault, sexual violence, or other severe allegations of sexual misconduct, the Title IX Coordinator will, within 48 hours: a) contact the complainant and respondent to alert them of the allegation and of the Victim Advocate and Advisor for Respondents that are available to them as Confidential Resources; b) alert the Victim Advocate and Advisor for Respondents and ask them to contact the complainant and respondent to offer their services; and c) alert the ACTS Committee, Legal Affairs Office, and the University President of the formal complaint.

Thereafter, the Title IX Coordinator will work with the Vice President for Student Affairs
and Dean of Students (if the allegation involves students), the Provost (if the allegation involves faculty), or the Vice President for Executive Affairs (if the allegation involves staff) to take appropriate interim measures to help ensure the safety and security of all parties involved in the allegation. Such interim measures may include, but will not be limited to, a no-contact order, revision of academic schedule or accommodations regarding exams/assignments, change in housing arrangements, a change in work schedule/job assignment, removal from campus, or other interim measures that the Title IX Coordinator and Vice President for Student Affairs, Dean of Students, Provost, and/or Vice President for Executive Affairs believe will provide appropriate protection and support for the parties involved.

In all cases involving formal complaints, the **Special Investigators** will commence an investigation into the allegations. During this investigation process, the investigators will attempt to interview both the complainant and respondent and any witnesses who may have information about the incident(s) in question. Likewise, the investigators will review evidence submitted by either party, the Title IX Coordinator, or other persons involved in gathering evidence relating to the allegation. Each party may select an advisor of his/her choice who may accompany them to any meeting or related proceeding, but the advisor will not participate in such meeting or proceeding.

Typically no later than 30 days from the date on which a formal complaint is made, the investigators will complete their investigation and prepare a written report for the ACTS Committee. If additional time is needed, both parties will be notified. Although cooperation with law enforcement may require DBU to suspend the fact-finding portion of a Title IX investigation temporarily, the Special Investigators will promptly resume their investigation as soon as they are notified by the law enforcement agency that the agency has completed the evidence gathering process. The Special Investigators will not, however, wait for the conclusion of a criminal proceeding to begin their own investigation, and will proceed with diligence to investigate the matter within the original 30 day time period, if possible.

Upon the conclusion of the investigation and the drafting of the written report, the Special Investigators will provide a copy of the written report to: a) the complainant and respondent; b) the Title IX Coordinator; and c) the ACTS Committee members.

As soon as possible after the Special Investigators’ Written Report is received, the ACTS Committee will schedule a formal hearing. Both the complainant and respondent will be given written notice at least three (3) business days before the hearing of the date, time, and location of the hearing. In certain instances, it may be necessary for an ACTS Committee member to recuse themselves from the hearing if the committee member has oversight of or a strong personal or business relationship with either the complainant or respondent which would create a conflict of interest. For example, if either the complainant or respondent was a member of one of the University’s athletic teams and the Director of Athletics was then serving on the ACTS Committee, it would be necessary for the Director of Athletics to recuse himself/herself from the hearing because of the potential for a conflict of interest.
At the hearing, both the complainant and respondent will have the opportunity to make a statement, provide additional evidence, or present additional witnesses. The committee will also consider the evidence and assessment of the Special Investigators as outlined in their written report. At the conclusion of the hearing, the ACTS Committee will deliberate and make a ruling as to whether, under a preponderance of the evidence standard, the respondent violated this policy. If a violation is deemed to have occurred, the ACTS Committee will also issue appropriate sanctions against the respondent.

**Sanctions** will be determined based on the seriousness of the misconduct and the responsible respondents’ prior disciplinary history. Possible sanctions for students may include, but will not be limited to, a formal admonition, restrictions from extracurricular activities, dismissal from residence halls/apartments, move to online classes, removal or reduction of institutional scholarships, disciplinary probation, suspension, expulsion, or withholding of degree. Possible sanctions for faculty/staff may include, but will not be limited to, a verbal/written warning, demotion, reassignment, probation, suspension, or termination. Community service, mandatory counseling/training, or other measures may be added to these sanctions for students, faculty, or staff, as appropriate.

After making these rulings, the Title IX Coordinator will, within five (5) business days, prepare a written ruling containing findings of fact, findings of responsibility, and the rationale (if applicable) of any sanctions. This written ruling will be given to the complainant, respondent, President of the University, and Special Adjudicator.

