In Case of an Emergency...

All Students should be familiar with the emergency procedures at JBU so that they can act quickly and intelligently if an emergency should occur.

*The area code for Siloam Springs is (479).

Fire

All campus buildings have fire escape routes and fire safety precautions clearly posted, including the locations of fire extinguishers and the nearest exits. In the event of a fire, follow the designated procedures quickly. (Residence Hall Fire Safety precautions are outlined on page 43. Be prepared for fire drills.)

Severe Weather

Northwest Arkansas is prone to severe weather. In case a tornado watch or warning is issued, students need to follow proper procedures.

A tornado watch means that conditions are right for a tornado. During a watch, security and the Residence Life staff will monitor the weather reports, and students will be advised.

A tornado warning means that a tornado is imminent. When a warning is issued, students will be asked to move to secure location (see back cover for a list of secure locations). For your own protection, it is mandatory to move to the secure locations during a tornado warning. Resident students are not permitted to return to their rooms until the warning is over. For your safety, the Siloam Springs Department of Emergency Management has established a system of storm warning sirens. Their use is as follows:

- A long steady blast is for a tornado warning, take cover.
- A wailing or rising and falling blast is for nuclear attack and periodic testing.

If you have any questions concerning severe weather procedure, contact a member of the Residence Life staff or Campus Safety.

Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Ambulance</td>
<td>9-911</td>
</tr>
<tr>
<td>Police</td>
<td>9-911</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-482-8948</td>
</tr>
<tr>
<td></td>
<td>1-800-332-6633</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>5000 (215-5000 if off campus)</td>
</tr>
<tr>
<td>Hospital Emergency Room</td>
<td>524-4141</td>
</tr>
</tbody>
</table>

(see back cover for more important details)
Dear Students:

Welcome to John Brown University. I trust that your summer has been refreshing and rewarding. We have been looking forward to your arrival because the campus takes on new life with your presence.

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 here by coming to understand God, His world, and His design for your life.

You are joining a diverse, talented, and faithful student body. Last year, students came from 43 states and 45 countries, representing over 49 different denominations. JBU’s academic and athletic teams competed at the highest levels, receiving outstanding recognition in national competitions and tournaments.

Moreover, many JBU students are actively involved in Christian missions and service through short-term trips, CAUSE student ministries and other activities. I expect that you will find your niche, if you haven’t already, and make your own valuable contributions to the JBU community and beyond.

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 choices while you are a part of the JBU community. We have set these standards in the context of Biblical, legal and community expectations, and we trust that they will enable you to thrive here as a student and as a child of God.

Carey and I are eagerly looking forward to meeting you. May God bless and keep you during your time here at John Brown University.

Godspeed,

Dr. Chip Pollard
President
Introduction
This Student Handbook provides JBU students with information on a broad spectrum of life at John Brown University. Written so it primarily targets new students, it makes no assumptions about the prior knowledge a student might have about JBU. Nonetheless, students who have been at JBU for some time also find the handbook to be a valuable resource for understanding policies and procedures. We hope this handbook helps you understand student life and the expectations for college living at JBU.

Mission Statement
John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

History
From 1919 to this new school year of 2011-2012, John Brown University has been dedicated to excellence in Christian higher education. The founder, Dr. John E. Brown, Sr., (1879-1957) was one of America’s outstanding evangelists for over fifty years. He was an educator as well. At the age of 22, he was President of Scarritt Collegiate Institute, alma mater of Will Rogers.

As he traveled across America in his evangelistic crusades, he dreamed of a university that would evidence academic excellence (head), commitment to Christ (heart), and practical training (hand). An author and pioneer radio broadcaster, Dr. Brown had an optimism made possible by his firm conviction that this was God’s work.

In 1919, he, along with his wife and family and a few friends, gathered in the Brown’s 300-acre cornfield to dedicate the family property to the building of a school - a unique school that would impact the world.

From its modest beginning in a single frame building with 70 students, the school has grown to over 1,500 students. Today you are part of this worldwide outreach of John Brown University.
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The Student Handbook contains policies and guidelines for the purpose of aiding students in living within the campus community. The handbook is not considered a contractual agreement. Lifestyle expectations, campus programs and other information and regulations are subject to change at the discretion of the controlling entities within the university.
ACADEMICS

You are here at JBU primarily to get an education, of course. Even though your education at JBU will include many dimensions (spiritual, physical, social, interpersonal, occupational, and intellectual), the formal part of your college education will mostly take place in the classroom.

A comprehensive source for academic information is the John Brown University Catalog which is available on-line on the Academics page of the JBU web site or from the Registrar’s office. Here are a few of the essentials:

**Classification**

College students are classified in several ways. The number of hours you have successfully completed determines whether you will be called a freshman, sophomore, junior, or senior. Students are also classified as full-time (taking 12 hours or more per semester) or part-time (taking less than 12 hours per semester).

For more information about student classifications, to determine the number of hours you can take in a semester, or to discuss transfer credit, contact the Registrar’s office personnel.

**Class Attendance**

Attendance of all classes and lab sessions is important. If you need to miss class for any reason, notify your instructor. Some absences may be excused (see the university catalog). It is your responsibility to check with your instructor about any missed assignments. Faculty members are not obligated or expected to let you make up work due to unexcused absences. Also, failure to attend classes for two consecutive weeks may result in disenrollment from the university.

Instructors differ in their class attendance policies, but there is a university-wide policy that you should know about: a failing grade will result in any course in which you miss half or more of the classes. Finally, please see Chapel Expectations for policies regarding your chapel attendance.

**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:

1. **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.

2. **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.

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

4. 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 Undergraduate 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 appropriate academic dean. Final appeals will be handled by the All-Campus Judiciary Committee.

**Education Regarding Academic Integrity Policy**

John Brown University is responsible to clearly articulate the Academic Integrity Policy to students and faculty by publishing it in the Student Handbook and the Faculty Handbook and by informing all first-year students of this policy. Furthermore, faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

**Academic Grievances**

If a student has an academic grievance against a faculty member (alleged violations of student’s rights such as unequal treatment or violation of grading procedures as stated in the course syllabus), he or she should go through the process described in Academic Grievance Process of this manual. If a student has a grievance about other academic matters (such as appealing a graduation requirement, or a withdrawal penalty), he or she should follow the “Complaint and Appeal Process” outlined in the university catalog. For grievances that are not academic in nature, see the Student Grievance Process.

**REGISTRAR’S OFFICE**

Chapman Administration Building
Dr. Rebecca Lambert, Registrar: 524-7493
Sarah Philpot, Associate Registrar: 524-7138
Julie McGarrah, Computer System (Records Coordinator): 524-7103
Crystal Harms, UG Records Coordinator & Transfer Liaison: 524-7267
Sue Daugherty, Advising & Retention System: 524-7331
Christy Keith, Office Manager: 524-7158
The primary responsibility of the Registrar’s office is to maintain student academic records. However, they also schedule classes and monitor students’ progress toward their degrees. Other responsibilities include evaluation of transfer credits, advising students regarding correspondence and summer class work and processing student transcripts.

**Getting Help**

Each student will be assigned to a faculty advisor. Your advisor will help you develop a four-year plan and will work with you each semester to be sure you are on track. Your advisor is also available to discuss any academic problems you might be having. The Office of Academic Assistance is also available. If you are struggling in any class, seek help right away.

**Withdrawing from JBU**

If you think you may have to withdraw from JBU, first make an appointment with the Vice President of Student Development. He would like to talk it over with you to assess the situation and help you decide what course of action will be most beneficial to you.

If you decide to withdraw, you will receive a check-out form to take to several people who need to know you are leaving. This will ensure you are withdrawing in good standing so there will be no hindrance in returning to JBU or transferring elsewhere.

It should be noted that withdrawal has financial implications. (See “Adjustments of Accounts” in the university catalog.)

**STUDENT SUPPORT SERVICES**

LRC,147
Jacqueline Wright, Director of Student Support Services: 524-7400
Deborah Raiees-Dana, Math Specialist and Tutoring Program Coordinator: 524-7217
Brandy Roebuck, Reading Specialist: 524-7409
Jarrod Heathcote, Academic Assistance Coordinator: 524-7401
Tedi Hollabaugh, Administrative Assistant: 524-7471

**Office of Disability Services**

If you have a documented disability, you may qualify for reasonable accommodations. However, you must be registered with this office to receive any accommodations. For further information or to discuss your individual situation, call the Director of Student Support Services to schedule an appointment.

**Trio - Student Support Services**

Student Support Services is a federal grant-funded program designed to give intensive academic support to students who have disabilities, are first generation students, or who meet income qualifications for the program. A number of services including instruction in study skills, group and individual tutoring, assistance with reading comprehension and efficiency, academic counseling, cultural events, academic workshops, and referrals to other campus services are a part of this program. If you believe you might qualify for this program and are interested in participating, please contact the director of the program for
more information and an application.

Office of Academic Assistance

The Office of Academic Assistance offers assistance with study skills, test-taking skills, time management, learning styles, and other learning strategies. This office also coordinates the class tutoring program for professors. Any students who are struggling in classes or who want to improve their academic performance should visit the Office of Academic Assistance, LRC 151.

Aspire - Academic Support For Inspiring And Reaching Excellence

ASPIRE supports students academically so that they have the opportunity to be successful in their first year at JBU. As a part of the Head, Heart, Hand Mission of JBU, we seek to come alongside students who may need additional academic assistance during their first year at John Brown University in order to offer guidance, support, and accountability.

ASPIRE is required for all students who are admitted to John Brown University on Special Action admission; that is, students who have either a high school GPA below 2.5, a composite ACT score of 19 or below, or a combined SAT score of 940 or below.

LIBRARY

Entrance: First floor, Learning Resource Center
Mary Habermas, Director of Library Services: 524-7203
Steve Paschold, Research Librarian: 524-7355
Simone Schroder, Interlibrary Loan Librarian: 524-7276
Brent Swearingen, Instructional Librarian: 524-7191
Beckie Peden, Circulation Coordinator: 524-7202
Marikit Fain, Archives Coordinator: 524-7207

The John Brown University Library contains over 125,000 items, including print, multimedia, electronic resources, and 90,000 e-books. Over 16,000 periodical titles are available in electronic, paper, and microform formats. In addition to the Main Collection, the library has Reference, Curriculum, Juvenile, and Archive Collections. The Reserve Collection houses materials needed for mandatory and supplemental assignments. The Gary and Carrie Oliver Marriage & Family Resource Room is located on the library’s second floor, and provides materials and a study area for undergraduate and graduate students. The Film Library contains hundreds of Oscar-winning films and other significant feature films that can be checked out by students.

A fully-equipped, 16-computer lab and printer are available for student use, as are 10 other computers throughout the library. A group research area with 5 computers and large work tables is available for group work. In addition, a presentation practice room is available with computer, projector, and screen.

The library is open until 12 midnight six nights a week. A number of individual carrels, tables, and study/conference rooms are available. Study rooms may be reserved ahead of time. Comfortable seating for leisure reading is located on both levels of the library. Drinks in covered containers are allowed. A photocopier is located on the first floor.

Students are encouraged to consult the library staff for help in locating research materials for papers and projects.
Research questions may be asked in person, by phone, email, or IM. One-on-one and group sessions for library instruction are available, and tours can be arranged.

The JBU Library provides efficient interlibrary loan services to its students. Books and articles may be requested, and typically arrive in 1-2 weeks. Normally, there is no charge for interlibrary loan services.

JBU students may have up to 20 items checked out at any time. Items may be renewed in person or by phone. Reserve Collection materials circulate for three hours, and must be used within the library. Film Library items circulate for two days. Overdue items are subject to a fine of $.25 per day, per item. If a student loses or substantially damages an item, financial penalties will be assessed.

The JBU Archives is located in L150, and contains photos, artifacts, and other materials relevant to the history of JBU.

Current information about the JBU library, links to online resources, an interlibrary loan form, MLA and APA style guides, and access to the library’s online catalog can be found at the library’s website: http://www.jbu.edu/library.

THE LEADER SCHOLARS INSTITUTE

Honors / LSI Center, 1635 Holly Place
Dr. Rebecca Rothfuss, Director: 524-7216
Corrie Wimberly, Administrative Assistant: 524-7226

The Leader Scholars Institute is a unique, interdisciplinary program that blends both curricular and co-curricular elements to sharpen and enrich your leadership skills. All students are warmly welcome to join the LSI four-year program by application. Graduates have highly developed leadership abilities, add significant leadership experiences to their list of accomplishments, and receive graduation honors upon completion of the program. LSI and the leadership minor are separate, but complementary integrated programs. For more information, contact Dr. Becci Rothfuss.

SERVICES FOR STUDENTS

STUDENT DEVELOPMENT DEPARTMENT

Walker Student Center, first floor
Dr. Steve Beers, Vice President of Student Development: 524-7252
Denise Farine, Administrative Assistant: 524-7252

Student Development is a broad department covering a variety of services especially for students. Dr. Steve Beers oversees the Student Development staff and departments. If you do not know whom to see about any question you may have, stop by one of these offices.

The following services or departments fall under the umbrella of Student Development. They are further explained on the following pages.

- Career Development Center
- Counseling Center
- Activities and Orientation
• Residence Life
• Student Health Services
• Office of Christian Formation
• International Programs
• Campus Safety
• Intercollegiate Athletics
• Intramurals

Student Development Mission Statement:
“The mission of the Student Development department is to develop Christ-centered students who actively pursue intellectual and spiritual excellence. We develop students through creating services, resources, programs, intentional relationships, and a positive campus environment”.

