WELCOME FROM THE PRESIDENT

Dear Students:

Welcome to 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 Division of Graduate and Professional Studies! The purpose of this publication is to inform you to 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 section of the Catalog for policies not found in this Student Guide.

Graduate and Professional 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 Graduate and Professional Studies a willingness to exhibit a lifestyle in harmony with its mission along with a sympathetic appreciation for its standards.

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 or 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 glory both now and forever!” (2 Peter 3:18).
STUDENT POLICIES & PROCEDURES

Enrollment Status
- 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.
- Graduate students are expected to maintain a minimum cumulative grade point average (GPA) of 3.0 to graduate.
- Students with 12 credit hours or more whose GPA falls below 3.0 will be placed on probation. Students on probation will be allowed to enroll for a maximum of nine credit hours. At the end of the probationary period, they will be removed from probationary status if their GPA is 3.0 or higher. Failure to raise cumulative GPA to 3.0 or better will result in dismissal from the University.
- Graduate students are considered full time at six (6) or more hours and part time at fewer than six (6) hours.
- Students must notify their advisor, and the appropriate department (Business, Counseling or Ministry) when any change is made to their enrollment status (i.e. add a class, drop a class, change a section, address, e-mail, phone etc.)

Online Registration
Graduate registration is done completely on-line. Students will be notified of registration dates through their JBU email account:

1. Students should first discuss their course selections with their advisor before registering.

2. Between the assigned registration dates, go to http://eagle.jbu.edu on the Internet. This will take students to the EagleNET web page; log in to myEagleNet using JBU username and password.

3. Once in myEagleNet, students click on Graduate Registration link found under Resources in the left hand column. This takes students to the Graduate Studies registration page, which includes an explanation of the steps to take to register for classes. After reading the explanation, students click on “Continue” to proceed to step one. All of the steps must be completed in order to register for classes.

4. After completing steps 1-3, students are taken to a summary page that provides an overview of information they’ve submitted thus far. After verifying that the summary is accurate, students are ready to register. To do this, they must click on the “my Campus Web” link on the summary page.

5. When at the “my Campus Web” page, students click on “Course Search” under “Registration” in the left hand column. This will take students to the page where they will actually select the courses they wish to take.

6. After selecting their courses, they may return to the “my Campus Web” page and click on “My Schedule” for a summary of the courses for which they registered.

7. After registering, students must log off.
If students have technical questions or problems, they should call JBU’s Help Desk. If they have advising questions, they should call their graduate program department. Both places can be accessed by calling (888) 849-3503.

**Coursework Requirements**
- Grade of “C” is the minimum passing grade for graduate credit. Grades of “C minus” or lower will not count towards degree completion.
- No more than 9 semester hours of “C” work may be applied toward a master’s degree.
- All prerequisites listed for a specific course must be taken prior to, or simultaneously with, that course unless approved in advance by the Program Director.
- Counseling Core courses may not be applied toward an LPC or MFT license in the State of Arkansas if the student’s grade in the course is below a grade of “B-.”

**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.
- 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.

**Readmission**
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 out 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.

**Inclement Weather**
In situations of inclement weather, the student should contact the instructor or the program office to determine the cancellation of classes. The program office can be reached at (888) 849-3503.

**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.
Adding and Dropping Courses
Graduate courses may be added after initial registration, provided the procedure is completed by the close of the second week of a semester course or the first week of a short term.

Semester and half-semester graduate courses dropped after the first day of class but by the official drop deadline date 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.

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

If the program follows the traditional semester format (14-16 weeks),
   90% refund during the first week of classes
   80% refund during the second week
   60% refund during the third week
   40% refund during the fourth week
   20% refund during the fifth week
   No refund after the fifth week

For short terms or courses (typically 7 and 8 week terms),
   80% refund during the first week of classes
   40% refund during the second week
   No refund after the second week

Other fees are non-refundable

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

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 acknowledgment of that source. Examples include: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another’s work as your own, etc.
b) Cheating: Using unauthorized material or study aids for assistance on examinations or other academic work. Examples include: looking at a peer’s exam, altering a graded exam, using notes without permission, etc.

c) Fabrication: Submitting altered or contrived information in any academic assignment. Examples include: falsifying data, text material, or sources.

