Student Guide Book
2012-2013
John Brown University
The Graduate School
Student Guide
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Dear Students:

Welcome to The Graduate School of John Brown University. We are glad that you have chosen to join the JBU community.

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

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

This handbook should answer most, if not all, of your questions. It outlines the policies and standards that should guide your educational program here at JBU.

I am glad that you are here, and I look forward to meeting you. May God bless and keep you during your time of study here at JBU.

God-speed,

[Signature]

Dr. Chip Pollard
President
Welcome to The Graduate School of John Brown University! The purpose of this publication is to inform you of the guidelines, policies, and procedures of the Graduate Programs. If you have any questions, please call (888) 849-3503 or email grad@jbu.edu.

**Please refer to the Graduate Studies Catalog for further explanations of policies and for policies not found in this Student Guide at [http://www.jbu.edu/catalog/](http://www.jbu.edu/catalog/)

**Graduate Studies Student Expectations**

The mission of John Brown University is to provide a Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

While recognizing the diversity of its students, JBU requests from each student enrolled in The Graduate School a willingness to exhibit a lifestyle in harmony with its mission along with a sympathetic appreciation for its standards. To read the Articles of Faith go to [http://www.jbu.edu/hr/faith/](http://www.jbu.edu/hr/faith/)

The university standards of conduct have been established to reflect JBU’s distinct Christ-centered community and mission. These standards include obeying legal expectations set out in national, state, and local laws as well as spiritual expectations set out in scripture, such as practicing kindness, stewardship and self-control and refraining from dishonesty, occult practices, obscene language, sex outside of marriage and abuse of alcohol and other substances.

The university reserves the right to address behaviors that hinder the institution’s mission. JBU presents these standards in the hope that they will enable students to “grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever!” (2 Peter 3:18).
ACADEMIC POLICIES AND PROCEDURES

Enrollment Status

- Graduate students are considered full time at six (6) or more hours and part time at fewer than six (6) hours.
- Graduate students are expected to maintain satisfactory progress towards their degree and have a minimum cumulative grade point average (GPA) of 3.0 for all graduate work as well as, all coursework in the major. A 3.0 cumulative GPA is required for graduation.
- A student admitted under regular status whose cumulative graduate grade point average is below 3.0 is automatically placed on probationary status. Failure to raise cumulative GPA to a 3.0 or better will result in dismissal from the University.
- Graduate students who are allowed to register with an incomplete file must complete the admission process including all references, transcripts, and test scores no later than the end of their first semester or summer session of classes. Students who fail to complete the admission process become ineligible to register for the following semester.
- Students must notify their Advisor and the appropriate department (Business, Counseling, or Education) when any change is made to their enrollment status (i.e. add a class, drop a class, change a section, address, email, phone, etc.)

For more detailed policies regarding standards for continuance in a Graduate program see the information in the 2011-2013 Graduate Catalog at:
http://www.jbu.edu/catalog/grad/current/academic_policies/#quality_standards_for_continuance_in_a_graduate_program

Online Registration
Registration dates for each semester or term are published on the JBU Graduate web pages at  www.jbu.edu/grad/about/important_dates/ Students may also be notified of these dates by emails sent from the Graduate School Office, Registrar’s Office, or their graduate program office.

Students should first discuss their course selections with their advisor before registering. Instructions for registering online can be found at
www.jbu.edu/registrar/register

If students have technical questions or problems, they should contact JBU’s Help Desk at 479-524-7256 or help@jbu.edu. For advising, students should call their graduate program department by calling (888) 849-3503.
Coursework and Requirements

- Grade of “C” is the minimum passing grade for graduate credit. Grades of “C-” or lower will not count towards degree completion.
- No more than 9 semester hours of “C” or “C+” work may be applied toward a master’s degree.
- All prerequisites listed for a specific course must be taken prior to that course unless approved in advance by the Program Director.
- Counseling students must earn a grade higher than a C+ in every course required for state licensure.

Transfer Credit Policy

- Up to nine (9) credit hours of graduate transfer credits or 25% of the degree program, whichever is greater, toward fulfillment of a graduate degree, shall be allowed, subject to approval by the program director and dean.
- No grade below a “B-” may be transferred into a graduate degree program at JBU.
- Grades from transfer credits are not included in the calculation of the JBU grade-point average.
- Correspondence credit/coursework is not applicable towards a master’s degree at JBU.