CAREER DEVELOPMENT CENTER
Walker Student Center, Room 145
Dr. Chris Confer, Director; 524-7282
Sarah Erdman, Assistant Director; 524-7365
Rebekah Ruckman, Administrative Assistant; 524-7263
www.jbu.edu/cdc

The mission of the Career Development Center is to advance the Kingdom of God by teaching students to continually integrate who they are with the decisions and opportunities He has/will put before them. The Career Development Center wants to help you develop the skills necessary to succeed in the work world (résumé writing, effective interviewing, job searching, etc.). We also want to help you discover what skills, abilities, interests, and concerns God has given you and then see where these might fit into a major or into a profession. We believe in work as a way to glorify God and represent Christ to others (Romans 12: 1-2).

“There are all different kinds of voices calling you to all different kinds of work, and the problem is to find out which is the voice of God rather than society, say, or the super ego, or self interest.... The place that God calls you to is the place where your deep gladness and the world’s deep hunger meet”.

—Frederick Buechner

The following resources and services are available in the Career Development Center:
www.jbu.edu/cdc
Career Guidance and Testing
Mock Interviews
Resume and Cover Letter Preparation
Career Resource Center
Job Postings
Internship Information
Information about Graduate School Entrance Exams
Employment Directories and Company Files
Teacher Placement Files
Annual Graduate School Fair
Corporate Visit Day Program
Computerized Career Testing (Focus II)
Missionary Agency Information
Help with Choosing a Major
Help for Students who are Unsure about Life after Graduation
On-line Resume Database
Strong Interest Inventory
Myers Briggs Type indicator

The Career Development Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

**STUDENT COUNSELING CENTER**

100 S. Holly Street  
Dr. Tim Dinger, LPC-S (Director)  
Jennifer Niles, LPC, LMFT (Counselor)  
Twyla Krueger, Administrative Assistant, 524-7251

Taking care of your emotional health is an important part of getting the most out of your JBU experience. The staff of the Student Counseling Center is here to help. Student come to see us for many different reasons, such as feeling depressed or worried, concerned about a friend or family member, eating and body image problems, sexual assault, self-esteem problems, identity issues, or academic stress. One of these may be a problem for you, or yours may be something quite different. Students sometimes worry that their problem isn’t “big enough” to see a counselor, but we’re here to support you at whatever level you need! Information about our confidential services, our staff and making an appointment can be found at our website [http://www.jbu.edu/life/studev/counseling/index.asp](http://www.jbu.edu/life/studev/counseling/index.asp) or by calling the administrative assistant at (479) 524-7251.

**STUDENT ACTIVITIES**

Walker Student Center, Room 154  
Maria Lehr, Coordinator of Student Activities; 524-7475  
Rebekah Ruckman, Administrative Assistant; 524-7263

The Campus Activities office has been established to provide significant community-building activities for students that serve as a catalyst for deeper relationships. To assist in this effort there are two different divisions of the Student Activities Committee:

- **Student Events and Activities (SEA)** coordinates creative activities that build tradition such as Mock Rock and the Talent Show as well as community events including Late Skate, the Incredible Race, and Homecoming activities

- **BLUE** (Bringing Live Uncut Entertainment) coordinates music driven events such as coffeehouses and concerts.

**STUDENT ORIENTATION**

Walker Student Center, Room 137  
Danielle Keller, Coordinator of Student Orientation; 524-7404

JBU’s Fall and Spring Orientation’s purpose is to develop relationships and create effective transitions for new students as they enter into our community.
Fall Orientation begins in mid-August and lasts approximately four days. The Orientation Directors and O-Leaders prepare and lead such events as Serve Siloam (a service project serving in the Siloam Springs area) and Welcome dinner and concert.

The smaller Spring Orientation is approximately two days of great activities designed to introduce new students to our campus and community.

**RESIDENCE LIFE**

Walker Student Center, Room 143  
Dr. Andre Broquard, Dean of Students/Director of Residence Life; 524-7229  
Eric Gingerich, Resident Director of J.Alvin Hall; 215-5550  
Andrew Lehr, Resident Director of Walker Hall; 215-5100  
Meredith Baltz, Residence Director of Hutcheson Hall; 215-5200  
Erin Christner, Resident Director of Mayfield Hall; 215-5400  
Emily Burney, GA Resident Director of Northslope Apartments; 215-5790  
Juan Carlos Rodriguez, GA Resident Director of the Townhouses; 215-5700

Each of the Resident Directors (RDs) live in the residence hall for which he or she is responsible. They are members of the administrative staff and have experience in counseling and related areas. These live-in role models are readily available resources for assisting students in their growth and development. Resident Directors also oversee the student Resident Assistants (RAs) in each residence hall. The Director of Residence Life provides support for the residence life staff related to housing administration and facilities management.

**STUDENT HEALTH SERVICES**

Walker Student Center, Room 158  
Rhonda Hostler, RN: 524-7320, rhostler@jbu.edu

The mission of Health Services is to promote lifelong physical well-being while encouraging personal responsibility and good stewardship.

The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (except during chapel and lunch). The nurse is available to see students and help them evaluate their needs. It is not our intention to replace your primary physician but rather to serve as an alternate health care provider at times when college life may be “hazardous to your health.” We want to help you understand these hazards, how to prevent them, and how to take responsibility for your health.

Services include:

- Helping you evaluate your symptoms and choose the best course of action
- Making appointments with area physicians (you can make appointments on your own if you choose)
- Giving nonprescription medicines for emergency and short-term or acute use
- Loaning heating pads, hot water bottles, ice packs, crutches, humidifiers, slings, and other medical equipment
- Loaning educational information (brochures, DVDs, books, and articles) on loan for self-needs and class preparations
- Providing verification of medical problems as needed or required
- Providing flu vaccine at moderate cost.
• Monitoring blood pressure and/or weight for self-initiated wellness program
• Providing international travel information regarding immunizations and medical concerns.

It is important for your own well being that Health Services is aware of any special health conditions you deal with (diabetes, epilepsy, significant allergies, physical/psychological conditions requiring medications, etc.).

If we are aware, we can more efficiently help you in case of an emergency. All medical records are confidential.

Students are expected to have medical insurance coverage. All medical expenses incurred will be the individual student's responsibility. This includes not only expenses initiated by the student, but also those initiated by university personnel responding to an emergency on the student's behalf. (Refer to medical and immunization record form in the nurse's office for more information.)

Arkansas State Law requires the university to have on file the day/month/year of two doses of Measles-Mumps-Rubella immunization for each student. Newly enacted legislation requires incoming students, who were born in or lived outside the U.S. for 6 months or more have documentation of a T-Spot test within six months of attending classes. For more information, contact the University Nurse.

Arkansas State law requires the university to have on file for each student:
- Dates for two doses of Measles-Mumps-Rubella immunization
- Students, who were born or have lived outside the U.S. for 6 months or more must document a T-Spot test within six months of attending classes.

For more information, contact the university nurse.

OFFICE OF CHRISTIAN FORMATION
Walker Student Center, Room 124
Dr. Rod Reed, University Chaplain: 524-7134
Tracy Balzer, Director of Christian Formation: 524-7461
Frank Huebert, Director of Service and Outreach Ministries: 238-8762
Dr. Lisa Corry, Director of Campus Ministries: 524-7344
Crystal Perry, Administrative Assistant: 524-7213
Amberlee Johns, Graduate Assistant for Graduate Christian Fellowship: 524-7387

The Office of Christian Formation exists to lead the JBU community to become more like Christ through discipleship, corporate worship, outreach, and fellowship. Please see our web page at www.jbu.edu/faith for a complete description of these ministries and opportunities for involvement.

INTERNATIONAL PROGRAMS
Walker Student Center, first floor, Room 116
William A. Stevenson III, Director: 524-7119
Ronald E. Johnson, Director of Walton International Scholarship Program: 524-7236
Shohreh Noorbakhsh, Administrative Assistant: 524-7108
Mindi D. Stevenson, International Education Coordinator: 524-7363
Gabe and Andrea Williams, Missionaries-in-Residence: 524-7374

International Programs is home to a variety of services for internationals, missionary kids, and domestic students:
• International admission
• Responsible for all immigration issues regarding international students
• International Orientation for internationals and MK’s
• The Walton International Scholarship Program offers full scholarships to 60 students from Central America and Mexico. A unique opportunity for students to study in a cross-cultural environment and take their education and that experience back to their countries
• Friendship Family Program links internationals and MK’s with host families from the community
• JBU International Summer Study programs: 4-6 week trips led by JBU faculty integrating “Place as Text” with core curriculum and other JBU classes
• CCCU Study Programs: Information available for semester or summer study aboard or domestic
• Passport and Visa information
• International Missions: All details handled for any JBU sponsored teams
• Directs JBU’s Irish Studies Semester Program

INTERCOLLEGIATE ATHLETICS AND INTRAMURALS

Walton Lifetime Health Complex
Robyn Daugherty, Director of Athletics, WLHC 232, 524-7301
Scott Marksbury, Director of Intramurals, WLHC 231, 524-7310

JBU Intercollegiate Opportunities: The Golden Eagles field teams in: men’s and women’s basketball, men’s and women’s soccer, men’s and women’s tennis, men’s and women’s cross country, women’s volleyball, and men’s golf. Opportunities for men and women are also available for the Cheer Squad, which exists to promote school spirit and engage the fans at home games.

Intramurals: Intramurals give students the chance to play a favorite sport in team and individual competitions. Sport played throughout the school year at different times include: flag football, volleyball, indoor and outdoor soccer, basketball, dodgeball, march madness, ping-pong, raquetball, softball, tennis and wallyball.

To receive regular information regarding upcoming opportunities, go to www.imleagues.com and register under John Brown University.

GENERAL INFORMATION

AIRPORT TRANSPORTATION

Transportation is available from Tulsa International Airport (TUL) or Northwest Arkansas Regional Airport (XNA) through Express Shuttle (24-hour notice required). For fees and details, contact Express Shuttle at 1-866-535-0127.

MONEY, BANKING, AND VALUABLES

Students are urged to open an account at a local bank. It is not difficult to cash checks locally if checks are from a local bank and are accompanied by a JBU Student ID card. There is an ATM machine located on campus in the Walker Student Center.
The University does not assume any responsibility for lost or stolen property, nor does it carry fire, theft, or damage insurance on the personal property of students. Students are strongly encouraged to secure property insurance for their possessions. Students are urged not to leave large sums of money or other valuables in their rooms.

COMPUTING SERVICES

Walker Student Center, second floor, Room 233
Information Technology Services Help Desk: (479) 524-7256

Information Technology Services (ITS) operates a number of general and special-purpose computer labs. These labs are all interconnected with a high-speed network, provide access to email and Internet, and are configured with software for academic work, course-specific applications, and more.

There are four general-purpose computer labs located in the Library, Learning Resource Center (LRC 149), Soderquist Business Center (SBC 109), and the Walker Student Center (WSC 233).

There are computer labs available 24/7 in the residence halls for residents of J. Alvin, Mayfield, Hutcheson, Walker, and the Townhouses.

There are several special-purpose computer labs for Anatomy and Physiology, Biology, Chemistry, Construction Management, Engineering, Language, Library Research, Music, Physics, Visual Arts, and Writing.

Every student automatically receives a network account and email address along with file space on the network for storing class work. Email and network files may be accessed from any lab computer, from personal computers in the residence halls, or from off campus via the Internet.

There is a Media and Print Center located in the Learning Resource Center (LRC 155) that is a creative lab open to all students, faculty, and staff at JBU to work on and produce academic and co-curricular projects.

The center provides check-out equipment, such as: digital cameras, video cameras, LCD projectors, amplifiers, DVD players, and more.

Supplies for sale include: construction paper, poster board, roll paper, lamination film, report binding materials, folders, clasp envelopes, etc.

The residence halls are all wired for network and Internet access and are generally covered for wireless access. Broadhurst Village, J. Alvin, Mayfield, Hutcheson, Townhouses, Northslope Apartments, and Walker all have network ports in the rooms. Students may be required to install JBU-supplied anti-virus and network access software to connect to the University network and Internet. For additional information regarding personal computer usage in the residence halls, see Residence Hall Computer Network Guidelines.

For additional information regarding computing services at JBU, students may contact the ITS Help Desk at (479) 524-7256, via email at help@jbu.edu, or stop by in person at the Walker Student Center (WSC 233).

The ITS Acceptable Use Policy for technology resources may be viewed online on the campus intranet (EagleNET) at http://eagle.jbu.edu/services/its.
POST OFFICE
Walker Student Center, first floor
Janet Curry, Supervisor: 524-7131
Reta Leavitt, Postal Clerk: 524-7131

Mail is delivered to JBU on a daily basis except on federal holidays. Students can send on-campus mail without postage at the JBU post office. Off-campus mail (with postage) can also be deposited there. Package mailing service and stamps are for sale at the window. Services available are USPS, Federal Express, Airborne and UPS. Pick up and delivery for these packages are done only through the post office. Please bring packages to the post office for processing.

Mail for students should be addressed as follows:
Student name
Student JBU box number
2000 West University
Siloam Springs, AR 72761-2121

All mail that is inconsistent with the university’s mission, specifically indecent or pornographic materials will be distributed to the student through the Student Development office (See community standards related to pornography on page 21).

JBU FOOD SERVICE

Creative Dining provides food and hospitality services for the campus. Creative Dining operates an all-you-care-to-eat program in the Kresge Dining Hall, seven days/week with multiple fresh entrée offerings daily, an extensive salad bar, desserts, cereal, beverages and can accommodate special diets of almost any kind.

Creative Dining also offers one snack/retail location on campus, The California Café (Walker Student Center). The California Café is open from 8:30 a.m. - 10:30 p.m. Monday - Friday, and 5:00 p.m. - 11:00 p.m. on Saturday and Sunday.

Creative provides sick trays, special catering requests and other special requests throughout the year as directed by staff, faculty, students and parents. Lastly, Creative Dining feels that student input is essential to good food service. An important aspect of serving students is the student-led food service committee that gives feedback and recommendations to Creative Dining. If you are interested in serving on the committee, please contact the Creative Dining Services office in the Kresge Dining Hall.