Faculty Action Regarding Violations of Academic Integrity

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

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

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

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

Appeals: A student who feels that he or she has been unfairly accused or unjustly treated may appeal to the Dean of Graduate and Professional Studies. 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 Campus Web after logging into EagleNet at http://eagle.jbu.edu/. If you experience difficulty, contact the Help Desk at help@jbu.edu.
- In order to receive an “incomplete” the student must submit a written petition requesting this. If approved by the instructor and program director, a Notification of Incomplete Grade form is submitted to the Registrar’s office. Incomplete coursework must be completed within 30 days or the “I” is converted to an “F”. Upon completion of the coursework, the instructor or program director must complete a Change of Grade form.
- 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/events/commencement/
Please direct enrollment or grade inquiries to the Registrar’s office at (479) 524-7103 or (888) 849-3503.

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 Graduate and Professional Studies 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 of 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 Graduate and Professional Studies.

STUDENT SERVICES

Assistantships and Fellowships

- The Soderquist Center for Leadership & Ethics (SCLE) in cooperation with the Division of Business awards a limited number of graduate fellowships based on work requirements in the Soderquist Center for Leadership & Ethics. Soderquist Fellowships are available for students in the Master of Business Administration and Master of Science in Leadership and Ethics degree programs.
- The Graduate Business Division awards two graduate assistantships based on work requirements within the Division.
- The Center for Relationship Enrichment awards two fellowships to graduate students enrolled full time in the MFT or MFT/CC dual tracks. Fellowships are based on work requirements and initiatives of the Center.
- Information and applications become available in spring from the Soderquist Business Center for business students and the Graduate Counseling Department for MFT students.
- Awards are announced by May 1 for the following fiscal year, July 1-June 30.
• Candidates who receive graduate assistantships are also eligible for scholarships. All candidates for assistantships and fellowships must be accepted into a graduate studies program to be eligible.
• Graduate assistantships and fellowships are paid positions subject to federal and state taxes. Work hours and remuneration are governed by individual departments.
• Graduate assistants may apply for a second year. Second-year awards are subject to availability of funds and a 3.0 minimum cumulative GPA in the program of study. Criteria for renewal of assistantships include GPA, class attendance and attitude. An application and recommendation by the appropriate Scholarship Committee is required for continued funding.
• The Graduate Business Fellowship Committee and the Graduate Counseling Scholarship Committee are the final authorities in the granting of awards.
• Criteria for awarding new assistantships and fellowships include GPA, test scores, references, and the candidate’s written statement of experiences.

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 (ie. Homecoming, Commencement, etc.)
• Books can be ordered online through the JBU bookstore at http://eagle.jbu.edu; click on Bookstore found in the EagleNet Resources column
• Feel free to call any time you have questions or need assistance at (479) 524-7195
• Make sure you have made financial arrangements with the Business Office if you need to use credit on your student account for purchasing books.

The Business Office
The Business Office handles all student accounts and sends out monthly statements. When you have questions regarding your account contact the Business Office at (888) 849-3503.

Please mail payments on your student account directly to the University Business Office, 2000 W. University, Siloam Springs, AR 72761. Do not deliver them to the centers.
Facilities & Classrooms 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
800-528-4723

The Fort Smith Center:
1401 South Waldron Road, Fort Smith AR  72903
888-528-4723
(Please do not park in the spaces directly in front of the other businesses in this building. These businesses have asked us to leave these spaces open.)

Sam M. Walton Development Center:
2001 Southeast 10th Street
Bentonville, AR  72716
(Graduate classes at the Sam M. Walton Development Center are open to Walmart associates and their spouses only.)

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.

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.

Health Services
Due to a new 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.
Also, if you are taking 12 hours or more, you must comply with Arkansas Law Act 141, which requires documentation of immunization against measles and rubella. Documentation can be school records, doctor’s records, or Health Department records. The only allowable exemptions from compliance are:
Medical: If you have had a life-threatening reaction to eggs or vaccine and if you are pregnant or actively attempting to become pregnant.
Age: If you were born before January 1, 1957
Religious: In this case you may make application for exemption to the Arkansas Department of Health.
Parking Sticker
Students attending classes on JBU’s Siloam Springs Campus need parking stickers. You can obtain one from registering on our website at www.jbu.edu/life/safety and select “auto registration. Be sure to indicate that you are a graduate student so that you will not be charged for this sticker.