The investigation and hearing procedures will be completed within 60 calendar days unless extenuating circumstances require additional time. If additional time is needed, both parties will be notified, and the ACTS Committee will endeavor to complete the investigation and hearing in as short a time as possible under the circumstances. Within ten (10) days of the issuance of the written ruling, either party may request an appeal in writing to the Title IX Coordinator. Additionally, the President of the University, in consultation with the Special Adjudicator, will review the written ruling and the proceedings of the ACTS Committee. In the President’s discretion, after consultation with the Special Adjudicator, the President may also institute an appeal.

The Special Adjudicator will handle all appellate proceedings utilizing the previous reports and evidence, but also allowing the parties to bring additional evidence, witnesses, and testimony. The Special Adjudicator may also, on his own motion, request any documents, witnesses, or additional evidence that he/she deems necessary for the fair adjudication of the matter. Both the complainant and respondent will be given written notice at least three (3) business days before the hearing of the date, time, and location of the appeals hearing. Using a preponderance of the evidence standard, the Special Adjudicator will, after hearing all evidence, make a ruling as to whether a violation of this policy occurred and,
if applicable, issue sanctions. In making this ruling and issuing sanctions, the Special Adjudicator may sustain the ruling and/or sanctions set forth by the ACTS Committee, but will also have the discretion to overturn such ruling and/or sanctions and issue his own ruling or sanctions.

After making these rulings, the Special Adjudicator will, within five (5) business days, prepare a written ruling containing findings of fact, findings of responsibility, and the rationale (if applicable) of any sanctions. This written ruling will be given to the complainant, respondent, Title IX Coordinator, ACTS Committee Members, and the President of the University. This ruling and the accompanying sanctions, if applicable, will be final and will not be appealable.

The President of the University will provide the DBU Board of Trustees with a report on any proceedings involving a formal complaint as outlined in this Section. This report will be kept strictly confidential by all Board members and is meant to give the Board broad oversight of the University’s Title IX procedures so that the Board can ensure that this policy and the accompanying procedures are handled in a way that promotes a safe and Christ-like atmosphere within the University community.

Certain university administrators are informed of the outcome within the bounds of student/faculty/staff privacy (e.g., Vice President for Student Affairs, Dean of Students, Provost, Chief of Police, Vice President for Administrative Affairs, Legal Affairs Office, and other personnel that have a material need to know about the incident). In some instances, the President also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the parties. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an “Annual Security and Fire Safety Report” of campus crime statistics. This statistical report does not include personally identifiable information.

If the Dallas Baptist University Police Department (DBU-PD) or its administrative supervisor within the DBU administration becomes aware of a serious and continuing threat to the campus community, a timely notification to protect the health or safety of the community will be issued. DBU-PD may also be required to disclose a reported incident of sexual misconduct in the daily crime log, annual security and fire safety report, or as otherwise required under state or federal law. In addition, DBU may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will DBU release the name or other personally identifiable information of the complainant to the general public without the prior written consent of the complainant or as otherwise permitted or required by law.

**Procedures in Sexual Assault or Sexual Violence cases where the Complainant does not file a Formal Complaint or Wishes to Remain Anonymous**

If the complainant alleges sexual assault or sexual violence but does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, Title IX nevertheless requires the University to investigate and take reasonable action in
response to the complainant’s request. The Title IX Coordinator will inform the complainant that the University’s ability to respond may be limited if the complainant is not a participant in the investigation. In such cases, Title IX requires the University to evaluate the complainant’s request that the complaint not be subject to a formal hearing or remain anonymous in the context of the University’s commitment to provide a reasonably safe and non-discriminatory environment for all students.

In order to protect the safety of the campus community, the Title IX Coordinator may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. After reviewing the alleged incident(s), the Title IX Coordinator will set a meeting of the ACTS Committee to determine if the allegation involves such a significant risk to the safety of the overall community that the Committee feels it is necessary to initiate formal complaint procedures on its own motion to protect the community at large. This risk to the campus community will be especially present in cases indicating pattern, predation, threat, weapons, and/or violence.