Three meal plan options are offered to resident students:

1. **The 21-meal plan.** This plan allows 21 meals in the cafeteria per week plus $27.50 for use at the California Cafe located in the Walker Center. Upgraded 21-meal plan with $127.50 in Bonus Points. (Cost: additional $90.00)

2. **The 16-meal plan.** This plan allows for 16 meals in the cafeteria per week, plus $66 at the California Cafe located in the Walker Center. Upgraded 16-meal plan with $166.00 in Bonus Points. (Cost: additional $90.00)

3. **The 12-meal plan.** This plan allows for 12 meals in the cafeteria per week, plus $98 at the California Cafe located in the Walker Center. Upgraded 12-meal plan with $198.00 in Bonus Points. (Cost: additional...
4. **The 7-meal plan.** This plan is for junior and senior Townhouse and Nothslope Apartment residents only. It allows them to eat any 7 meals each week. While the 7-meal plan is mandatory for these residents, they may also choose to upgrade to a 12, 16 or 21-meal plan. Upgraded 7-meal plan with $100.00 in Bonus Points. (Cost: additional $90.00)

5. **The 7+ Meal Plan.** This plan is for senior Townhouse and Northslope Apartment residents only. It allows them to eat any 7 meals each week, in any location on campus. It also provides attractive “4, 3, 2, 1” benefits for students on this plan. These include 4 guest passes per semester, 3 free Emma & Charlie’s pizzas per semester (from the Kresge Dining Hall), 2 $10 book store gift certificates per semester, and 1 free beverage/snack combo in the California Café each day of the semester. Students in these residence halls may also choose to upgrade to a 12, 16 or 21-meal plan. Upgraded 7+ meal plans with $100 Bonus Points are also available (Cost: additional $90.00).

Purchase credit for the snack shops in the amount of $27.50 may be obtained for $25 through Creative Dining. Off-campus meal plan: $535.00 for 50 meals with $175.00 in Bonus Points and $290.00 for 25 meals with $105.00 in Bonus Points.

**CAMPUS SAFETY OFFICE**

**Facilities Services Central Heating Plant**  
Scott Wanzer, Director of Campus Safety: 524-7403

Uniformed Safety Officers provide routine patrols of the campus 24 hours a day, seven days a week.

The emergency number for Campus Safety is located inside the front cover of the student handbook along with other emergency numbers for your convenience.

Students are expected to give full cooperation when directed by any member of the Campus Safety staff, and should be prepared to present their ID card if requested.

**IDENTIFICATION CARDS**

During registration, students are issued an official JBU photo identification card. This ID is valuable and must be protected carefully. Due to the technology embedded in the card, it must not be bent, have holes punched in it, or defaced in any way. It must be scanned to open external doors to residence halls, scanned for chapel attendance, shown to the cashier in the dining hall, used at the library to check out materials, presented when cashing checks at the JBU Business Office, or presented to any Faculty or Staff member if requested. The Student ID card will also admit students to JBU athletic events and sponsored entertainment.

Most merchants in town require it when students write checks. Some establishments in town will give student discounts with the student ID card.

If a student loses his or her ID card, there will be a charge of $20 to replace it. The ID card must be returned if a student withdraws from JBU.

**BUSINESS OFFICE**
Chapman Administration Building
Accounting Services
Tom Perry, Controller: 524-7122
Donna Schroeder, Accounts Payable; 524-7122
Human Resources
Darrin Coon, Chief Human Resources Officer: 524-7123
Amy Fisher, Human Resources Administrator; 524-7128
Melanie Kennedy, Human Resources Specialist; 524-7223
Student Account Services
Janna Snodgrass, Bursar; 524-7199
Valarie Hubbard, Cashier; 524-7120
StudentAccounts@jbu.edu

JBU BOOKSTORE
Walker Student Center, first floor: 524-7195
Jeff Bowles, Bookstore Manager
Edalyn Low, Textbook Coordinator
Bookstore Hours: 8:30 a.m. – 5:00 p.m. (M-W) / 8:30 a.m. – 6:30 p.m. (TH) / 8:30 a.m. – 3:30 p.m. (F)
Closed Saturday & Sunday (unless otherwise posted)

We invite you to visit our store to see all of our products and services. Our friendly associates will be happy to assist you in finding educational materials and supplies. While you are here, check out our new line of JBU clothing and gifts. If it is Christian books and cards you want - we have it. We will also special order items we don't have in stock. We will have several sales and promotions throughout the year to offer you great discounts and big savings. So come in and shop with us, or do your shopping online at http://www.jbu.bkstr.com

FINANCIAL AID
Enrollment Office
Kim Eldridge, Associate VP for Admissions and Financial Aid: 524-7424
David Burney, Assistant Director: 524-7247
Michelle Baker, Professional Judgments, Verifications and Work Study: 524-7124
Erica Kollman, Graduate and Degree Completion Financial Aid Officer: 524-7151
Sarah Cowles, Enrollment Counselor, Document Tracking: 524-7102
Gina Pace, Loan Officer: 524-7162
Jonathan Dennis, IT support: 524-7146

This office provides information concerning financial aid. Any student having a problem with finances should contact Financial Aid. Any member of the staff would be glad to talk to give assistance.

TELEPHONE SERVICE
Students living in the residence halls pay for direct telephone service to their rooms through their room fees. Students must provide their own telephone (and answering machine, if desired). Students may use calling cards or prepaid phone cards for long distance calling. It is not permissible to receive collect
calls on room phones. Any purchases of personal communication services should not use residence hall numbers as billing numbers. Problems with telephone service can be reported to the ITS Help Desk at (479) 524-7256, via email at help@jbu.edu, or in person at the Walker Student Center (WSC 233).

A variety of convenience services are available for students including call forwarding, conference calling, etc. For more information, refer to Telephone Dialing Instructions on page 59.

**ACTIVITIES & EVENTS**

**Special Events** - Here's a quick overview of some of the special events at JBU.

**Orientation** is a collection of special programs to help new students get acquainted with JBU at the beginning of each year.

The **Welcome Dinner** is a great time of fun for students when they return to campus in the fall, put on by the friendly folks in Student Development.

Throughout the year, the campus community gathers Tuesday and Thursday mornings for **chapel services**. Speakers come from around the world as well as from our own community.

**The Gathering** is a student-led chapel service that meets every Sunday night in the cathedral.

**Spiritual Emphasis Week** is held each fall, along with **Spiritual Renewal Week** each spring. Outstanding speakers come to challenge us to deeper spiritual growth.

**The JBU Annual Talent and Variety Show** is held every spring during Family Weekend and is sponsored by Student Activities and Parent Relations.

**Fall Breakaway Retreat** is a weekend away from campus offered to all students to encourage them to grow in their walk with Christ.

**Homecoming** is another fall event with special festivities for students and alumni who return to campus.

A time-honored JBU Christmas tradition is the **Christmas Candlelight Service** in the Cathedral sanctuary. The JBU choirs present their annual program in the midst of evergreens, shining brass candlesticks, and dozens of candles.

**World Awareness Week** is held each fall semester, featuring chapel services with a particular emphasis on the needs of the world and its various cultures and conditions.

The **Junior-Senior Banquet** is always an anticipated social event of the second semester that honors the senior class.

**The Center for Healthy Relationships (CHR)** provides seminars and chapel services featuring nationally known experts on relationships.

**The Soderquist Center for Business Leadership and Ethics** sponsors a variety of events designed to encourage development in Christian servant leadership.

Additional activities sponsored through the year by many different groups are happening continually. Students should check the master calendar published by the Events Office to keep informed on what's happening on campus.
GETTING THE WORD OUT

There are many ways that events or announcements are publicized on campus. The master calendar on the main JBU webpage is maintained by the Events Office. Other ways to hear about upcoming events and other important announcements include:

**Here and Now** is sent via email 3 times a week outlining the upcoming week’s events. They are available each Monday, Wednesday, and Friday.

**The Threefold Advocate** (student newspaper) is published every Thursday morning. The newspaper is free and includes information about upcoming events along with articles about JBU.

**Residence Hall & Student Government (SGA) publications**, typically posted in the bathroom stalls, contain pertinent information about JBU life.

**General posting areas** are provided across campus in most public areas via bulletin boards. All postings must be limited to these public bulletin boards unless special permission is given through Student Development. Any official JBU group or organization is welcome to post announcements about events in these areas upon receiving approval from Student Development. Advertisements for non-JBU sponsored events are NOT to be posted in any area without express approval from the Student Development Office.

STUDENT ORGANIZATIONS & CLUBS

Along with activities to attend, there are a number of organizations and clubs that students can join. To get involved in one of the groups, contact the Coordinator of Student Activities.

**Student Government Association (SGA):** SGA is the student voice to the faculty and administration, and the organization responsible for many all-campus activities. The officers and senators are elected each spring. Senators represent each academic area and each of the four classes (freshman, sophomore, junior, and senior).

**Ambassadors:** A volunteer organization sponsored by the Admissions office. It provides opportunities to serve JBU by acting as hosts to visiting prospective students.

**Academic Clubs:** The Visual Art Foundry, Collegiate Chapter of Music Educators National Conference (CMENC), Engineering Club, Construction Management Club, Psychology Club, Sigma Tau Delta (for English majors), Christian Health Professionals of Tomorrow, Philosophy, History Society, Enactus (formerly known as SIFE), Speech and Debate, and PIP Accounting.

**Special Interests:** Council for International Friendship (for JBU international students and their American friends), Mu Kappa (for “Missionary Kids”), Student Honors Organization, ROTC, College Republicans, Anime Club and MOSAIC.

**Organizations Involving Academic Credit:** Cathedral Choir (JBU select choir for males and females), University Chorus (JBU choir open to all campus males and females), Threefold Advocate (JBU’s student newspaper), Nesher (JBU’s Yearbook).

*Club activities do not qualify as excused absences.*
EXPECTATIONS OF STUDENTS

John Brown University is committed to not only imparting knowledge but to the total development of its students. Standards have been established to provide the framework for an environment that is conducive to growth of the whole person. In describing the university standard, JBU recognizes that its students are emerging adults and must have ample opportunity to make decisions, which will aid their development and growth. At the same time, JBU has a distinctive Christian nature and has certain standards that identify JBU as a Christian community.

Each student voluntarily chooses to be a part of the JBU community. He or she is required to sign the JBU community covenant prior to admission to the university, and again each academic year thereafter, indicating that he/she knows and will observe all community standards and expectations. Enrollment as a student at JBU implies that the student agrees to conform to the policies and regulations of the university and that the student is subject to disciplinary action by the university upon violation (regardless of where the student resides).

Every member of the JBU community is also expected to show responsibility for other members through being an example by their own conduct and in supporting and challenging others to Christian obedience. It is important that every member of the community hold each other accountable for maintaining JBU’s behavior standards. A student who is present when another student violates university policy and behaves in a way that constitutes permitting or condoning the violation will likewise be subject to disciplinary action. Student expectations at JBU fall into five categories: Scriptural Standards, Legal Standards, JBU Community Standards, Areas of Personal Discretion, and Spiritual Life Expectations. These standards are considered a baseline and are not comprehensive in nature.

The college faculty, staff, administration, and students reserve the right, and are encouraged to confront and address any behaviors that are viewed as harmful, destructive, or inconsistent with the mission and educational philosophy of JBU as stated in the catalog (and, as stated in Matthew 18).

I. Scriptural Standards

Practices forbidden in Scripture should be avoided by JBU students. Included are such activities as dishonesty, occult practices, sex outside of marriage, drunkenness, and theft. Scripture also warns about “sins of the spirit” such as covetousness, jealousy, pride, and lust. Although these “sins of the spirit” are much more difficult to discern, they lie at the heart of relationships with God and with others. Therefore it is important to address such attitudes when they become discernable in order for positive change to occur.

II. Legal Standards

A. General:

All laws of the nation, state, and local community are to be obeyed. Any student charged or convicted of a felony or misdemeanor can expect a university response in addition to any federal, state, or local response. The only exception to this submission to legally constituted authority would be the rare occasion when obedience to civil authorities would require disobedience to the moral law of God. In such cases, individuals must be prepared to submit to the penalty for such behavior.

B. Drugs, Narcotics & Alcohol:

Narcotics and/or any and all controlled substances producing altered states of consciousness such as cocaine, amphetamines, heroin, marijuana, any hallucinogenic drugs, or any drug
paraphernalia are not to be used or possessed. Exceptions are medications currently prescribed by a physician. Arkansas law does not permit anyone under the age of 21 to use alcohol.

III. JBU Community Standards

In order to provide a structure which allows for social order and cohesiveness while protecting individual rights, in addition to Scriptural and legal standards, JBU has adopted the following specific community standards.

A. **Language:** The use of profanity, obscenity, and vulgarity is not permitted.

B. **Pornography:** The purchase or possession of computer generated or hard copy literature, pictures, images, posters, or recordings presenting an indecent or immoral philosophy inconsistent with the values of a Christian community as indicated in Scripture is prohibited.

C. **Sexual Misconduct:** John Brown University seeks to foster an environment of sexual purity based upon a Biblical standard which calls for fidelity in marriage and chastity in singleness. Sexual misconduct is generally defined as any touching of the genital area with or without clothes. This includes but is not limited to sexual intercourse, oral sex, mutual masturbation, and intimate touching. These behaviors should be avoided. Sexual misconduct also includes more than just the physical body and every effort should be made to protect the mind, spirit, and emotions within this area. In the event of a pregnancy, as with every disciplinary situation, students will be treated with love, grace, and truth.

D. **Harassment:** The university is committed to the preservation of human dignity and the protection of students, and is particularly concerned about the possibility of 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. Precisely defining sexual or other harassment is not easy but 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 member of the community, you are encouraged to report the alleged occurrence to a member of the Student Development staff, faculty, or administration. Be assured that there will be no retaliation toward anyone choosing to report an alleged occurrence of harassment (Refer to Sexual or other Harassment Policy).