Adding and Dropping Courses

Students register for graduate courses during the official published registration time periods. Students may not register for courses after the close of the late registration time period. Course registrations and additions completed during the late registration period must have approval from the respective graduate program director and are subject to a late fee.

Semester and half-semester graduate courses dropped after the first week of the semester or term but prior to the mid-point of the course will appear on the student’s permanent record with a grade of “W.” Non-completion of a course thereafter will result in a letter grade based upon the student’s performance relative to the required work for the complete course.

Refunds

Graduate students who withdraw from the University or drop a course may be entitled to a partial refund of that term’s tuition and course fees. The percentage of refund is determined by the official date of withdrawal, according to the following schedules:

Note: Spring Break will not be counted as a week of the term for refund purposes.

If the program follows the traditional semester format (14-16 weeks):

100% refund during the first week of the semester
80% refund during the second week of the semester
60% refund during the third week of the semester
40% refund during the fourth week of the semester
20% refund during the fifth week of the semester
No refund after the fifth week of the semester

For short terms or courses (typically 7 and 8 week terms):

100% refund during the first week of the term
80% refund during the second week of the term
40% refund during the third week of the term
No refund after the third week of the term

Courses that are presented in different formats, such as international study trips and seminars, are not subject to the above refund schedule. Information regarding refund schedules for these types of courses is available upon request from the respective graduate program office.

Other fees are non-refundable

In the event of medical withdrawal prescribed by a physician, special consideration will be given to tuition adjustment.

Crisis Alert System and Class Cancellations
John Brown University has implemented a Crisis Alert System that can notify students with time-sensitive information during unforeseen events or emergencies and provide details on appropriate response, using voice, email, and text messaging. If campus locations close due to inclement weather students will be notified through this Crisis Alert System (CAS). It is important for students to sign-up to receive these alerts at http://eagle.jbu.edu/services/CrisisAlert/

If a particular class has been cancelled due to an emergency or inclement weather the instructor will make an announcement through Blackboard. Students should always check their JBU email account.

Attendance
A student who misses 50% or more of scheduled contact time for any course will not receive credit for that course. The instructor, at his or her discretion, may impose a penalty for any absence and/or require compensatory work for some absences.

Substantial tardiness, as well as missing an entire class session, may be charged against the 50% limit.

Non-Attendance Resulting in Withdrawal
Except in case of extenuating circumstances, students who do not attend any class for ten consecutive days may be withdrawn from John Brown University for non-attendance. It is the responsibility of the student to contact instructors, advisor, registrar, business office, financial aid office if extenuating circumstances exist.
the withdrawal occurs before the mid-point of the term, students will receive a grade of “W.” Students will have a grade of “F” (failure) recorded if they are withdrawn after the mid-point of the term.

**Readmission - One Year Grace Period**

There is a one-year grace period for an accepted student to register for classes. After the one-year period has passed and the student has not registered for class, the student will need to follow the standard admissions process by submitting a new application and any new documentation that may be required. The application fee is waived.

Enrolled students who drop also have one year to return and register for class or they, too, will need to submit a new application and go through the readmission process.

**Second Degree Seeking Students**

A JBU master’s degree recipient seeking admission to a second degree program, who has been out of JBU for at least one year, must complete an application form, submit official transcripts of work completed since graduation and receive permission of the program director. Applicants to the counseling programs must also submit new reference forms.

Currently enrolled graduate students or JBU master’s degree recipient, who graduated less than one year ago, seeking a second degree, must complete a **Request to Pursue Additional Degree** form and submit it to the program office of the new degree. The program director reserves the right to require additional documents, references or an interview.