If the Committee decides that the allegation involves such a significant risk to the safety of the overall community that the Committee feels it is necessary to initiate formal complaint procedures on its own motion, then it will institute the formal complaint procedures outlined in Section 6 of this policy. If the Committee decides that the allegation does not involve a significant risk to the safety of the overall community, it may choose to close the case. If the Committee chooses to close the case, the President of the University, in consultation with the Special Adjudicator, will still review this allegation and the Committee’s decision. If the President, in consultation with the Special Adjudicator, believes a formal complaint procedure is necessary to protect the community at large, he may, on his own motion, institute the formal complaint procedures outlined in Section 6 of this policy.

**Procedures for Allegations of Sexual Harassment, Sex Discrimination, and other Prohibited Sexual Misconduct that does not fall under the category of Sexual Assault or Sexual Violence**

As outlined more fully in Section 5, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

**Tamy Rogers**
Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2nd Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

**Kelly Anderson**
Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)
All allegations of sexual misconduct will be taken seriously by the University. While not all cases involve potential criminal acts such as sexual assault, sexual violence, or other severe sexual misconduct, every allegation of any form of sexual misconduct will be treated with the utmost respect. This section highlights how allegations of prohibited conduct other than sexual assault, sexual violence, or other severe sexual misconduct will be handled.

In cases where the allegation does not involve sexual assault or sexual violence, but instead involves an allegation of sexual harassment, sex discrimination, other prohibited conduct under this policy, the Title IX Coordinator will consult either the Vice President for Student Affairs (if the allegation is against a student) or the Vice President for Executive Affairs (if the allegation is against a faculty or staff member). They will assess the potential threat involved, whether the allegation is of a recurring or isolated nature, the harm involved, and other important factors to determine whether the allegation is so severe that it would best be handled using the high-level procedures outlined in Section 6, or whether the allegation would best be handled under the procedures outlined in this Section 8.

If the Title IX Coordinator, in consultation with the Vice President for Student Affairs or Vice President for Executive Affairs, as appropriate, believes the allegation would best be handled under the procedures in this Section, then the case would go to either the Vice President for Student Affairs (for student allegations) or the Vice President for Executive Affairs (for faculty/staff allegations) for investigation and adjudication.

The Vice President for Student Affairs or Vice President for Executive Affairs will first determine if interim measures are necessary to protect the parties. Such interim measures may include, but will not be limited to, a no-contact order, revision of academic schedule or accommodations regarding exams/assignments, change in housing arrangements, a change in work schedule/job assignment, removal from campus, or other interim measures. Likewise, campus personnel that need to know about these interim measures (e.g., the parties’ supervisors and Vice President, Resident Assistants, or others who would need to enact the interim measures) will be notified so that they can help enact these protective measures.

After assessing the need for interim measures, the Vice President for Student Affairs or Vice President for Executive Affairs will then perform a thorough investigation into the matter. During this investigation process, the investigators will attempt to interview both the complainant and respondent and any witnesses who may have information about the incident(s) in question. Likewise, the investigators will review evidence submitted by either party, the Title IX Coordinator, or other persons involved in gathering evidence relating to the allegation.

The Vice President for Student Affairs or Vice President for Executive Affairs will then, using a preponderance of the evidence standard, make a ruling that will include appropriate sanctions, if applicable. Sanctions will be determined based on the
seriousness of the misconduct and the responsible respondent’s prior disciplinary history. Possible sanctions for students may include, but will not be limited to, a formal admonition, restrictions from extracurricular activities, dismissal from residence halls/apartments, move to online classes, removal or reduction of institutional scholarships, disciplinary probation, suspension, expulsion, or withholding of degree.

Possible sanctions for faculty/staff may include, but will not be limited to, a verbal/written warning, demotion, reassignment, probation, suspension, or termination. Community service, mandatory counseling/training, or other measures may be added to these sanctions for students, faculty, or staff, as appropriate.

The Vice President for Student Affairs or Vice President for Executive Affairs will then prepare a written ruling that will be given to the complainant, respondent, Title IX Coordinator, and the President of the University. Any of those parties may appeal this ruling in writing to the Title IX Coordinator within ten (10) days, and such appeal will be handled by the ACTS Committee using the procedures outlined in Section 6.