E. **Tobacco and Alcoholic Beverages:** Tobacco and/or other smoking products (i.e. e-cigarettes and Hookah) and alcoholic beverages of any kind (including non-alcoholic beer) are not to be used or possessed either on— or off—campus, or at any time while enrolled at JBU.

F. **Gambling:** It is against Arkansas State law to gamble (Arkansas Code 5-66-101 to 5-16-119;6-2-113). Moreover, gambling has a broad definition, generally it can be defined as any game of chance which involves the betting of any item of any monetary value in hopes for greater return. The University strongly advises against the visiting of any venue where gambling takes place.

G. **Theft of Copyrighted Material:** Theft of copyrighted material is not permitted. The Internet has increased the theft of copyrighted material and if any student has questions as to whether something is copyrighted or not, please contact the Director of Residence Life.

IV. Areas of Personal Discretion

Students are expected to exercise careful judgment based on Scriptural standards when making choices in such areas as movie, video, computer and television viewing; reading material; room decorations; off-campus entertainment; and on-line social networks.

V. Spiritual Life Expectations
All of our lives are to be lived to the glory of God. This is to be reflected in our private thoughts and actions, our relationships to all Christian brothers and sisters, and in our words and actions toward those outside the body of Christ. Students are encouraged to cultivate a dynamic faith in Christ by loving God with all their heart, soul, mind, and strength and by loving their neighbors as themselves (Mark 12:29-31). This includes practicing a devotional life through prayer, Scripture reading, corporate worship, participation in a Growth group or other accountability group, and evangelism and service through CAUSE or other ministries. We also encourage all students to regularly participate in a local church body.

IV. DO YOU KNOW SOMEONE WHO NEEDS HELP?

If a student is having difficulty with an issue in his/her life, whether it be in violation of the Community Covenant or not, he/she is strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by the University to bring healing, wholeness, and reconciliation. Professors, counseling center, medical staff, Residence Directors, and Student Development staff are eager to listen and help students through difficulties.

DISCIPLINE

Philosophy

Every student at John Brown University not only has student rights but also student responsibilities. The “Expectations” on the preceding pages are responsibilities governing all students. Students who live in the residence halls are subject to additional responsibilities. (See Residence Life for residence hall regulations.)

Failure to meet those responsibilities may result in formal discipline. The processes outlined here are designed to handle infractions as expeditiously, wisely, and fairly as possible. Throughout the entire process, the aim is to be redemptive and to move toward reconciliation by giving direction and encouragement to desirable behavior.

The underlying principle of discipline at JBU is the assumption that discipline may be equated with guidance toward Christian goals and, ultimately, toward self-discipline. Discipline consists of encouraging desirable attitudes and behavior. The university expects students to conduct themselves both on- and off-campus (including during the semester breaks, e.g., Christmas, Thanksgiving and Spring) in accordance with their commitment to the university’s lifestyle expectations and may discipline or dismiss any student who, in its judgment, fails to do so. Students are under the Community Covenant from the day they arrive on campus for the fall semester through the spring semester and/or May term/Summer Session/Study Abroad/University mission trips.

Rumors and hearsay are a fact of life on a small college campus. The Student Development staff will not make a decision that affects a student’s status at the university based solely on rumors. On the other hand, rumors will be addressed. It is our belief that rumors are detrimental in the community and issues resulting from rumors will be addressed in a manner deemed appropriate. Although various persons and processes are involved in discipline at JBU, the final responsibility for the student’s discipline process rests with the Vice President for Student Development.

Discipline Process
Ideally, deviations from community expectations are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough about each other to confront - one student to another - as the first step in dealing with conflict. If the behavior does not change appropriately, it is the obligation of community members to enlarge the circle of confrontation. At this point, members of the Residence Life staff become involved. Those situations that are of serious consequence to the individual or to the campus community may call for an immediate response by a staff member. In such cases, Student Development staff members will make that determination in consultation with the Dean of Students. Most disciplinary responses are initiated by an incident report completed by a member of the Residence Life staff. The incident report is routed to the Resident Director and then, if necessary, to the Director of Residence Life/Dean of Students for appropriate action. Incident reports will be placed in the student’s file. Resident students charged with misconduct will be interviewed by their Resident Director to determine if judicial procedures are necessary. Residence hall violations such as fireworks, water fights, and noise violations will be handled by the Resident Director (RD) or by the Resident Assistant (RA) in conjunction with the RD. The RD may refer the student’s situation to the Dean of Students, if necessary. The Dean of Students or the All-Campus Judicial Appeal Board will adjudicate “significant” violations, such as use of alcohol, drugs or sexual misconduct. In addition, repeated violations in one semester will likely lead to the violation being handled by the Dean of Students. Resident students whose situations have been referred to the Dean and all off-campus students charged with infractions will be handled in the following manner:

The student(s) will have a hearing with the Dean of Students and Residence Life Staff. Based on the available information, the Dean of Students will make a determination concerning a judicial response. Judicial proceeding under the direction of the Dean of Students may include input from at least one additional staff member.

In the event that a student’s discipline may include suspension or dismissal the Dean of Students will include at least one Judicial Appeal Board member in the decision making process when possible. The designated Judicial Appeal Board member will then be excluded from the specific student’s review or appeal. In addition, suspensions and dismissals may be reviewed by either the Judicial Appeal Board for recommendation to the Vice President for Student Development or for final review by the Vice President for Student Development at the discretion of the student.

**Appeals Procedure**

Students wishing to appeal a discipline decision may submit a written request within forty-eight (48) hours of the time he or she was informed of the decision. Appeals will be permitted only in the event that one of the following occurred: a procedural error or irregularity which materially affected the decision; new evidence not previously available which materially affected the decision; or bias where it can be clearly demonstrated that the facts were altered resulting in discriminatory action. The burden of proof lies with the student making the appeal. The statement requesting an appeal must show clear and convincing evidence, relating to at least one of the above reasons for an appeal. Only one appeal is permitted. The university officer to whom the appeal has been directed shall determine whether the request is for valid cause. In the case of an appeal to the Judicial Appeal Board, the Judicial Appeal Board moderator will make the determination. All appeals will go to either the Judicial Appeal Board for review and recommendation to Vice President for Student Development or directly to the Vice President for Student Development for the final decision depending on the previous review process.

At a hearing by the Judicial Appeal Board the student may ask a fellow student or a faculty/staff member
to accompany him or her as an advocate or to provide relevant testimony. The student must inform the Vice President for Student Development, of any person attending the hearing on the student’s behalf at least 12 hours prior to the hearing. The hearing is closed to all other individuals, including attorneys. The student and the residence life staff may be present throughout all presentation of testimony and evidence at the hearing. When possible, a student’s case must be heard within seven days of the appeals request. The student may request, in writing, up to a seven-day postponement of his or her appeals hearing.

The student will not be eligible to represent the university in any curricular activity while he or she is the subject of a disciplinary process or appeal. Where immediate suspension, dismissal, or expulsion is involved, the student’s enrollment may be interrupted until the appeal process has been completed.

**Disciplinary Action**

The following options for action are a part of disciplinary procedures when students are judged guilty of violating the provisions of the “Behavioral Expectations” and/or residence hall regulations. Other actions or variations of those listed below may be taken at the discretion of the All-Campus Judicial Appeal Board or university officials dealing with disciplines.

1. **Admonition** – Personal contact and discussion about inappropriate behavior or attitude.
2. **Formal Warning** – A warning statement issued when a student is in jeopardy of serious disciplinary action.
3. **Community Growth Contract** – A status unto which a student is placed when he/she is in jeopardy of suspension or dismissal from the university. Any student leaders who report to Student Development may lose his/her leadership position when placed on a Growth Contract. Elements of the contract will be outlined in a written format.
4. **Suspension** – A student is suspended for a specified period of time. In that case the student is to go home immediately and not return until the specific period has ended. Class absences are inexcusable but he/she will be able to take major examinations missed and submit major papers. Any student leader who reports to Student Development will automatically lose his/her leadership position when suspended.
5. **Dismissal** – A student is dismissed from school immediately. He/she is not eligible to apply for readmission for at least the balance of the semester. Dismissal could cause potential loss of financial aid eligibility for ensuring terms of enrollment.
6. **Expulsion** – Not eligible to return to John Brown University.

“Elements of discipline” that may be a part of any actions:
1. Community Service
2. Referral
3. Fines
4. Restitution/Reconciliation
5. Denial of Privileges – loss of campus opportunities
6. Removal from Residence Hall

It is important to note that not every disciplinary situation will follow this order. Definitions of these sanctions and further information related to the judicial system are available from the Student...
The university is committed to ongoing evaluation of this judicial system and the disciplinary procedures in order to ensure that it is effective in rehabilitation, just and fair, educative towards self-discipline, and preventative of unacceptable behavior.

GENERAL EXPECTATIONS

Attire and Etiquette

JBU is concerned about attire and etiquette. Part of the concern is based on moral issues and part is based on a desire to help student’s function in the world of work after college. Christians should avoid wearing clothing that is immodest, provocative, or that calls undue attention to oneself. As individuals preparing for the world of work, it is important to learn to make decisions about what clothing is appropriate in different settings.

- Very casual clothing should be restricted to campus residences and recreational areas. Apparel containing alcohol, tobacco, or drug-related messages, or displaying other themes inconsistent with John Brown University’s lifestyle expectations must not be worn on campus.
- Clothing standards for classes, meals in the cafeteria, and campus events will vary with the activity. As a minimum, however, shoes, shirts, and other clothing required by modesty should be worn in all public buildings and the outside “quad” area. Sunbathing in swimsuits for females is allowed ONLY behind Mayfield Residence Hall.
- In addition to proper clothing, proper behavior is expected in the cafeteria, lounges, health complex and other locations. Basic courtesy, self-control, sportsmanship, honesty, and concern for the standards of others are among the university’s expectations.

Students are expected to adhere to any additional guidelines regarding attire or behavior specified by an instructor for his or her class or by a supervisor in a work-study situation.

Public Displays of Affection

Following the Biblical standard that calls for fidelity in marriage and chastity in singleness, public displays of affection (PDA) must be discreet and in consideration of others in the community. Behavior by couples should be such that they always appear approachable. Couples are asked to remain in an upright position. Resident Assistants may issue warnings or the Resident Director may suspend visitation rights of the offending couples, or take other appropriate disciplinary action. Moreover, public displays of same-sex attraction are not allowed.

Dancing

All on-campus dances, including the selection of music, should be done in a way that upholds scriptural principles of discretion, modesty, and respect for God and others. Typically the four or five official JBU sponsored dances will be of a specific genre (square, folk, line, swing, and ballroom) and include lessons both before and during the dance. The sponsoring organization will complete an application which will be approved by the Student Development Committee, chaired by the Coordinator of Student Activities and composed of 2 students, 2 faculty, and 2 staff. Choreography as part of a school sponsored production and any spontaneous celebration should follow the scriptural principles stated above.
Electronic Media

The viewing of films/videos and the use of VCR’s or DVD’s call for discretion on the part of the viewer/user. The university is concerned with promoting good stewardship of time and responsible decision-making within a Christian framework.

One concern is the acceptability of viewing material. “X” or “NC-17” rated films may not be viewed by individuals or groups on campus. Films that are exceptionally violent, vulgar, or sexually explicit may not be shown in group settings on campus. Individuals are strongly discouraged from viewing them as well. We expect Christian discretion in these areas.

Students should conduct themselves in electronic media and on Internet sites (including online social networks) in a similar manner as face-to-face interactions. Students should be mindful that social networks and publicly visible web pages are considered public communication. Any violation of general JBU policy or expectations may be subject to disciplinary action.

Solicitation or Money-Making Ventures on Campus

JBU does not want to curb entrepreneurship, but it does desire to protect students from salespeople who view the college student as a prime market. Therefore, no soliciting for money or conducting of enterprises for profit is allowed on campus. This would include any non-JBU affiliated business as well as small businesses run by students, staff, or faculty (i.e. babysitting, haircutting, etc.) Door-to-door sales or offer services are not allowed in the residence halls. Traditional fund-raising activities for recognized university-sponsored groups or organizations are permitted in the Walker Student Center. Advanced arrangements with the JBU Events office must be made. Any advertising by recognized university-sponsored groups or organizations should comply with the acceptable use standards of the university (Here and Now, Weekly Beat, EagleNet, public bulletin boards). Campus-wide solicitation emails are not allowed.

Vehicles and Parking

Student automobiles must be registered online before arriving on campus. Motorcycles and motorized scooters do not need to be registered, but they should park in areas of parking lots that are striped off, such as corners and ends of rows, but not striped areas adjacent to handicapped spaces. Motorcycles and scooters should try not to park in regular parking spaces. Three wheelers, dirt bikes, and other off-road vehicles are not allowed on campus.

Parking decals will be sent to the Student’s Campus Post Office box. For the Fall Semester, decals will be assigned the first week of school. Citations will not be issued the first week of classes to allow decals to be received and displayed on the passenger side of the inside of the front windshield. Decals are good for the entire school year, both semesters. Students driving a borrowed vehicle that is not registered, for example a parent’s car, must contact the Campus Safety office to receive a temporary permit free of charge.

Vehicles are restricted to streets and parking lots. They may not be driven or parked on sidewalks or grass. Students must become familiar with JBU parking and traffic regulations. A copy of the regulations will be attached to the issued decals, and are also posted on the JBU website under Campus Safety.

The operation of a vehicle on campus is a privilege. Failure to comply with traffic and parking regulations
may result in loss of that privilege. Multiple offenses or failure to pay vehicle fines may result in disciplinary action.

Weapons, Fireworks, and Explosives

Dangerous and offensive weapons are prohibited on any university property. This includes firearms, BB guns, pellet guns, paintball guns, Airsoft guns, and all other devices which expel a projectile by any means. Specifically, students are not to store any firearm or gun in their residence hall, apartment, or vehicle, they must be stored off-campus.