For policy regarding GPA calculation for multiple degrees please refer to the online Graduate Catalog [www.jbu.edu/catalog/grad/current/additional_masters/#addmasters](http://www.jbu.edu/catalog/grad/current/additional_masters/#addmasters)

**Statement on Academic Integrity**

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

a) **Plagiarism**: Submitting as part or all of one’s own work material that is copied or paraphrased from another source, including on-line sources, without the proper acknowledgement of that source. Examples include: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another’s work as your own, etc.

b) **Cheating**: Using unauthorized material or study aides for assistance on examinations or other academic work. Examples include: looking at a peer’s exam, altering a graded exam, using notes without permission, etc.

c) **Fabrication**: Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.
d) Facilitating academic dishonesty: Helping another student violate this policy. Examples include: allowing one’s work to be copied, working together on an assignment where collaboration is not allowed, doing work for another student.

**Faculty Action Regarding Violations of Academic Integrity**

All violations of the academic integrity policy will be reported to the Dean of the Graduate School who will maintain a file on student offenses.

- **First offense:** In the first case of dishonesty, the faculty member will normally give the student a zero for the assignment or test on which the student has been dishonest. Faculty members are free to impose more severe penalties if such penalties are announced in the course syllabus.
- **Second offense:** A second violation of the integrity policy in the same course or any other course will result in an F in the course.
- **Third offense:** Any further violations of the integrity policy may result in suspension or dismissal from the university.
- **Appeals:** A student who feels that he or she has been unfairly accused or unjustly treated may appeal to the Dean of the Graduate School. Final appeals will be handled by the All-Campus Judiciary Committee.

**Grades, Degrees, and Graduation**

- Grades are processed by the Registrar’s office. No hard copies are distributed unless specifically requested through the Registrar's office. Graduate students can access their registration and grade information through Eaglenet at [http://eaglenet.jbu.edu/](http://eaglenet.jbu.edu/). If you experience difficulty, contact the Help Desk at help@jbu.edu.
- Review the Grading System for graduate level courses online at [http://www.jbu.edu/catalog/grad/current/academic_policies/#grading_system](http://www.jbu.edu/catalog/grad/current/academic_policies/#grading_system)
- Master’s degrees are posted following the semester or summer session in which all degree requirements have been met. The Registrar’s office posts the master’s degree on the transcript, processes transcripts and the official degree. The first transcript is issued without charge; there is a $2.00 charge for each one sent thereafter.
- To participate in commencement, all coursework requirements must be completed.
- Graduates will order their own regalia. For more commencement information log on to [http://www.jbu.edu/registrar/commencement/](http://www.jbu.edu/registrar/commencement/)
- Please direct enrollment or grade inquiries to the Registrar’s office at (479) 524-7278 or (888) 849-3503.

**Commencement**

Commencement is held in December and May. Two months prior to the intended completion date, each candidate must complete an online Application for Graduation. The associate registrar will notify students by email of the dates and provide a link to the online application. The graduation fee of $35 will be charged to the candidate’s account without regard to commencement
participation. Participation in the ceremony incurs an additional charge for regalia. Regalia can be purchased through the campus bookstore. Degree candidates may participate in commencement only upon completion of all graduation requirements. http://www.jbu.edu/registrar/commencement/

Eligibility to participate in commencement is limited to the commencement at the end of the student’s final semester in attendance or the commencement at the end of the following semester. Furthermore, participation eligibility is based upon compliance with all of the deadlines posted on the JBU commencement web site.

**Academic Grievance Process**

- Any graduate student having a complaint about an instructor should first discuss the complaint directly with the instructor.
- If the student is not satisfied after talking with the instructor, or if the student is reluctant to approach the instructor, the student should go to the appropriate program director with a written concise statement of the problem and a proposed solution.
- Before officially considering the complaint, the program director will offer to meet with the student and the instructor. If the student is unwilling to attend such a meeting, the complaint will be dropped at that point.
- If the student consents to a meeting, the complaint will be heard formally in that meeting.
- The instructor or the aggrieved student may request a second meeting within seven days to which both the instructor and the student may invite colleagues and students. The program director will request the presence of the Dean of the Graduate School at the second meeting.
- If the problem is not resolved to the satisfaction of the instructor and/or the student, a written appeal may be made to the Vice President for Academic Affairs who is empowered to make the final decision. The Vice President for Academic Affairs will respond with a final decision in writing to those involved.
- If the complaint is related to graduate policies and procedures, it should be directed to the program director and the Dean of the Graduate School.