**Prevention and Awareness Program**

One of the central roles of the Title IX Coordinator and the ACTS Committee is educating the campus community on how to prevent sexual misconduct. The following are some of the many activities that happen on campus in this continuing effort to educate faculty, staff, and students on this important issue:

- **Presentation to all “Foundations for Excellence” classes (required of all traditional-age freshmen) on sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation at Faculty Council and/or Faculty Workshops about Title IX, sexual assault, and the role of faculty in this process** – Occurrence: Annually
- **Providing a taped version of the presentation to faculty workshops on DBU’s Blackboard portal for all faculty, staff, and students** – Occurrence: Annually
- **Presentation to all campus residents at the Residence Life and Apartment Life meetings about Title IX and sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation to all Resident Assistants (RAs) about Title IX and sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation to all members of fraternities and sororities about sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation to all student athletes and coaches at the Student Athlete kickoff meeting about Title IX and sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation to the Student Government about Title IX and sexual assault reporting and prevention** – Occurrence: Annually
- **Presentation to all DBU ROTC students about sexual assault reporting**
procedures and prevention at UTA at the request of the ROTC program at UTA – Occurrence: As requested by UTA ROTC

- Letter sent to all student-athletes informing them of campus contacts and resources relating to Title IX. All coaches and athletics staff members informed of the importance of reporting cases of sexual assault, violence, or misconduct if they become aware of such a situation – Occurrence: Annually
- Training at new faculty orientation and new staff orientation on Title IX and sexual assault reporting and prevention – Occurrence: Annually
- Memo regarding DBU’s Sexual Misconduct Policy sent by the President to all Faculty and Staff (including Adjunct Faculty, Part-time Staff, and Student Workers) – Occurrence: Annually
- Presentation on sexual assault awareness and prevention information at graduate student orientation – Occurrence: Annually

**HEALTH AND SAFETY RIGHTS AND RESPONSIBILITIES**

The University’s Alcohol and Drug Abuse Prevention Program maintains information on several sources of help for dealing with drug or alcohol abuse or addiction problems. Where community-provided (local-government or charitable) drug abuse/drug treatment or rehabilitation services exist, appropriate information and referrals will be made. Additionally, information on private professional counseling and treatment services will be made available. The Alcohol and Drug Abuse Prevention Program is located in the DBU Counseling Center, and is available to all full-time and part-time faculty and staff of the University as well as students.

**Alcohol and Drug Policy**

The Dallas Baptist University Education Program and Policy concerning the use, possession, or distribution of alcoholic beverages and/or illicit drugs on University property or as part of any University activity is detailed below. Each student, faculty member, and staff member should be familiar with its contents.

**Standards of Conduct**

1. The University code of conduct prohibits possession and consumption or being under the influence of alcoholic beverages on University property or as a part of any University activity.
2. The University code of conduct prohibits possession and consumption or being under the influence of any illicit drugs on University property or as a part of any University activity.
3. The University code of conduct requires that all students and employees be in compliance with all local, state, and federal laws regarding illicit drugs including, but not limited to, their use, sale, possession, or manufacture.
4. The University code of conduct requires that employees must notify the University, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

**Health Risks of Alcohol and Drugs**

- **Narcotics**
  Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

- **Depressants**
  Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

- **Stimulants**
  Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

- **Hallucinogens**
  Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

- **Marijuana**
  Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

- **Alcohol**
  Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause
marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**DBU Sanctions**

When the standards of conduct regarding alcohol and/or illicit drugs are violated, the University may impose the following actions and/or sanctions.

1. Automatic referral to the University Office of Alcohol and Drug Abuse Prevention in the Counseling Center.
2. Automatic and immediate expulsion or termination from the University.

University-imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

**Legal Sanctions**

The State of Texas prohibits the following acts and prescribes the corresponding penalties:

1. Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to $500 and/or imprisonment up to 30 days.
2. It is illegal to possess or distribute alcoholic beverages in dry areas. Violation of this law is punishable by a fine of up to $2000 and/or imprisonment up to 180 days.
3. The purchase, possession, or consumption of alcoholic beverages by a person less than twenty-one years of age subjects that person to a fine of up to $500 and/or imprisonment up to 30 days.
4. Furnishing alcoholic beverages to a minor is punishable by a fine of up to $4,000 and/or imprisonment up to one year.
5. Driving a vehicle while having an open container of alcohol in the passenger compartment is punishable by a fine of up to $500 and/or imprisonment up to 30 days.
6. The possession of an intoxicating beverage on the grounds of any public school carries a penalty of a fine up to $500 and/or imprisonment up to 30 days.
days.