Services for Students with Disabilities
It is the goal of JBU that all enrolled students be given equal opportunity to succeed in their quest for a higher education that is based upon our “Christ Over All” philosophy and that integrates the educational principles of “Head, Heart, and Hand.” In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, John Brown University is committed to providing reasonable accommodations to students who are disabled. Students having documented disabilities may consult JBU’s Director of Disability Services, Jacqueline Wright, who works with students and instructors to arrange appropriate assistance in learning and physical access. The office of Disability Services is located in the Learning Resource Center. You may contact Jacqueline Wright by phone at (479) 524-7217 or email her at JWright@jbu.edu.

Walton Lifetime Health Complex
- Contact the WLHC at (479)524-7303 or (479)524-7300 for information regarding services and guidelines; or visit the web at www.jbu.edu/athletics/
- 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)524-7303.
Information Technology Services at JBU

INFORMATION TECHNOLOGY SERVICES

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:

Three General Purpose Labs plus a fourth lab in the Library (open all day and evening M-F and evenings on Saturday and Sunday):

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)
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 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 monitored and filtered to limit access to pornographic and portraying sexual activity. The technology for filtering is not you will still be expected to exercise good judgment in your use 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 (http://Eagle.jbu.edu).
## Graduate Student Information

### Library Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30am - Midnight</td>
<td>479.524.7202</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30am - 5:00pm</td>
<td>479.524.7153</td>
</tr>
<tr>
<td>Saturday</td>
<td>Noon - 5:00pm</td>
<td>479.524.7276</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00pm - Midnight</td>
<td>479.524.7203</td>
</tr>
</tbody>
</table>

*(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
- **Director:** 479.524.7203
- **Instructional Services:** 479.524.7191
- **Fax:** 479.524.7335
- **Library email:** library@jbu.edu

### Catalog Access

At the library website: [www.jbu.edu/library](http://www.jbu.edu/library).

### Library Card

Use student I.D. card. 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](http://www.jbu.edu/library); click on “Online Resources.” Select a subject area from the drop-down box. 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)
Legal Collection (full-text legal journals)
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)

DIRECTORY OF SERVICES

Graduate and Professional Studies Office  (866)232-4723
Dean - Richard Ellis  REllis@jbu.edu
Administrative Assistant - Missy Swyers  MSwyers@jbu.edu

Graduate Business Programs
Program Director - Joe Walenciak  JWalenciak@jbu.edu
Administrative Assistant – Gail Edwards  GEdwards@jbu.edu
Graduate Business Recruiter  BrentY@jbu.edu

Graduate Counseling Programs
Program Director - John Carmack  JCarmack@jbu.edu
Administrative Assistant – Marena Harmon  MHarmon@jbu.edu
Graduate Counseling Representative  LynneJ@jbu.edu
CARE Clinic Director – Ryan Martin  RMartin@jbu.edu

Graduate Ministry Programs
Program Director – Dan Lambert  DLambert@jbu.edu
Administrative Assistant – Diane Swysgood  DSwysgood@jbu.edu

Site Locations
Director of Site Operations – John Hill  JHill@jbu.edu  (479) 524-7337
Rogers Center
Office Manager - Carol Petross  CPetross@jbu.edu  (866)753-4478
Fort Smith Center
Office Manager – Sylvia Spencer  SSpencer@jbu.edu  (479) 646-0082
(866)753-4190

Campus
Bookstore Manager – Jeff Bowles  0580mgr@fheg.follett.com  (479) 524-7195
Financial Aid Specialist – Jackie Johnson  JaJohnson@jbu.edu  (479) 524-7311
Student Accounts Representative- Neal Gesell  NGesell@jbu.edu  (479) 524-7403
Registrar – Becky Lambert  BLambert@jbu.edu
Help DeskCoordinator – Diana Summers  help@jbu.edu
Academic Assistance & Disability Services
Walton Lifetime Health Complex  (479) 215-5000
Campus Security Office
Campus Security Emergency  9-911 or 911
Police/Fire/Ambulance (calling from campus)
State Police  (479) 751-6663
Poison Control Hotline  (800) 222-1222

Graduate Student Guide: Page 12
LEGAL INFORMATION:
YOUR RIGHTS AS A STUDENT

You have rights as students 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.

6. Financial records of parents of students. Requests for access to educational records should be submitted in writing directly to the school official responsible for custody of the records. A standard form, "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.

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 effects (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-possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to $500 or six months in jail, or both.

Under 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 Campus Safety Coordinator, Mike O’Neal at 479-524-7403.

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

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.