**STUDENT SERVICES**

**Scholarships, Assistantships and Fellowships**
A limited number of graduate assistantships, scholarships and/or fellowships are available each academic year to eligible applicants. Applicants for all programs must have completed the application process and be officially admitted into graduate studies at JBU. http://www.jbu.edu/grad/financial_aid/fellowships/

**Services for Students with Disabilities**
It is the student’s responsibility to initiate any action regarding a disability with the JBU Director of Disability Services (DDS). Students with documented disabilities should contact the DDS as soon as possible to begin the accommodations process. Students who experience specific difficulties but, for whatever reason, do not currently have a documented disability are encouraged to
dialog with the DDS concerning their difficulties and their intentions and efforts to find causes and solutions. In such cases where students are actively seeking to determine the nature of their difficulty, the faculty of The Graduate School will provide accommodations upon the recommendation of the DDS. Contact information for the Director of Disability Services: Jackie Wright, Director, 2000 W. University St., Siloam Springs, AR 72761, phone 479 238-8770, fax, 479 238-8750, email jwright@jbu.edu.

**Bookstore**
- Located on the JBU campus in the Walker Student Center
- Open 8:30-5:00 Monday through Friday
- Open Saturdays only during special events on campus (i.e. Homecoming, Commencement, etc.)
- Books can be ordered through the JBU bookstore: [http://www.jbu.edu/grad/about/resources/](http://www.jbu.edu/grad/about/resources/)
- Feel free to call any time you have questions or need assistance at (479) 524-7195
- **Make financial arrangements in advance with the Business Office to use credit on a student account for purchasing books.**

**Student Accounts**
Student Accounts and Cashiering Services manage the billing and collections of student accounts. For questions regarding student account processes or to contact the graduate student account representative, visit [http://www.jbu.edu/student_accounts/](http://www.jbu.edu/student_accounts/)
To understand how to make payments please go to: [http://www.jbu.edu/assets/student_accounts/resource/file/2012/How_to_Make_a_Payment.pdf](http://www.jbu.edu/assets/student_accounts/resource/file/2012/How_to_Make_a_Payment.pdf)

**Financial Aid Office**
This office is your source of information concerning financial aid. If you are having a problem with finances, do not assume that help is not available. Talk with the financial services specialist or any member of the financial aid staff. Their toll-free number is (888) 849-3503 or (479)-524-7151.

**Graduate Christian Fellowship**
Graduate Christian Fellowship (GCF) is a ministry designed for all graduate students, regardless of their particular program of study. Be watching for opportunities to get together to explore issues of life and faith. Call the Office of Christian Formation at (479) 524-7461 if you have questions.

**Participation in Undergraduate Campus Events**
Graduate students are full members of the JBU community and are encouraged to participate in campus events and activities. Some campus events are supported in whole or in part by the General Fee paid each semester by all traditional undergraduate students in addition to their tuition. Since graduate students do not pay the undergraduate General Fee, graduate students may not be eligible to

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participate in some undergraduate activities or receive the undergraduate student discount at some events.

**Health Services**

**TB Documentation:**
Due to an Arkansas Law, Act 96 of 1913, John Brown University **must require** all incoming students who were born or have lived for longer than 6 months in countries where Tuberculosis is endemic to show documentation of a negative TB skin test (done within six months of the school term) or documentation of a negative chest x-ray and treatment if TB skin test was positive. If you have not completed one of these forms, please contact the Graduate Studies Office.

**MMR Documentation:**
The Arkansas Department of Health requires John Brown University to document that incoming students have met the state’s requirement of having received at two doses of the MMR vaccination.

In order to be compliant, a record of the student’s MMR immunization needs to be provided. There are four types of acceptable records, showing the date the MMR was received: 1) a doctor’s record signed by a physician, 2) school immunization records, 3) military immunization records, or 4) a record from the state’s health department. This needs to be received within thirty (30) days after your acceptance into a graduate program. Previous JBU students may already have records in place, please confirm this with the nurses’ office at 479-524-7320 or HealthServices@jbu.edu.