7. Driving under the influence of alcohol is punishable by a fine of up to $2,000 and/or imprisonment up to 180 days with a minimum term of confinement of 72 hours. Repeat offenders face increased penalties. If a person driving under the influence of alcohol has an open container of alcohol in his/her immediate possession, such offense is punishable by a fine of up to $2,000 and/or imprisonment up to 180 days with a minimum term of confinement of 6 days.

8. A person under age twenty-one who misrepresents his/her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to $500 and/or imprisonment up to 30 days.

9. The illegal distribution, possession with intent to deliver, or manufacture of illicit drugs may be punished by imprisonment and up to a $250,000 fine. Repeat offenders are subject to a sentence of ten years to life in prison and a fine of up to $1,000,000.

10. The manufacture, delivery, or possession with intent to deliver an illicit drug is punishable by a jail term of ten years to life and up to a $250,000 fine.

11. The possession of marijuana may be punished by 180 days to twenty years in prison and/or up to a $10,000 fine depending on the amount of marijuana involved.

12. The distribution of marijuana to a minor is punishable by 2 to 20 years in prison and/or up to a $10,000 fine.

Services Available

The University’s Office of Student Affairs serves as the Alcohol and Drug Abuse Prevention Office and maintains information on several sources of help for dealing with drug or alcohol abuse or addiction problems. Where community-provided (local government or charitable) drug abuse/drug treatment or rehabilitation services exist, appropriate information and referrals will be made. Additionally, information on private professional counseling and treatment services will be made available. The Office of Alcohol and Drug Abuse Prevention is located in the Counseling Center, which is in the Collins Learning Center, and may be contacted at 214-333-5288.

Federal Financial Aid Drug Policy

In accordance with the Drug-Free Workplace Act of 1988 (Pub. L. No. 100-690, 102 Stat. 4181), any student who receives a federal Pell Grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell Grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Service Building No. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell Grant, and ineligibility for other types of federal financial assistance.
Communicable Diseases
Residents with any communicable disease may be moved out of University housing at the discretion of the Dean of Students upon the recommendation of Health Services. A student with a diagnosed communicable disease must immediately notify Health Services.

Health Services may require a student with signs or symptoms of a communicable disease to be evaluated by another health care professional with the results made available to the University. The University reserves the right to refuse class admittance to any student who has been diagnosed as having a communicable disease. The University may be required by law to report certain diagnoses to the Dallas County Health Department. Applicable disability accommodations may be offered to students as needed when a diagnosis is made.

Hazing
All forms of hazing are prohibited by the University and state law. Texas Education Code Ann. § 37.152. The Texas anti-hazing law prohibits hazing by a person(s) against a student(s) at an educational institution. This law also prohibits the knowing, intentional, or reckless failure to report hazing incidents to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. The following is a brief summary of the hazing law.

A person commits an offense under the hazing law if that person: 1) engages in hazing; 2) solicits, encourages, directs, aids, or attempts to aid another engaging in hazing; 3) intentionally, knowingly, or recklessly permits hazing to occur; or 4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing. At DBU, such reports should be delivered to the Dean of Students.

The definition of hazing in the Texas Education Code will be used as the definition at Dallas Baptist University. “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

A “student” includes an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation. It is a crime punishable by fine and/or imprisonment for a person who has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and to knowingly fail to report in writing said knowledge that a specific hazing incident has occurred.

Failure to comply with specific provisions of the law will result in criminal penalties and fines not to exceed $10,000 or two years in prison. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury or death to an individual resulted from the hazing incident.

If an individual reports an offense of hazing to Dean of Students or other appropriate official of DBU, that individual is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. However, a person reporting in bad faith or with malice is not so protected.

Copies of the entire hazing bill approved by the Texas Legislature may be obtained in the Office of Student Affairs located in the Sadler Global Missions Center Room 213.

**Pets on Campus**
To insure a safe and healthy environment for all students, animals, including cats, dogs, birds, insects, and/or reptiles are not allowed in any campus building. Students or guests utilizing the services of a guide animal are excluded from this policy.