In addition, ammunition, martial arts gear, machetes, swords, spears, hunting knives, offensive knives, bows and arrows, slingshots, and similar items must be stored off campus.

It is unlawful to possess fireworks within the city limits. Fireworks are also prohibited on any university property. Specifically, fire crackers, black cats, bottle rockets, smoke bombs, rocket engines, cannons, or similar explosives (e.g. homemade pyrotechnic or non-pyrotechnic explosive devices) are prohibited on person, in vehicles, apartments, or in residence halls.

CHAPEL EXPECTATIONS

Purpose

The purpose of chapel is to gather in the context of corporate worship in order to:
• better know, love, and glorify God;
• gain God’s perspective on our learning; and
• grow together as a Christ-centered community so that we might serve in the world as Jesus’ disciples.

Attendance Requirement

Chapel is an essential part of fulfilling John Brown University’s mission of providing Christ-centered higher education to our students. Therefore, attendance is mandatory. All full-time students (12 hours or more) are required to attend a minimum of 21 chapels per semester. At least 15 of those must be weekday “regular” chapels (generally Tuesdays and Thursdays). If the student chooses, up to 6 of the 21 may be obtained by attending services that are designated as “additional” chapel events. These include The Gathering (Sunday night student-led chapels) and other forums approved by the Office of Christian Formation.

Students may access their chapel attendance on EagleNet, and are responsible to check their JBU e-mail account for messages regarding their chapel attendance.

Unmet Chapel Requirement

Students who do not meet their attendance requirement in any given semester will be required to make up the number of chapels missed as follows:

Increased Attendance: If the student falls below minimum attendance by 6 or fewer chapels, the student will be required to make up the number of chapels missed the following semester in addition to
meeting the regular attendance requirement.

**Chapel Contract:** If the student falls below minimum attendance for a second semester OR if the student is 7 or more chapels short in any given semester, he or she will be required to make up the number of chapels missed the following semester in addition to the regular chapel requirement. In addition, he or she may lose the opportunity to hold leadership positions or participate in honors, special programs, or school-sponsored events. Contract status may also impact housing choices, including living in the townhouses, duplexes, or apartments, as well as off-campus housing requests. A written contract will also be required, signed by the student, the University Chaplain, and the Dean of Students, stating that an additional semester of deficient chapel attendance while on contract may result in a one-semester suspension.

**Graduating seniors must have their chapel requirement fulfilled one week prior to the beginning of finals week in order to participate in commencement exercises.**

**Schedule**

Chapel services are held each Tuesday and Thursday from 10:30 to 11:15 a.m. in the Cathedral of the Ozarks. The Gathering is held each Sunday night at 9 p.m. in the Cathedral of the Ozarks. “Additional” chapel opportunities are listed on a link to the chapel schedule web page as they become available. A complete chapel schedule is available at [www.jbu.edu/faith/chapel/schedule/](http://www.jbu.edu/faith/chapel/schedule/).

**Scanning**

Chapel attendance is recorded by a scanning system. Students are required to bring their ID cards to chapel and must scan in and out of chapel within a posted timeframe in order to receive credit. Students should make note of the following:

1. Students must scan in no later than 3 minutes after the beginning of chapel AND must scan out after official dismissal of chapel in order to receive chapel credit. Once they have scanned in, they must remain in attendance for the entire chapel in order to receive credit.
2. ID cards should be held within 1 inch of the card reader with the flat side of the card (front or back) facing the reader. The light MUST BE RED when the card is presented to the reader, and the card has been read successfully WHEN THE LIGHT TURNS GREEN. If the card is presented in front of the reader when the light is still green from a prior scan, it will not read the card until the card is removed and presented again. Students should scan more than once if they’re not sure their card scanned correctly. IDs may not work correctly if the chip in the card has been damaged. If this is the case, it is the student’s responsibility to contact Campus Safety and secure a new ID card.
3. The online chapel record on EagleNet is the student’s actual attendance record. If that is not correct as of the processing date shown, the student should contact the Office of Christian Formation as soon as possible.
4. If a student’s ID has been lost or stolen, it is the student’s responsibility to secure a new ID from Campus Safety. No chapel credit will be given until a new ID has been issued or the old ID recovered. If the old ID is found after it has been replaced, it will no longer be valid for chapel credit and should be returned to Campus Safety.
5. Students are only allowed to scan their own ID. If they are discovered scanning another student’s ID, both the student scanning and the student who gave their card to be scanned will lose credit for
that chapel and may be referred to the Dean of Students for disciplinary action. Likewise, students
discovered scanning for credit but not attending chapel may also be referred for disciplinary action.

**Exemption**

If a student has a special circumstance, he or she may submit an online application for chapel exemption
to the Office of Christian Formation by the end of the first week of classes each semester. Applications
can be found at www.jbu.edu/faith/chapel/exemption/.

Exemption requests are considered individually and are subject to the final decision of the Chapel
Exemption Committee. Exemptions are granted for one semester at a time, and are based upon
exceptional circumstances and chapel attendance history. A student must reapply in subsequent
semesters even if circumstances remain the same. The Chapel Exemption Committee limits exemption to
a maximum of one full exemption or two partial exemptions during a student's four years at JBU.

Students who are age 25 or older, or who feel they may otherwise qualify due to family and work
situations usually associated with non-traditional students, may apply for a non-traditional exemption.
This exemption waives 6 “additional” credits upon the submission of a Statement of Church Involvement,
which reduces the requirement for qualifying students to 15 “regular” chapels. Non-traditional students
must reapply each semester, but there is no limit to the number of non-traditional exemptions a
qualifying student may be granted.

There are no automatic exemptions. Please note that your application for exemption has not been
granted until you receive notification from the Office of Christian Formation.

**RESIDENCE LIFE**

**Philosophy of Residence Life**

John Brown University is a residential community that emphasizes growth and development
within the living/learning environment. We are committed to providing a residence life program
that nurtures the integration of the whole person intellectually, socially, emotionally, physically,
and spiritually. Two of the primary forces for change in this integration process are the Holy Spirit
and the influences of one’s community. We are committed to making the residence halls positive,
healthy places to live.

Our residence halls are the focal point for many challenges that will encourage growth and development.
As students meet these challenges, they will receive support from residence life staff who are trained
to serve as skilled resources. The residence halls are more than just buildings in which to sleep and
study. They are centers for growth and for learning to live with other people. The residence life staff
promotes the following basic objectives aimed at helping achieve unity and an atmosphere conducive to
community life:

- To explore and experience the concept of a Christian community as it is affected by the diverse
  backgrounds and patterns of thought in a national and international student body such as ours.
- To help each other learn about living with ourselves as well as with others.
- To promote meaningful communication among students, faculty and administration.
- To learn to make decisions that will positively affect us, as well as those in our living area.
- To develop an understanding of individual and corporate accountability.
Residence Life Mission Statement

The Residence Life department supports the mission of both John Brown University and the Student Development department. The John Brown University Residence Life office exists to foster relationships that disciple, challenge and support, create learning experiences and develop a positive living environment.

ON-CAMPUS HOUSING OPTIONS

J. Alvin Hall

J. Alvin Residence Hall houses men only. There are three floors consisting of 14 suites per floor. Each suite consists of 12-18 men. J. Alvin is most famous for its atrium, which is sometimes used for large gatherings.

Mayfield Hall

Mayfield Residence Hall houses women only. This two-story building was built in a U-shape resulting in three wings affectionately dubbed “old,” “middle,” and “new.” All three wings have two floors, each containing approximately 20 rooms, and one large, centrally located bathroom.

Walker Hall

Walker Hall is a unique hall that was built with JBU’s head, heart, and hand model in mind. There are three floors with two wings separated by a lounge on each floor. Walker is arranged in two-room suites that share a bathroom.

Hutcheson Hall

A hybrid environment with two-room suites with a shared bathroom as well as 4 room suites with a shared bathroom. The building has been designed to foster community by creating many places for students to gather.

Townhouses

The townhouses are generally for upper-class students. These six apartment-like dwellings are home to over 100 students in all (both male and female students, in separate buildings). Each townhouse has two sides; each side has four or five rooms, two bathrooms, a kitchen, and a living/dining area. The townhouses are a step toward a responsible and independent living environment — a step closer to life after college. This includes the possibly of a limited meal plan and the responsibility of cleaning one’s own house.

Northslopes Apartments

Generally for upper-class students, these 16 two-bedroom/two bath (4 people) and 8 one-bedroom/one bath (3 people) apartments provide transitional housing. The apartments are fully furnished with beds, desks, a sofa, table/chairs and appliances.
HOUSING PROCEDURE DETAILS

Residence Life Staff

An important part of the college program, and the residence hall program in particular, is the Residence Life staff. These are trained professional and para-professional men and women whose objective is to facilitate growth and development of students in all areas of their lives.

The Dean of Students/ Director of Residence Life and the Resident Directors all work together at various levels in Residence Life. They are responsible for the total administration, operation, and leadership of the student staff within the residence halls.

Under each Resident Director is a student who assumes the role of Assistant Resident Director (ARD). He or she is directly responsible for overseeing the needs of the residents and the Resident Assistants. The Assistant Resident Director also participates in the Residence Hall Association, assists the Resident Director, and is responsible for various office procedures.

Resident Assistants (RAs) are students who go through an extensive, competitive selection process, have demonstrated commitment to service, and are trained in helping skills. They also work as information sources and communicators between the institution and the students within the residence hall. The RAs provide feedback to the Resident Director concerning problem areas within the residence halls. RAs are key links to the university and its resources and should receive the same respect as a faculty and/or staff member. They are part of the Student Development staff, and each one is responsible for an area of the hall. Resident Assistants in each hall rotate nightly hall duty (7:00 p.m. to midnight on Sunday through Thursday, and 7:00 p.m. to 1:00 a.m. Friday and Saturday). The name of the person on duty is posted in a central location in the hall. Students should feel free to ask the “RA on Duty” for any assistance.

Each residence hall has a hall government known as Residence Hall Association (RHA). The council is responsible for providing a variety of programs throughout the year, such as social gatherings, recreational events, and educational programs.

Room Reservation

During spring semester, students are given a chance to reserve their room for next year. Students who choose to keep their current room sign up first; those who wish to change rooms are allowed to sign up later with priority given to students based on credit hours. Students who wish to live in university housing must pay a $100 room reservation deposit (this is not the security deposit) to the Business Office and bring a receipt of this payment in order to reserve a room, as well as be registered for fall classes.

The room reservation deposit is non-refundable if the student decides not to return to JBU housing. Those returning will have their deposit refunded to their student account. All students must have a roommate or be compelled to sign up for housing last. See Off-Campus Policy for related information.

Changing Rooms

Occasionally a student desires to move to another room after classes have begun. Permission must be obtained from the RD prior to moving, and no room changes will be made until September 15. Room change request forms are available from RD’s, and failure to fill it out may result in denial of permission
Check-out

At the end of each school year, students will set a time for Resident Assistants (RAs) to check them out before vacating rooms. (This applies to changing rooms during the year, as well as moving out at the end of the spring semester.) All personal belongings must be moved out of the room. The floor, desk, dresser, bookshelves, closet, and drawers need to be empty and clean. The room key should be given to the RA, and both the resident and the RA must sign the checkout form.

The residence hall officially closes at 12:00 noon (7:00 p.m. for graduating seniors) on the day of graduation. Students will be charged $25 for late check-out. There is a $50 fine for failure to check out. If necessary, clean-up or damage costs may be charged for room and suite areas. It is under the discretion of the RA or RD to levere additional fines for those who abuse check-out.

Residence life reserves the right to ask any student causing a disturbance to leave campus within 24 hours of their last final.

Holidays/ Breaks

Residence halls and townhouses will be closed during Christmas and spring break vacations. Residents who need to remain in town must make arrangements to stay elsewhere. Dates and times of breaks will be posted on the website.

Residence Hall Damages

The only fair way to handle charges for damage within the residence hall is for the individual responsible to come forward and pay for it. If no one takes responsibility then the charges will be shared by residents according to the following areas:

**Personal common** - Residents of each room share responsibility for their individual room including furnishings.

**Suite common** - Residents of each suite share responsibility for all areas outside the rooms (including the outside of their room door) but within the suite door.

**Residence hall common** - All residents within a residence hall share responsibility for all areas outside suite doors including but not limited to laundry room, TV room, lobbies, lounges, conference room, offices, fire/safety equipment, and hall furnishings.

Students are not allowed to construct any type of loft or platforms within their room. University furnishings cannot be modified or used in a manner outside their design. Painting rooms or suite area is not allowed.

Appropriate charges for damages shall be made against students’ accounts and must be paid promptly.

Off-Campus Policy

Research supports our belief that the residence life experience is a vital part of the student's
development as a whole person (head, heart, hand). Therefore, all unmarried students who are enrolled for twelve (12) or more hours of academic credit are required to live in on-campus university housing.

Those who are 22 years old prior to the beginning of the semester in which they would live off-campus are eligible to do so without application.

Students who are not yet 22 and wish to move off-campus must complete an application process and receive approval from the Student Development office. Students who wish to live with a parent or an approved relative (i.e. grandparents, aunt & uncle) do not need to complete this process, but must complete the off-campus living form and inform the Director of Residence Life.

Only qualified students should apply to live off-campus. Qualifications are:
- Cumulative GPA is 2.5 or better
- Student has lived in on-campus housing for six semesters.
- Senior transfer students who have lived on campus at another institution and have lived in JBU housing for a minimum of two semesters.
- Clearance from the Financial Aid Office
- A clean current disciplinary record

To begin the approval process, students may pick up an application in the Student Development office, fill it out appropriately, and return to Student Development, including two references (one from RD, one from advisor). (Watch campus publications for pick-up and due dates.) Many students wish to apply for both off-campus and on-campus housing in the event their off-campus application is not approved. This is permissible. Simply follow both procedures (including payment of the $100 room reservation deposit). Once you know where you will be living, please notify the Student Development office. If you are approved to move off-campus and do so, the $100 deposit will be refunded to you.