Possible exemptions to presenting a record of these immunizations include the following. A student born prior to 1957 is automatically exempt. A student can apply for a medical, religious, or philosophical exemption from the Arkansas Department of Health. It is preferred that students email the Arkansas Department of Health at immunization.section@arkansas.gov for the forms. This process must be done annually before the fall semester. A copy of the “letter of exemption” must be sent to JBU’s Health Services each year. There is a good deal of paperwork associated with these exemptions. A student filing for an exemption may ask the state to issue a letter stating that they are in process of filing for an exemption. John Brown University can hold that in our records until the exemption is official.

If a student does not follow through with providing acceptable documentation of MMR immunization records or exemption, a hold will be placed on the student account and that student will be unable to register for courses for future semesters until the records are received and approved.

**Parking Sticker**
Graduate students attending classes on JBU’s Siloam Springs campus need parking stickers. You can obtain one by registering on our website at

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Be sure to indicate that you are a graduate student so that you will not be charged for this sticker.

**Walton Lifetime Health Complex**
Contact the WLHC at (479) 524-7311 regarding services and guidelines; or visit it on the web at [www.jbu.edu/health_complex](http://www.jbu.edu/health_complex/)
Graduate students need only show their ID. Family members over age 14 may get their own Health Complex ID cards by contacting the WLHC at (479) 524-7311

**Facilities and Classroom Locations**

**Siloam Springs Campus**: Learning Resource Center (LRC), Soderquist Business Center (SBC), Walker Student Center (WSC), and other campus buildings:
2000 West University Street, Siloam Springs, AR 72761

**The Rogers Center**:  
2807 Ajax Avenue, Suite 200  
Rogers, AR 72758  
479-631-4665

**The Fort Smith Center**:  
1401 S. Waldron Road, Suite 104  
Fort Smith, AR 72903  
479-646-0082  
*(Please do not park in the spaces directly in front of the other businesses in the building. These businesses have asked us to leave these spaces open.)*

**Sam M. Walton Development Center**:  
2001 Southeast 10th Street  
Bentonville, AR 7271
JOHN BROWN UNIVERSITY LIBRARY

Graduate Student Information

Library Hours
Monday - Thursday 7:30am - Midnight
Friday 7:30am - 5:00pm
Saturday 11:00am - 5:00pm
Sunday 3:00pm - Midnight
Director: 479.524.7203
(Hours may vary during summer, holidays, and semester breaks)

Library Phone Numbers
Circulation: 479.524.7202
Research: 479.524.7153
Interlibrary Loan 479.524.7276

Instructional Services: 479.524.7191
Fax: 479.524.7335
Library email: library@jbu.edu

CATALOG ACCESS
At the library website: www.jbu.edu/library.

LIBRARY CARD
Use your JBU student ID card. You may also borrow materials from 27 academic libraries in Arkansas using a free ARKLink card. Contact Beckie Peden (x7202 or bpeden@jbu.edu) for details.

CHECKOUT PERIOD
21 days. Renewal period is 21 days. May be renewed twice if there is no hold on the book; renewable by phone or email: library@jbu.edu. A student may have up to 20 books checked out at any time. Document delivery: We can mail books or articles to you from our library; you are responsible for return postage on books.

OVERDUE FINES
$.25 per day per book. Email or phone us to renew books.

UNRETURNED MATERIALS
You will be billed for replacement of item(s), plus $10 processing fee per item.

INTERLIBRARY LOANS
Requested items will be available in 1 - 2 weeks. Request items in person, email Simone Schroder (simones@jbu.edu), or use the online form at the library website. We can mail books or articles to you; you are responsible for return postage on books.

RESEARCH QUESTIONS
May be phoned in or sent electronically, using the online form or IM option at the library website, or email Steve Paschold: spaschold@jbu.edu.