**Rollerblading, Rollerskating, Skateboarding, and Razor Scooters**
Rollerblading, roller skating, skateboarding, and razor scooters are allowed on campus, but only on campus roadways on the residential side of campus and on the lower end of campus. Use of rollerblades, roller skates, skateboards, and razor scooters are not
permitted on the North end of campus (near academic buildings), the entry from Mountain Creek to Turner Park, or the entry from Kiest to Turner Park. Rollerblades, roller skates, skateboards, and razor scooters are also not permitted inside any campus building, including the gym, and should not be used on railings, benches, tables, bridges, or curbs, any athletic fields or courts, to jump over stairs or other objects, or used in an irresponsible or dangerous manner.

Hoverboards/Self-Balancing Boards Policy
As part of University efforts to maintain a safe environment for students, faculty, and staff, Dallas Baptist University bans the use of hoverboards (also known as self-balancing scooters or smart boards) on its University campus and prohibits the use of these devices on campus grounds and at all University events. This ban extends to any and all property owned, rented, leased, and controlled by Dallas Baptist University. The University prohibits the use of any and all hoverboard devices on campus grounds due to the potential fire hazard that results from the device's lithium-ion batteries. While these devices elevate the risk of fire hazards on campus, they also raise concern over the potential for injuries, including concussions, fractures, contusions, and internal organ injuries that may result from operating a hoverboard. Any hoverboard presently on DBU property should be removed immediately. Failure to abide by this policy may subject the individual to disciplinary action. Damages and/or injuries occurring to University property or individuals will be the responsibility of the hoverboard operator.

Unmanned Aerial Vehicles
An unmanned aerial vehicle (UAV) is defined by the University as all aerial vehicles that do not carry a human operator. UAVs include but are not limited to drones, aircraft, model planes, hovercraft, or any similar flying device controlled by a person outside of the device. Possession or operation of unmanned aerial vehicles is prohibited on any DBU campus and in the airspace of DBU campus property, except as allowed in this policy. The use of an unmanned aerial vehicle for commercial or educational purposes must be approved in advance and in writing, prior to operation, by the Vice President for Administrative Affairs. If approved, the operator must carry the written approval at all times of possession and operation, and is solely responsible for complying with all FAA rules and regulations, as well as all other applicable federal, state, or municipal laws, rules, regulations or ordinances. Additionally, the operator must provide the Vice President for Administrative Affairs with proof of registration of their UAV with the FAA. DBU is not responsible for any of operator's compliance obligations, and operator shall agree to indemnify DBU prior to any approved operation.

Smoking
It is our desire to create an environment that promotes a healthy lifestyle socially, intellectually, spiritually, and physically. In order to provide the safest possible atmosphere for each and every student, Dallas Baptist University has been designated a smoke-free campus. The smoking of any tobacco products including but not limited to cigarettes, cigars, or pipes is prohibited on the DBU campus.
UNIVERSITY EMERGENCY PROCEDURES

Fire Safety
Malicious or unwarranted tampering with or damage to fire safety equipment belonging to another student organization, the University, or the DBU community is prohibited. Possession or use of illegal fireworks or dangerous explosives is also prohibited.

No cookouts of any type or outdoor cooking over an open flame, not previously approved as a sanctioned University event, will be allowed on campus.

Explosives and Weapons
The DBU campus is a weapons free area except to the extent allowed under applicable federal and state laws.

DBU prohibits the carrying of handguns or other weapons in campus facilities, University housing, to class, and at all on-campus and off-campus University events and activities including but not limited to: intercollegiate athletics, student activities, and campus ministries.

Possession of explosives (including fireworks) and/or flammable liquids is prohibited on campus and at all DBU events (on or off-campus).

Fire Procedures
In case of a fire emergency the following procedures are recommended:
1. Sound the alarm via the pull stations. Remember to call University Police in the case of an emergency because the alarm only rings in some buildings.
2. Exit the building according to the posted fire plan. Each building has a floor plan posted with designated fire exit routes and alternate routes. When evacuating a building, use stairwells in place of elevators. Assist the elderly and/or those who are physically disabled.
3. Residents should NOT ATTEMPT to extinguish the fire, since their personal safety is the priority, but should exit the building.

Remember:
• Crouch low (avoid smoke and heat).
• Avoid inhaling smoke and gasses.
• Learn the locations of fire extinguishers and fire exits.
• Report unsafe conditions.
• Review fire procedures often.