The Director of Residence Life will inform students via campus mail whether or not they have been approved. Students who are approved must inform the Student Development office by April 15 if they will be moving off-campus the following semester.

Students who are not approved may submit a written request for special consideration by the Off-Campus Appeals Committee, which meets only once per semester. Reasons for special consideration must be included in the written request (example: early graduation, GPA, etc.).

Financial difficulties related to continuing as a full-time student are not considered as valid reason for exception. Further information about the process may be obtained in the Student Development Office.

JBU institutional aid cannot be used for off-campus expenses.

**OPEN HOURS**

**WALKER**
Sunday through Thursday 8:00 a.m. to midnight
Friday and Saturday 8:00 a.m. to 1:00 a.m.

**J. ALVIN HALL**
Sunday through Thursday 8:00 a.m. to midnight
Friday and Saturday 8:00 a.m. to 1:00 a.m.
J. ALVIN ATRIUM AREA
Open seven days a week 10:30 a.m. to 10:30 p.m.

MAYFIELD HALL
Main Lobby
Sunday through Thursday 8:00 a.m. to midnight
Friday 8:00 a.m. to 1:00 a.m.

Lower TV Lounge
Sunday through Thursday Noon to midnight
Friday and Saturday Noon to 1:00 a.m.

HUTCHESON HALL
Main Lobby
Sunday through Thursday 8:00 a.m. to midnight
Friday and Saturday 8:00 a.m. to 1:00 a.m.

3rd Floor Lobby
Sunday through Thursday Noon to midnight
Friday and Saturday Noon to 1:00 a.m.

VISITATION HOURS
Listed below are the hours for each residence facility. Doors to student rooms must be left at least halfway open when members of the opposite sex are present.

Walker: Wednesday, 7:00 p.m. to 10:00 p.m.
J. Alvin: Tuesday, 7:00 p.m. to 10:00 p.m.
Mayfield: Thursday, 7:00 p.m. to 10:00 p.m.
Hutcheson: Monday, 7:00 p.m. to 10:00 p.m.
Townhouses: Sunday through Thursday, Noon to Midnight
Friday and Saturday, 10:00 a.m. to 1:00 a.m.
Northslope Apts: Same as Townhouses

All residence halls will have an additional open-dorm every Friday and Saturday night, from 7:00 p.m. to midnight. The RA on duty is responsible for clearing the residence halls of non-residents prior to the close of open house or visiting hours. Students' guests need to be cooperative and leave the building at the appropriate time. First violation of the visitation hours will be addressed with a formal warning. A second violation will include a community growth contract and a $50 fine.

RESIDENCE HALL SPECIFICS
These expectations are in place to help ensure safe, secure, and harmonious community living.

Appliances
Students are permitted to use coffee makers, popcorn poppers, and blenders in their rooms. Hot plates, fry pans, bread makers, crock pots, Foreman grills, counter top Toasters, ovens, microwave ovens, or Fry Daddys are not permitted in a student's room due to consideration of wiring and fire hazards. These appliances can be used only in kitchens or areas designated by the Resident Director. (Each residence hall has one or two full kitchens available for student's use. Questions concerning cooking need to be directed...
Air conditioners, space heaters, and halogen lights or freezers are not permitted. Facilities Services may check-out space heaters to some students as needed. Irons should have an automatic-off feature. Ironing must not be done on a bed or the carpeting.

Students may keep a mini-refrigerator (maximum size of 4.0 cubic feet) in their room, but no freezers. It is expected that these units will be cleaned regularly and that no food/beverage will be stored in them during Christmas break. All items must be unplugged during breaks.

To avoid potential safety hazards, all electrical appliances (lamps, refrigerators, etc.) must have “UL” approval.

**Building Access**

Students should enter and leave the building by the main lobby doors. Crawling on/over the roof or through the windows or using the fire exits is prohibited except in the case of fire. Violations will be subject to discipline and a $100 fine.

**Bicycles, Roller Blades, Skates, Skateboards**

JBU students are welcome to ride bicycles, skateboards, skates, or scooters for transportation. However, these items are not to be used inside any campus building due to safety and maintenance concerns. Moreover, these items should not be used in any way that damages university property, endangers other people, or the rider. Students should use caution while riding these items on sidewalks when other people are present. The right-of-way belongs to the pedestrian.

Railings, stairs, steps, benches, monuments, etc should not be used to perform tricks or maneuvers. Students who are in violation of this policy may have these items confiscated. Non-students are not allowed to use these items on campus.

Bicycles should be stored in designated areas of the residence hall. For security purposes, they should be locked at all times. Over extended breaks, students should find more secure areas to store their bikes, since the university cannot be liable for their safety. If bicycles are left over the summer, they will be removed and sold.

**Candles, Incense, Open Flames**

Candles (including birthday candles), open flames, and incense are not permitted in the residence halls, townhouses, or duplexes due to fire safety regulations. Students are subject to fines, or other disciplinary action for their use. A $50 fine will be assessed for those who violate this policy. Precaution should be used with candle warmers. The wax can stain flooring, furniture and fabrics. Any damage from the wax will result in fines.

**Darts**

Metal-tipped darts must not be used in the residence halls due to the damage that they create.

**Doors, Locks, and Keys**
All residents are urged to keep their doors locked, especially when no one is in the room. Moreover, students should never prop open an exterior door to a living area since it creates a security breach for the other residents. Students found propping doors are subject to fines or other sanctions.

If a student loses a room key, he or she needs to report it to the Resident Assistant (RA) or Resident Director (RD) immediately. The student will be charged $25 for replacing each lost key. The RD in turn will notify Facilities Services so that the lock can be re-cored. In addition, with the loss of an ID, students will need to pay $20 to replace.

Contact an RA if you are locked out of your room. Security officers are not responsible for unlocking student doors or houses unless there is an emergency. Depending on the situation, there may be a charge to unlock your room. In addition, if a door jams, notify the RA.

Firearms, Fireworks, Explosives

Guns, ammunition, weapons, and fireworks are not allowed on campus, and therefore are not permitted in any residence hall for any reason.

Fire Drills

Each living area will have a fire drill each semester. Evacuation routes are posted in each living area by the bulletin board. Anytime the alarm sounds, the building must be evacuated. Students must remain outside the building until the Residence Life staff has searched the building and disengaged the alarm. Disregard for a fire drill will result in disciplinary action.

Fire Hazards

The following items are considered fire hazards and are not permitted in the residence halls: motorcycle parts, automobile parts, tires, engines, and containers that contain any flammable materials/liquids. Prohibited items found in the residence halls will be confiscated and a fine will be imposed.

Fire Safety

In order to maintain a safe environment for students in the residence halls, a number of guidelines have been developed concerning fire safety. Evacuation routes are posted in each room or suite. All of the residence halls are equipped with fire protection devices including smoke detectors, emergency lights, fire alarms, fire extinguishers, and exit lights.

The safety of the residents lies heavily on the quality and effectiveness of this equipment. Misuse of fire protection equipment only increases the chance of injury or death to hall residents. Disregard for, tampering with, or misuse of any fire protection device will result in immediate disciplinary action and appropriate fines. Students failing to comply with this policy can expect up to a $200 fine.

All residence hall rooms and hallways are equipped with smoke detectors. If the detector battery goes out, please contact a member of the Residence Life staff who will assist in getting a replacement. The Residence Life staff will periodically inspect all rooms to be sure that the smoke detectors are working properly. Tampering with or disabling a smoke detector will result in a $50 fine.

Guests
Students are allowed to have overnight same-sex guests in their rooms. However, certain procedures are necessary to ensure the security of the hall and maintain good relationships among the other residents. Therefore, each student should follow these guidelines when hosting an overnight guest:

- Roommates should arrive at an agreement before inviting a guest.
- The RA must be informed of non-student guests.
- Long-term overnight guests are not permitted (three nights maximum).
- If a guest is a prospective student, residents should check with the Admission office prior to that guest’s arrival.
- Guest keys, bedding, towels, etc. are not supplied by the university. If the guest is using another student’s bed, prior approval must be obtained.
- Mattresses will not be provided by the university, nor should lounge furniture be used for sleeping purposes.
- Guests may not use the resident’s meal plan or ID.
- The host is totally responsible for the behavior of guests and shall be charged for damages that might occur. It is also the responsibility of the host to inform the guest of residence hall and university policies. JBU reserves the right to deny access to any non-resident to the residential facilities.

**Hallways**

For insurance, safety, and fire code reasons, the hallways must remain clear throughout the year. At the beginning of the semester, a one-week limit is set to have all storage items (boxes, suitcases, etc.) moved to storage. Moreover, students should not throw balls, frisbees, etc. in the hallways.

Excessive accumulation of newspaper, shredded paper, clutter, trash, etc. in the rooms, hallways, or stairwells is also considered a violation of the fire code and therefore is not permitted.

**Laundry Service**

Laundry service is available through coin-operated washing machines and dryers located in each residence hall. Students are responsible for furnishing their own linens (sheets, pillowcases, towels, washcloths, etc.) and laundry detergent. If there are problems with laundry machines, the Resident Director should be notified.

**Loss and Theft Liability**

*John Brown University assumes no responsibility for any loss or damage to personal possessions resulting from theft, fire, power outages, or other disasters.* Residents are urged to take all possible precautions to protect their belongings (including locking the door, proper surge protection for electronics, and taking valuable personal belongings home over breaks). It is recommended that valuables be marked with a drivers license number or Social Security number in a visible location on the device, both to deter theft and provide identification to authorities in the case that it is stolen. Also keep a record of the serial number, make, model and a picture of the device for the same reason. Residents are responsible for obtaining their own personal property insurance. If a theft occurs, students should contact Campus Safety (524-7403) to file a theft report. For your convenience, JBU has contracted with an outside company to provide student property insurance. Contact Residence Life for more information. The Student Property Insurance is only available at the student’s arrangement and
Maintenance Requests

All maintenance needs should be reported to the Resident Assistant (RA) or Assistant Resident Director (ARD). Work orders are processed by the ARD. If prompt service is not received, the Assistant Resident Director must be notified. Students should NOT contact Facilities Services staff about the matter. Any emergency repairs such as water leaks should be reported to the RA immediately, as well as smoke detector batteries or light bulbs as needed. Maintenance personnel will announce their presence on the women’s wings. (It is recommended that females wear a robe when not fully dressed and in the hall.)

Music, Noise, and Quiet Hours

Although your room is your home away from home and a place for you to relax and enjoy yourself, remember that not everyone’s lifestyle is the same as yours. For this reason, the hall must be reasonably quiet at all times, allowing for work or study as desired.

Each living area, under the direction of the Resident Assistants and Resident Director, will be allowed to set specific expectations for that area during certain periods of the day. It is a general expectation for the residence halls to have “Quiet hours” between 10:00 p.m. and 8:00 a.m. the next morning so that students can get a reasonable amount of undisturbed study and rest.

During the day and evening, students need to keep in mind that the acceptable level of volume for stereos, televisions, radios, and noise is exceeded when it is audible to anyone outside the walls of their own room or suite. Each student is expected to exercise caution and consideration for others in this area. In addition, choice of music needs to be appropriate - not offensive — to other community members or contrary to the lifestyle expectations of the university.

No electric pianos, guitars, or drums are allowed in the residence hall unless played with headphones. Stereo speakers should not be directed outside due to the disturbance that they could create on campus. Students should remember that consideration of those living around them is key in determining choice of music, level of horseplay, and volume of noise emitted from rooms at any time during the day or evening. Even outside of “quiet hours”, students do not have the right to make as much noise as they like. At all times, all residents have the right to a quiet, peaceful environment for study and sleep.

Night Watch

The entrance of residence halls are equipped with video security cameras. From midnight to 6:00 a.m. on Sunday through Thursday, and from 1:00 a.m. to 6:00 a.m. on Friday and Saturday, a night watch person monitors these cameras.

Personal Property Storage

Limited storage space is available in each residence hall for students living 500 or more miles away, although the university cannot accept responsibility for personal items stored. All stored items must be clearly labeled with the student’s name and address. All items must personally be put in storage.

Pets
Experience has shown that in a close-quartered community, pets can create an uncomfortable, inconvenient, and unhealthy environment. Therefore, keeping pets in the residence halls, townhouses, and apartments is not permitted. Fish (eg. goldfish) are the only exception. A fine of $25/day is assessed for having any other type of pet in your room.

**Right of Entrance**

The university reserves the right to enter a student's room for reasonable inspection of health, safety, and sanitation standards, or for the purpose of maintenance and repairs. Every attempt will be made to allow the resident to be present when entrance is necessary. These rights include search and seizure when sufficient reason is shown.

**Room and Hall Cleanliness**

In order to maintain harmony among residents, every student needs to do his or her part in maintaining a clean, healthy community environment. Keeping your room clean and assisting in keeping the residence hall common areas in order are important contributions to these efforts.

**Room Decorations**

Pictures and posters are permitted, but discretion should be used in the selection. Ask your RD and roommate about any questionable items. The RD reserves the right to have students change room décor. Items displaying alcohol, tobacco, drug-related messages, the objectification of men or women, or other objects inconsistent with JBU’s Community Covenant may not be used as decorative items in one's room. Live Christmas trees are prohibited. Students will be asked to remove these items if they are displayed.

**Hanging Items, Stick-Ons**

All room doors, woodwork, and windows are to be free from any stick-ons, hooks, tacks, or nails. (This includes new wooden furniture as well.) Two-sided tape should not be used on carpet installation, and contact paper is not to be used as a decorative device. Residents should use Plasti-Tak (white only) to stick pictures, posters and wall hangings on the walls. Use of anything other than Plasti-Tak on wood surfaces is prohibited. Fines will be assessed if necessary. No wallpaper borders are permitted. Hanging chairs and hammocks are not permitted in the residence halls. Painting rooms or suite area is not allowed.