ONLINE RESOURCES
Available from any computer with Internet access, via http://www.jbu.edu/library; click on “Online Resources.” Select a subject area or browse the list. If off-campus, you will be prompted to enter your JBU username and password

EBSCO Academic Search Elite (full-text journals)
ProQuest Direct (full-text journals)
ABI Inform (full-text business journals)
ATLAS (full-text theology articles and journal index)
BioOne (full-text biology journals)
Britannica Online
Business Source Elite (full-text business journals)
Christian Periodical Index Online
Ebrary Religion Collection (700 e-books)
Gallup Polls
HealthSource (full-text health journals)
Hoover’s Company Records (in ProQuest)

IDEAL (full-text science articles)
LexisNexis Academic (business and legal information)
MarketResearch.com (data and analysis of industries, markets, and products)
MLA International Bibliography (literary journal index)
Newspaper Source (regional newspapers)
Professional Development Collection (full-text education journals)
PsycInfo (psychology journal index)
STAT-USA (U.S. and international economic statistics)
WorldCat (worldwide book catalog)
NetLibrary (11,000 scholarly e-books)
Information Technology Services at JBU

Public Computing Services
To provide for the computing needs of all JBU students, Information Technology Services (ITS) operates a number of general-purpose labs and some specialty labs. These labs are all interconnected with a high-speed network (Eaglenet) and Internet access. They supply the hardware and software you will need for completing class assignments. **There are three general purpose labs plus a fourth lab in the Library (open all day and evening M-F and evenings on Saturday and Sunday) on the JBU campus in Siloam Springs. There are also labs available at the site locations in Rogers, Fort Smith and Little Rock, AR.**

- Windows operating system
- Microsoft Office for word processing, spreadsheets, databases, presentation, email, and web browsing.
- Microsoft Visual Studio for programming languages
- B&W and Color Laser printing (for a small fee; campus labs)
- Image Scanning

You will automatically be given a network account and an email address along with file space on the network for storing class work. You can access your email and network files from any lab computer or from your own home or work computer.

Wireless Network
JBU operates a number of wireless “HotSpots” that make it possible for you to have access to the network when working in the Library, the Walker Gathering Place, and a few other areas on JBU Campus. To use the wireless network, you will need at least an 802.11b compatible wireless network adapter in your portable computer.

Internet Access
The Internet has become an important and popular resource for research, communication, and recreation. JBU provides high-speed Internet access via dedicated T-1 lines. All lab computers can use this service.

In accordance with the JBU lifestyle expectations, access to the Internet is monitored and filtered to limit access to pornographic and other sites portraying sexual activity. The technology for filtering is not 100% effective, so you will still be expected to exercise good judgment in your use of this powerful tool.

For more information, contact the Help Desk at (479) 524-7256, by email at Help@jbu.edu
More details are available on the Eaglenet web site  [https://eaglenet.jbu.edu](https://eaglenet.jbu.edu)
LEGAL INFORMATION - YOUR RIGHTS AS A STUDENT
You have rights as a student that are protected by law. This section summarizes some of those rights which are guaranteed to you and all students.

Your Rights of Access to Your Educational Records
The Buckley Amendment to the Family Educational Rights and Privacy Act of 1974 extends to all former and presently enrolled students at JBU the right of access to certain educational records maintained by this institution. Student rights include:

1. Inspection and review.
2. Explanation or interpretation of contents.
3. Duplication of the record at a standard fee of 10 cents per page.
4. A formal hearing, if necessary, to challenge the contents of any such record.

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

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

Requests for access to educational records should be submitted in writing directly to the school official responsible for custody of the records. A standard form, "Student Request to Review Record," is available at the registrar's office. Consistent with time and record security limitations, access must be granted or permission denied and a reason stated within 45 days of the request to review the record. Access will be denied only for reasons specifically authorized by the act and applicable regulations.

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

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

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

**JBU's Response to the Requirements of the Family Educational Rights and Privacy Act:**
A copy of the institutional policy adopted in response to the requirements of the Family Education Rights and Privacy Act may be obtained from the registrar's office. Any student having pursued the administrative remedy may submit a further appeal in writing to: The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, SW, Washington, DC 20201.

**Release of Personal Data**
At its discretion, John Brown University may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory Information is defined as the information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information at John Brown University includes the following:

A. Name  
B. Address  
C. Telephone  
D. Date and place of birth  
E. Major field of study and year in school  
F. Participation in officially recognized sports and activities  
G. Weight and height of members of athletic teams  
H. Dates of attendance  
I. Degrees and awards received  
J. The most recent previous educational agency or institution attended  
K. Parents' name and addresses  
L. Marital status (name of spouse)  
M. Religious preference

Students may request that Directory Information be withheld (non-disclosure) by submitting a Request to Withhold Directory Information. The Request to Withhold Directory Information form may be requested from the JBU Registrar's Office by calling 479-524-7158.
STATEMENT FOR THE PREVENTION OF DRUG AND ALCOHOL ABUSE AT JOHN BROWN UNIVERSITY

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

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

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

Employees involved with alcohol and/or drug abuse are subject to review by the appropriate administrators. An employee who violates the code of conduct (which includes drug and alcohol abuse) is subject to discharge.