Detailed procedures for the residence halls will be explained in residence hall meetings. The University Police Department maintains the master fire plan and policy for the campus.
Tornado Procedures
Students should be familiar with the following terms as they pertain to a tornado:

- **Tornado Watch**
  Weather conditions are favorable for a tornado (be ready to take action if necessary).

- **Tornado Warning**
  A funnel cloud has formed. Prepare to take cover!

Three steps to follow in the event of a tornado:
1. Move to the innermost and lowest area of the building. Take shelter near supporting pillars, interior doors, and walls. Stay away from big open rooms (dining hall, gym, etc.).
2. Stay clear of all glass doors, windows, and unsecured items that could become airborne.
3. Protect yourself with a pillow or blanket.

Evacuation Locations
University officials will inform individuals when to take cover and when it is safe to leave cover. Individuals are to remain in the sheltered areas until DBU personnel clears them.

Contact persons will be responsible for guiding faculty, staff, and students to the designated safe areas and these persons will be contacted when the “all clear” message is given.

**DBU Hurst-Colleyville**
Move to the work room on the first floor of the building.

**DBU North**
Move to restrooms or stairways within the building.

**REMEMBER:** If you are evacuated to a safe area, you are to remain at your location until DBU personnel or the Emergency Response Team clears you to resume normal operations.
Departmental Locations for Tornado Procedures

- **Athletic Training Center**: Move to hallway on lower level.
- **Blackaby Hall**: Move to Lower Level interior corridor restrooms, or lower stairwell.
- **Burg Center (Gymnasium)**: Move to interior hallway and locker rooms.
- **Collins Learning Center**:
  - **Basement**: Move to Media Services and Writing Center.
  - **First Floor**: Move to the stairwells, basement hallway, Rosemary Rumbley Room.
  - **Second Floor**: Move to 1st floor restrooms, stairwells, or interior offices in Professional Studies.
  - **Third Floor**: Move to stairwells, 2nd floor restrooms, LC251, Widner Room, or basement hallway.
- **Colonial Village Apartments**: Move to 1st floor apartment unit bathrooms if possible, or take cover in 2nd and 3rd floor apartment unit bathrooms. Mattresses and pillows may be used for additional protection. Halliday Center: move to restrooms.
- **Dr. William B. Dean Learning Center**: Move to lower level interior offices and workroom.
- **Education Building**: Move to interior offices or the Break Room, corridors, or if time permits, move to Horner Hall or Burg Center Restrooms.
- **Horner Ballpark**: Take shelter under stadium.
- **Horner Hall**: Move to communication suite or recording studio on 1st floor.
- **International Center**: Move to restrooms or interior corridors of the building.
- **Landry Welcome Center**: Move to interior corridors or restrooms of the building. If additional space needed, use the stairwell of the Mahler Student Center, delivery dock hallway, and restrooms.
- **Mahler Student Center**: Move to the lower level of the building. If additional space is needed, use the stairwell, delivery dock hallway, and restrooms.
- **Nation Hall**: Move to the lower level offices and classrooms of Nation Hall.
- **Physical Operations Buildings**: Move to the Conference Room.
- **Pilgrim Chapel**: Move to Rogers Theater and lower level hallway and classrooms.
- **Residence Halls**: Move to stairwells at the lowest possible level of each hall. If additional space is needed, use the hallway bathrooms or the suite shower stalls. Mattresses and pillows may be used for additional protection.
- **Roberts Building**: Move to classroom #113.
- **Sadler Global Missions Center**: Move to first floor restrooms.
- **Sadler Patriot Clubhouse**: Move to Horner Ballpark underneath the stadium.
- **Strickland Building**:
  - **Bowles Hall**: Move to interior office corridor or restrooms. The President’s Office will remain in their area.
  - **Durham Hall**: Move to corridors outside of offices or restrooms. Be sure to close all office doors.
  - **College of Christian Faith Advancement Classrooms**: Move to interior office, room #214, #224 or #226A.
  - **Tabor Athletic Guesthouse**: Move to Pilgrim Chapel Lower Level interior classrooms.
  - **Williamsburg Village**: Move to 1st floor bathroom. Mattresses and pillows may be used for additional protection. Alternate: Seek shelter at Horner Ballpark under stadium or the Brownstone III classrooms (by The Union).

**REMEMBER:** If you are evacuated to a safe area, you are to remain at your location until the DBU Police, Student Affairs staff, or the Emergency Response Team clears you to resume normal operations.