**Furniture**

Each room is equipped with university furniture. This furniture can be arranged in a way so that the room is most comfortable for the student, but must be used in the way it was designed. Students are not allowed to bring in any lumber or construct furnishings on which to sleep or live. Moreover, university furnishings cannot be modified beyond design of furniture. Due to storage limitations, this furniture is not to be moved from your room. The furniture in your room at the beginning of the year may not be removed at any time and must be in the same condition (exactly) when you check out. When a room is un-tripled, the loft unit and one desk will be removed from the room by the maintenance department.
Telephones

2.4 Ghz Cordless phones are not permitted in the residence halls due to wireless computer technology.

Satellite Television Network Services

The university provides a satellite television system with up to 40 channels. Students are not allowed to secure or provide their own television programming. Each student has access to the university computing network. See Appropriate Use Policy on EagleNET.

Visitation and Visiting

Open house, visitation, and common area visiting hours are privileges at JBU. They provide opportunities for students to socialize and study with members of the opposite sex in their own living area.

Members of the opposite sex are not permitted in residence hall rooms, stairwells, or hallways unless they have the permission of the Resident Director or it is an open house visitation period.

Visitation Schedules

Each residence hall has its own respective visiting hours for common areas (lobbies). These common areas are open only to residents of the respective hall once visiting hours are over. Couples should remain upright and any display of affection should be tasteful and should reflect the nature of JBU. Students may reserve the common areas by talking to their RD. No one is allowed to sleep in the lobby areas.

Water Fights

Water fights are not permitted in the residence halls. Fines will be imposed and students will be held responsible for any damage that results.

Wiring, Extension Cords

Students are not allowed to alter or supplement the wiring in their rooms due to safety concerns. Any electrical needs must be directed to Facilities Services via a maintenance work order processed by your ARD.

It is required that students use an outlet center/power strip extension cord with a surge protector, which must be UL-rated. If a student’s use of power cords is considered a fire hazard, the Residence Life staff will instruct the student accordingly.

RESIDENCE HALL COMPUTER NETWORK GUIDELINES

You are responsible for the correct configuration and operation of your personal computer. Information Technology Services (ITS) will provide limited technical support for network-related problems in the form of advice, instructions, and some troubleshooting. If you cannot solve a computer problem yourself, you may need to pay a local business to get it fixed. ITS will make sure that the network port in your room is working, but cannot practically address all hardware and software problems on your personal computer.
You are encouraged to make use of login and boot passwords on your personal computer to protect yourself. You are responsible for whatever is done with your computer, and you should try to limit who has access to it.

If your network-connected computer becomes infected with a virus and is disrupting network activity, your network port may be disabled immediately and without notice.

JBU operates an Internet firewall that provides security from most Internet attacks. There is little we can do to protect your computer from other resident students, however. You are responsible for correctly configuring your computer to protect it from internal network attacks. In particular, be careful about enabling any kind of file and printer sharing.

Most computers have personal firewall software installed on them and it is available for most operating systems. Configured correctly, this software can provide increased security for your computer.

There are a number of connection sharing devices marketed for home use on broadband Internet connections (usually called a “router” or “wireless router”). We discourage the use of routers as they can disrupt the operation of your network connection. If you do install a router, you may find that you cannot reliably connect to the Internet. If it is disrupting the operation of the network, your network port may be disabled without notice.

Please do not set up a wireless access point or other wireless network device (except for wireless adapters installed in your PC). They can easily introduce network security problems and might interfere with the campus wireless network.

Internet file sharing programs such as Shareaza, BitTorrent, Ares, BearShare, and Kazaa are very popular for downloading and sharing music, movies, and other files. There are a few things you need to know about these programs:

• They run protocols that can easily consume all of the Internet bandwidth we have. Therefore, JBU limits the amount of bandwidth used by these applications and you will find that they generally run very slowly.

• Most of the files you will collect using these programs are illegal copies of copyrighted material and it is against JBU's Acceptable Use Policy for you to download or share them.

• JBU does not engage in searches of personal computers for illegal files; however, if a company presents JBU with a valid legal order to identify a computer that they suspect of holding their copyrighted files, we are required by law to comply to the best of our ability.

• Media companies are getting more aggressive in enforcing their copyrights. If you are convicted of sharing copyrighted material, you could be fined, or worse.

Various local area network applications are becoming popular and might run on JBU's network (no guarantees). Examples are game servers and file sharing applications such as Flatlan, Phynd and Direct Connect. On-campus use on the network is permitted with some limitations. Remember, you are responsible for the correct use of such programs, especially if you set up a computer running a server for any of these applications. In particular:

• Their traffic must be limited to the on-campus network. Off campus connections will be blocked.

• Game servers are allowed as long as they do not cause undue network traffic.
• File sharing servers are allowed as long as you are not sharing or enabling the sharing of copyrighted material (unless you have permission from the copyright holder). In realistic practice, the way these file-sharing networks are generally used on university campuses, they are not allowed.

JOHN BROWN UNIVERSITY FILM POLICY

As a Christian institution, the John Brown University community agrees to honor and obey copyright laws. In general, films shown in public settings must be legally obtained and used under the guidelines established by the copyright laws.

Films in dorm rooms: Students are permitted to show films without public performance rights if the movie is shown to a small group of friends within their “home”. For JBU students, this means their dorm room and also some dorm lobby areas if it is an impromptu, non-JBU sponsored gathering without publicity or a general invitation.

Films in public settings must be legally obtained and used under the guidelines established by the copyright laws. They are subject to the following guidelines:

• The federal Copyright Law makes it unlawful to show a JBU-sponsored film in a public space without the expressed and written permission from the copyright holder, or without purchasing a public performance license.
• Public space at JBU is any place on campus except the individual dorm room assigned to a specific student or students. In some situations the dorm lounge space closest to the student’s room may also be considered personal space.
• Meetings of JBU-sponsored clubs, organizations and housing units are considered public spaces and therefore must have explicit permission from the copyright holder or a public performance license to show a film.

Exceptions for educational purposes: Film copyright laws recognize exceptions for educational purposes if the showing of the film is in the course of teaching activities of a nonprofit education institution. John Brown University is nonprofit educational institution, and therefore a film showing is most likely to fit within the educational exception if:

• The showing is in a classroom or similar location for instruction.
• The showing is part of an educational activity and is accompanied by a related discussion forum.
• For more information see: Section 110(1) of the Copyright law.

FEDERAL INFORMATION & JBU POLICIES

ACCESS TO 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’s rights include:

• Inspection and review
• Explanation or interpretation of contents.
• Duplication of the record at a standard fee of .10/page.
• 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:
• Records in the sole possession of the maker thereof, which are not accessible or revealed to any other person
• Records maintained by a professional or para-professional in medical or psychological treatment of the student and which are not available to anyone other than the persons providing such treatment
• Records of employees of this institution who are not presently in attendance and which pertain solely to their employment
• Confidential letters and statement of recommendation placed in the student’s file prior to January 1, 1975
• If the student first signs a waiver, the student will not have access to confidential recommendations subsequently compiled respecting:
  a. Admission to JBU
  b. Application for employment
  c. Receipt of honorary recognition
• 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, “Students 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 a “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 in rebuttal of the document.

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

**JBU’s Response to these Requirements**

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:
RELEASE OF EDUCATIONAL RECORDS

The following directory information concerning each student will be released by this institution without the student's consent unless the student makes a written request to the Registrar's office within 10 days of class registration for this information to be withheld:

- Name
- Address
- Telephone
- Date and place of birth
- Major field of study and year in school
- Participation in officially recognized sports and activities
- Weight and height (if student is a member of athletic teams)
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Parents' names and addresses
- Marital status (name of spouse)
- Religious preference

Parental Notification

If any student over 18 years of age would prefer not to have their parents contacted in such an event, he or she must file a written request with the Vice President of Student Development for review.

MEDICAL LEAVE POLICY

Medical Leave is available for students who, due to documented serious physical or psychological illness, need to leave the University. Medical leave is intended to enable a student to maintain his or her status as a student so as to continue their education at a later date. Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus.

ACADEMIC GRIEVANCE PROCESS

- Student complaints about a faculty person should be discussed first with that faculty person.
- If talking with the faculty person fails to bring resolution, the student may meet with the appropriate college dean or division chair and present a concise, well thought out, written statement of the problem and the desired resolution.
- The college dean or division chair will offer to meet with the student and the faculty person in question. If the student is unwilling to attend such a meeting, the college dean or division chair is at liberty to dismiss the complaint at that point. If the student consents to the meeting,
then the college dean or division chair will be responsible for documenting the proceedings and outcome of the meeting in writing.

- The accused faculty person or the aggrieved student may request a second meeting within seven days to which both the faculty person and the student, within limits set by the college dean or division chair, may invite colleagues and students. Written documentation of the proceedings and outcome of this second meeting is the college dean or division chair’s responsibility as well.

- If the problem is still not resolved to the satisfaction of either party, an appeal may be made to the Dean of Undergraduate Studies.

- Occasionally a student may wish to appeal to an academic action such as a grade, graduation requirement, or a withdrawal penalty. Such appeals should be made in writing to the Dean of Undergraduate Studies. In most cases the student should first request the support of his or her major advisor, department head, college dean, or division chair.

**STUDENT GRIEVANCE PROCESS**

A student should seek administrative resolution in the following manner if he or she believes (a) that he or she has a legitimate grievance under federal law with respect to the nondiscrimination policy of the university or (b) that he or she has a serious non-academic grievance against any university official: provided, however, that in case of grievance related to a harassment claim, the student should follow the policy and procedure covered in Sexual or Other Harassment policy and in the case of a grievance related to an academic issue, the policy and procedure of the Academic Grievance Process.

- Submit a statement of the grievance in writing to the Dean of Students.

- The Dean will respond in writing to the student within a reasonable time of receiving this notification.

- If the Dean’s response is not satisfactory to the student, a written request for appeal should be given to the Vice President for Student Development for an administrative hearing before the Judicial Board. The board will meet within a reasonable time following receipt of the written request for appeal.

- All final recommendations by the Judicial Board are subject to review and approval by the Vice President of Student Development.

**SEXUAL ASSAULT, DATING/DOMESTIC VIOLENCE, STALKING AND 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. Harassment of any type is strictly prohibited. It is a violation of state and local law and University regulations to commit a sexual assault (including rape).

**Definitions**

- **Harassment** is difficult to completely define but certainly includes slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. 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. Harassment on the basis of any other protected characteristic is also strictly prohibited.

- **Sexual harassment** is unwelcome conduct of a sexual nature and 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 of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

- **Sexual assault** is attempted or unwanted sexual activity. Rape is defined as sexual penetration without mutual consent.

- **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

- **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

- **Exploitation** occurs when an individual takes sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Consent**

Conduct of a sexual nature is unwelcome or nonconsensual if it is offensive or not requested or invited. Silence, acquiescence or failure to complain prior to or during the conduct does not imply that the conduct is welcome or consensual. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing.

Consensual romantic relationships in which one party maintains a direct supervisory or evaluative role over the other party poses a conflict of interest and may be less consensual than perceived by the individual whose position confers power. As such, persons with direct supervisory or evaluative responsibilities must bring those relationships to the timely attention of their supervisor.
Notice Of Nondiscrimination Or Nonretaliation

These policies should not, and may not, be used as a basis for excluding or separating individuals 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 prohibited sex discrimination covers sexual harassment, including sexual violence (domestic violence, dating violence, sexual assault, etc). Inquiries concerning the application of non-discrimination, violence against women act and the campus crime act may be referred to the Title IX Compliance Officer, currently Vice President for Finance, Kimberly Hadley, at complianceofficer@jbu.edu.

Reporting Procedures

If a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred there are several options available:

- Contact Northwest Arkansas Rape Crisis Center (NWARCC) www.nwarcc.com, 24/7 Hotline: 1-800-794-4175. This is an advocacy agency that offers free services (including a free medical exam) at all hours. This option is highly suggested.
- Contact Campus Safety to make a report if the assault happened on JBU property. (This can be done anonymously.) www.jbu.edu/life/safety/
- Contact police (from the area where the assault happened) to make a report if the assault occurred off-campus.
- Go to a primary care physician. If the assault happened in the past, this might be an option to follow up with the student’s primary care physician. If the assault happened in the last 72 hours (or at any time), it is preferable to refer the student to NWARCC.
- Make a decision to do one or more of the above at a later date or take no action.

In whatever option the individual chooses, it is vital to note the importance of preserving evidence as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or exploitation in obtaining a protection order from law enforcement.

John Brown University strongly encourages reporting of all perceived incidents of harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct are strongly encouraged to discuss their concerns with their Resident Director, the Dean of Students, the Vice President for Student Development, or the University’s Title IX compliance officer (currently, the Vice President of Finance and Administration, Kimberly Hadley) at complianceofficer@jbu.edu. John Brown University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. 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 in a prompt, fair, and impartial manner.

The victim has the right to file a criminal complaint. There are several options regarding how to file a complaint with law enforcement and campus authority:

1. The victim may themselves notify proper law enforcement, including Campus Safety or local police
2. The victim may be assisted by Campus Safety in notifying law enforcement
3. The victim may decline to notify such authorities

**Retaliation.** The institution will not only take steps to prevent retaliation but will also take strong responsive action if it occurs. Retaliation against an individual 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 be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be addressed.

When needed, the institution will assist the victim in attaining protective measures, no-contact orders, restraining orders, or similar lawful orders.

**Protective Measures**

The victim may request and have the option to protective measures such as changes in academic, living, transportation, and working situations, if such accommodations are reasonably available regardless of whether the incident is reported to campus safety or local law enforcement. These may include, but are not limited to, providing an escort between classes, moving residence halls, providing academic services, and changing work positions or time schedules.