Students and/or employees who sell illicit drugs will have their relationship with the college terminated along with being referred to local authorities for prosecution.

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

Effects of Other Drugs
The following negative effects from the use of illicit drugs are cited to describe the danger involved in drug abuse:
- Cocaine - dependency, increased blood pressure, seizures, cardio respiratory collapse, severe mental disorders
- Amphetamines - temporary psychosis, dependency, heart disorders
- Marijuana - dependency, loss of coordination, brain lesions, lung tissue damage
- Barbiturates - addiction, apathy, loss of self-control, convulsions, coma
LSD - hallucinations, recurring affects (flashbacks), brain damage, chromosomal breakdown
Heroin - lethargy, convulsions, coma, liver problems, mental deterioration

State and Federal Penalties for Illicit Drugs and Alcohol

Illicit Alcohol. Students under the age of 21 who purchase or knowingly possess any alcoholic beverage are in violation of Arkansas State Law. In addition, any person who furnishes an alcoholic beverage to a person who is under 21 years of age violates state law.

Under the Arkansas criminal code, a person can serve up to 30 days in jail and pay a $100 fine for the crime of public intoxication. For furnishing an alcoholic beverage to a minor, the penalty can be as high as $500 and a one-year jail term (which can be increased to five years in the state penitentiary upon a second conviction). Various other offenses, such as minor-in-possess, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to $500 or six months in jail, or both.

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

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

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

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

Review of Drug and Alcohol Abuse Statement
This statement is subject to biennial review by John Brown University in order to implement necessary changes and ensure consistent application.
**Requirement to Report Violation**

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

**Requirement to Support Drug-Free Policy**

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

**WEAPONS, FIREWORKS, AND EXPLOSIVES**

Arkansas State law prohibits the possession of guns on any campus or site. This includes all firearms, BB guns, pellet guns, paint pellet guns, Airsoft guns, and all other devices which expel a projectile through a barrel by using energy generated by an explosion, burning substance, carbon dioxide cartridge, compresses air, etc. In addition, ammunition, martial arts gear, machetes, knives, bows and arrows, slingshots, and similar items that could harm others must be kept off campus and university property.

Students are not to carry weapons, fireworks, or explosives in their vehicle or onto the premises or buildings affiliated with John Brown University.

Questions about state laws that apply to firearms should be directed to the Director of Campus Safety, Scott Wanzer at (479) 524-7403 Campus Safety Coordinator.

If you see suspicious activity on the main campus the emergency number is (479) 215-5000; on any of the sites and using a JBU phone dial 9-911.

**HARASSMENT POLICY**

**Harassment, Including Sexual Harassment**

John Brown University is committed to an environment in which all people are treated with respect and dignity. Each individual has the right to live and study in an atmosphere that promotes learning opportunities and prohibits practices such as harassment.

Therefore, John Brown University expects that all relationships among students and employees will be collegial and free of harassment. John Brown University encourages reporting of all perceived incidents of harassment. It is the policy of JBU to investigate such reports. JBU prohibits retaliation against any person who reports harassment or participates in an investigation of such reports.

**Definitions of Harassment**

1. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests
for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward a person because of his/her race, color, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s performance; or (iii) otherwise adversely affects an individual's opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the campus or at outlying centers, or circulated in the workplace.

**Reporting an Incident of Harassment, Discrimination or Retaliation**

John Brown University encourages reporting of all perceived incidents of harassment or retaliation, regardless of the offender's identity or position. Students who believe that they have been the victim of such conduct should discuss their concerns with their Program Director, Dean of Students, and the Vice President for Student Development, or the University’s Title IX compliance officer, which is the Vice President for Finance & Administration. See the Complaint Procedure described below.

In addition, JBU encourages students who believe they are being subjected to such conduct to advise the offender promptly that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. JBU recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

**Complaint Procedure**

**Informal Procedure**

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the student should notify his/her Program Director, the Dean of Students, the Vice President for Student Development, or the University’s Title IX compliance officer, the Vice President for Finance & Administration, who may, if the student so requests, talk to the alleged offender on the student’s behalf. In addition, there may be instances in which a student seeks only to discuss matters with one of the JBU designated representatives, and such discussion is encouraged. A student reporting harassment or retaliation should be aware, however, that JBU may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the student. The best course of action in any
case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

**Formal Procedure**

As noted above, students who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the Dean of Students, Vice President for Student Development, or the University’s Title IX compliance officer the Vice President for Finance & Administration. John Brown University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against a student for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action. Acts of retaliation should immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, housing reassignment, temporary suspension or dismissal, as JBU believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to the President. False and malicious complaints of harassment or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

**Conclusion**

John Brown University has developed this policy to ensure that all its students can work in an environment free from harassment and retaliation. JBU will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any student who has any questions or concerns about these policies should talk with the Dean of Students or the University’s Title IX compliance officer, the Vice President for Finance & Administration. Finally, these policies should not, and may not, be used as a basis for excluding or separating students of a particular gender, or any other protected characteristic, from participating in academic and social activities or discussions. In other words, no one should make the mistake of engaging in exclusion in order to avoid allegations of harassment. The law and the policies of John Brown University prohibit
disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of attendance. The prohibitions against harassment and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

The University is committed to the preservation of human dignity and the protection of students, and is particularly concerned about the possibility of student harassment, whether sexual, racial, ethnic, or any other type. Harassment in any form--verbal, physical, or visual--is strictly against university policy and will result in immediate disciplinary action. Defining sexual or other harassment precisely is not easy but it certainly includes slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. If you believe you have been the recipient of harassment by any other member of the university community, you are encouraged to report the alleged occurrence to a member of the faculty, or administration. Be assured that there will be no retaliation toward anyone choosing to report an alleged occurrence of harassment.

AIDS POLICY

No plan or policy can deal adequately with the AIDS phenomenon; yet the presence of this lethal disease without remedy forces colleges, hospitals, businesses, and many other organizations to articulate procedures. At best, the JBU plan reflects updated medical opinion, legal considerations, review of other policies, and documented experience with the impact of the disease. For John Brown University, the special concern is how AIDS fits into the Christian world view. As Christians, it is our desire to “... bring every thought captive to the obedience of Christ.” (II Cor. 10:5b)

A descriptive document of the University's perspective on AIDS is available in the Student Life Office.

The JBU policy shall be that a person with AIDS should be treated as any other with the exception of (1) consideration of the risk of infection to the person with AIDS or others, (2) the support necessary for the person with AIDS, and (3) the full cooperation of the person with AIDS in meeting guidelines for continued enrollment or employment.

The community standards of JBU may require discipline or employment of action for some due to the method of acquisition of AIDS, but people with AIDS will be viewed no differently than others who participate in similar actions.

Nondiscrimination
John Brown University will not exclude an individual from admission, employment, facilities usage, or activities solely on the basis of having AIDS. A person with AIDS may, however, be excluded from University functions based on medical determination of risk of infection to or from others. A short-term exclusion may be used when it is determined there is a need for additional medical diagnostic appraisal or a situation of
such a serious and urgent nature that temporary exclusion of the infected person is in the best interest of all concerned.

**Education as Key**

Education is the primary method by which our university can deal with preventing and understanding AIDS. Concurrent with a campus AIDS policy is the need for an educational program that presents the community with current knowledge through diverse formats. A community that is aware of the truth about AIDS is better able to handle its reality in its members' lives. While the University's response in some cases may need to deal with the lifestyle expectation and standards set out in scripture, we also wish to respond to each individual person in Christian love and compassion. We must "...bear each other's burdens" and "do good to all people" (Gal 6:2,10). We must "...weep with those who weep" with the compassion Christ had for those who were suffering (Luke 7:13; 10:33; 15:20).

**Confidentiality**

The rights of privacy and confidentiality will be maintained within the purview of those persons with direct administrative and health care responsibilities.