**Campus And Community Services**

Victims may contact any of the following resources for confidential information concerning counseling, mental health, or medical services:

- Campus Safety Department: 479-524-7403
- University Health Center: 479-524-7320
- Student Counseling Office: 479-524-7251
- The Office of Christian Formation: 479-524-7213
- Any University Resident Hall Director
- NWA Rape Crisis 24 Hour Hotline: 800-794-4175 or 479-927-1020

**Institutional Procedures**

The institution will work diligently to investigate all reports of harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking and exploitation. The institution shall provide a prompt, fair and impartial investigation in a manner that protects the safety of the complainant and promotes accountability. The investigation will be conducted by officials that have received training on issues related harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking and exploitation and how to conduct an investigation and hearing process.

The institution will use a preponderance of the evidence standard, simply, that it is more likely than not that sexual misconduct or violence occurred.

All parties will have equal opportunity to present relevant witnesses and evidence.

The complainant and the accused are entitled to the same opportunities to have others present during institutional proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

The institution will begin investigating all reports immediately. A full investigation of the complaint, pending consent from the complainant [see “Confidentiality” section for more information] will begin within 7 calendar days. A typical investigation can take up to 60 calendar days, after this time, both
parties will receive a response regarding the outcome of the complaint. If either party wishes to file an appeal, this needs to be received within 7 calendar days of receiving notice of the official outcome.

Written notification of the outcome of proceedings will be sent to both parties at the same time. At that time, the procedures for the accused and the victim to appeal the results will also be provided.

The institution will take steps to prevent recurrence of any harassment and correct its discriminatory effects on the complainant.

Responsive action to the incident of harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking or exploitation may include, but is not limited to, training, referral to counseling and/or disciplinary action such as warning, reprimand, housing reassignment, temporary suspension, dismissal or employment termination, as JBU believes appropriate under the circumstances. Additional policies and procedures as relevant may apply. See the Employee Handbook and the Student Handbook.

Confidentiality

The institution will inform and obtain consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the investigation not be pursued, the institution will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. If the complainant asks for his or her name to not be disclosed, the institution's ability to respond will be limited but will include steps to limit the effects of the alleged harassment and prevent its recurrence.

Publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law.

Preventative Programming

The institution will take proactive measures to prevent and create awareness of harassment, sexual harassment and violence. This will include educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking and exploitation.

The institution will provide these programs for incoming students and new employees that will include what constitutes harassment, sexual harassment and violence; the school's policies, filing a complaint, and disciplinary procedures; and the consequences of violating these procedures. These programs will also include safe and positive options for bystander intervention that an individual may take to "prevent harm or intervene" in risky situations; recognition of warning signs of abusive behavior and how to avoid potential attacks; and information on what to do if a student has been a victim of sexual harassment or violence, including the contact information for counseling.

The institution will also provide ongoing prevention campaigns for students and employees on the above.

Bystander/Community Intervention

John Brown University encourages reporting of all perceived incidents harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking and exploitation. If any person witnesses an incident occur, he or she is encouraged to report it to Campus Safety, a Resident Director, the Dean of Students, the Vice President for Student Development, or the University's Title IX compliance officer. Any person who reports a situation shall be provided a written explanation of the Complainants' rights and
MISSING STUDENTS POLICY

If a member of John Brown University’s Community has a reason to believe that a student is missing, they should immediately notify the Campus Safety Department at (479)215-5000, who will notify Student Development Staff, the Resident Director, or Vice President of Student Development, whether or not the student resides on campus. All possible efforts will be made to locate the student to determine his or her state of health and well being through the collaboration of the Campus Safety Department and the student life staff. If the student is an on-campus resident, the Campus Safety Department will work with the Student Development staff to make a welfare entry into the student’s room.

If the student is an off-campus resident, the Campus Safety Department will coordinate with the Siloam Springs Police Department, and enlist their help in investigating the circumstances involved with the missing student, through contact with friends, associates, and/or employers of the student when the student has been considered to be missing for more than 24 hours. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work study or other work shifts, will be established. If located, verification of the student’s state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to the campus health officials.

If the student is not located, notification of the family and the local law enforcement within 24 hours of receiving the initial report is made, to determine if they know the whereabouts of the student. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing persons report with the Siloam Springs Police Department, or outside the city, with the Benton County Sheriff’s Department, or other law enforcement agencies with jurisdiction.

If the missing student is under the age of 18, and is not an emancipated individual, the Vice President of Student Development, or his replacement, who is responsible for the student will notify the student’s parents or legal guardian immediately after the law enforcement agency with jurisdiction has determined that the student has been missing for more than 24 hours. The Campus Safety Department and Student Development staff will cooperate, aid, and assist the primary investigation agency in all ways prescribed by law. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case. All students, faculty and staff have the option to identify confidentially an individual to be contacted by the university, in the event the student is determined to be missing for more than 24 hours.

If a student has identified such an individual, the Student Development staff will notify the individual no later than 24 hours after the student has been determined to be missing.

HAZING

John Brown University abides by the definition and restrictions related hazing set forth in Arkansas statute 80-5501ff. as described below:

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

Hazing is defined as follows:
• Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attached by threatening such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
• The playing of abusive or truculent tricks on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others upon a student to frighten or scare him or her; or
• Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others, directed against another student done for the purpose of humbling pride, stifling the ambition, or impairing the courage of the student attached, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
• Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or maiming, or to do so seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such students as defined in this section.
• The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

“No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section. The offense of hazing is a Class B misdemeanor”.

**CAMPUS SAFETY INFORMATION**

**General Information**

John Brown University is strongly committed to campus safety and security. Campus Safety Officers are well-trained in providing safety, security and service to every person on the campus. Campus Safety Officers represent John Brown University and have authority to allow or restrain access to all university buildings including student residences. Campus Safety Officers also have the authority to enforce campus traffic and parking regulations. Crimes of violence, alcohol, and/or drug-related acts, or more serious confrontations will be referred to the Siloam Springs Police Department for intervention and assistance. Everyone on campus is encouraged to report criminal activity to the Siloam Springs Police Department by dialing 911 or 9-911 from campus extensions.

For general safety concerns, call Campus Safety at 215-5000. Campus Safety provides routine patrols of the campus 24 hours a day seven days a week.

Most campus buildings and facilities are accessible to members of the campus community, guests, and
visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturdays, Sundays, and holidays in the Walton Lifetime Health Complex.

Faulty locks or other security deficiencies are reported daily by Campus Safety Officers to Facilities Services staff for repair or replacement.

Residence Life Assistants are on duty in residence halls to monitor access to buildings and to provide assistance to the students during evening hours (7:00 p.m. to 12:00 midnight, and until 1 a.m. on weekends). Campus Safety Officers regularly patrol the campus and check exterior and interior doors and grounds several times each evening to ensure the security of residence halls and other campus facilities.

Exterior lighting is an important part of the University's commitment to campus safety and security. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well lighted. Formal surveys of exterior lighting on campus are conducted by Campus Safety Officers on a routine basis and reported to the Facilities Services Director for repair or replacement. Members of the campus community are encouraged to report any exterior lighting deficiencies, campus safety or maintenance concerns to the Facilities Services Department, extension 7261.

**EMERGENCY MANAGEMENT PROCEDURES**

The JBU Emergency Information Handbook is a guide to provide John Brown University faculty, staff and students with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designed to carry out specific responsibilities are trained to know and understand the University's policies and procedures. The Emergency Information Handbook was created to meet the Occupational Safety and Health Administration Standard 29 CFR 1910.38: Emergency Action Plan.

The Crisis Response Team is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near JBU. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operation procedures.

All faculty and staff are informed of the Emergency Information Handbook upon attending a new hire meeting. The Emergency Information Handbook is posted in all offices and is available online in a downloadable PDF document. The resource guide shows evacuation locations per building, as well as response steps demanded for the emergency.

**Emergency Test and Evacuation Drills**

JBU participates in emergency tests or evacuation drills to assess and evaluate emergency procedures and capabilities. The evacuation drills, table top exercises, and emergency preparedness training are done in partnership with the Campus Safety Department, the City of Siloam Springs Office of Emergency Management and the local fire department. The Campus Safety Department will document each test, including the date, time, and whether it was announced or unannounced.

**Crisis Alert System (CAS)**

The Crisis Alert System used at JBU broadcasts immediate e-mail, text, and voice-mail messages to those who have chosen to participate in the program. JBU will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to
the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by e-mail, as needed.

**RESIDENCE HALL FIRE INFORMATION**

**Fire Safety Improvements and Upgrades**

JBU Campus Safety annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Detection System (Smoke, Heat, Ion)</th>
<th>Fire Suppression System</th>
<th>Fire Extinguishers Present</th>
<th>Redundant Monitoring System</th>
<th>Fire Drills Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Alvin</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Mayfield Hall</td>
<td>Yes</td>
<td>No</td>
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<td>Yes</td>
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<td>Hutcheson Hall</td>
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<td>Full System</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>Townhouses</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>Northslope Apts</td>
<td>Yes</td>
<td>Full System</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

**Residence Hall Fire Drills**

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the department of Campus Safety, the individual residence hall staff, and the local fire station. The supervised fire drill is scheduled with the first 3 weeks of the beginning of the semester. Evacuation route maps are posted in each Residence Hall showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are fined and the incident is reported to the Dean of Students.

**Fire Life Safety Education**

Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flame are prohibited in residence halls. Residence Life policy on evacuation from residence halls is in the student handbook, and is discussed with residents when they move into the residence hall as follows:

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.

**Smoking Policy**
JBU prohibits smoking in any of the residence halls and anywhere on campus. JBU is a tobacco free campus.

**Reporting a Fire**

Students reporting a fire should dial 9-911. If the fire event is no longer a danger, they should contact the Resident Director or Resident Assistant to report the incident to Campus Safety.

**STATEMENT FOR THE PREVENTION OF DRUG & ALCOHOL ABUSE**

**Behavioral Expectations**

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

**NOTE:** This is not to be interpreted to mean that students can drink off campus. See *Expectations of Students* for details.

**Treatment Support**

Every employee of JBU with a drug and/or alcohol concern is provided one session with a 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 a 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 use or 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 probation, restitution, fines, and denial of privileges, 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 increases the inability of an individual's control or 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 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 Alcohol

Under the Arkansas criminal code, it is illegal for a person under the age of 21 years to use or possess alcohol. Possession of alcohol in Arkansas by anyone under 21 years of age is a class C misdemeanor which carries maximum penalty of one year in jail and a $1,000 fine. 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 possession 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 in prison for a third offense or possession of a Schedule or Schedule II substance (such as cocaine).

The criminal sanctions under federal law for manufacturing or distributing (or possessing with the intent to manufacture of 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 to ensure consistent application.
**Requirement to Report Violations**

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.

**CAMPUS CRIME STATISTICS**

As of August 1, 1991, the *Crime Awareness and Campus Security Act of 1990* established a uniform standard for all colleges to begin collecting statistics for the following crimes on campus: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. In addition, colleges must also maintain records of all arrests for liquor law violations, drug abuse violations, and weapons possession. In August 1999, the *Crime Awareness and Campus Security Act* now referred to as the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act was amended to state that categories of crimes that must be reported include even incidents that are processed through campus judiciary channels. These would include arson, alcohol and/or drug incidents, and weapons violations.

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, are for your information. If you have any questions, contact the Campus Safety office at 524-7403 during normal business hours.

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<thead>
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<th>category</th>
<th>'11</th>
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<tr>
<td>Murder (Non-Negligent Homicide)</td>
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<td>Manslaughter (Negligent Homicide)</td>
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<tr>
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<tr>
<td>Property Crimes:</td>
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<tr>
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<td>3</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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2. ON CAMPUS NON-RESIDENCE

<table>
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<td>Robbery</td>
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3. NON-CAMPUS BUILDINGS***

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<tr>
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<td>Aggravated Assault</td>
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4. PUBLIC PROPERTY ADJACENT TO CAMPUS

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<tr>
<td>Aggravated Assault</td>
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5. LIQUOR LAW, DRUG ABUSE LAW, AND WEAPONS POSSESSION VIOLATIONS/ARRESTS

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<tr>
<td>Liquor Law Violations Arrest</td>
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<td>Drug Abuse Violations Arrests</td>
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<tr>
<td>Weapons Possession Violations</td>
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</tbody>
</table>

CAMPUS REGISTERED SEX OFFENDERS NOTIFICATION POLICY

The Campus Safety Department maintains information on registered sex offenders for John Brown University. The office will be responsible for making notification regarding registered sex offenders associated with the University consistent with the state guidelines pursuant to Arkansas Code Annotated 12-12-901 and 12-12-1301-1303.

A written summary of campus guidelines and the notification plan for each offender will be maintained by the Campus Safety Department. Notifications will be made in conjunction and in cooperation with the Siloam Springs Police Department and in consultation with the President’s Cabinet.

Additional information can be obtained by contacting the Campus Safety Director at 524-7403.

MISCELLANEOUS/GENERAL INFORMATION

HOURS OF OPERATION

Library:

- Monday through Thursday: 7:30 a.m. to 12:00 midnight
- Friday: 7:30 a.m. to 5:00 p.m.
- Saturday: 11:00 am to 4:00 p.m.
- Sunday: 3:00 p.m. to 12:00 midnight

Cafeteria:

- **Breakfast**
  - Monday through Friday: 7:00 a.m. to 9:30 a.m. (Hot)
  - Saturday Brunch: 10:30 a.m. to 1:00 p.m.
  - Sunday: 8:00 a.m. to 9:00 a.m.
- **Lunch**
  - Monday through Friday: 11:00 a.m. to 2:00 p.m.
  - Sunday: 12:00 noon to 1:30 p.m.
### Dinner
- **Monday through Friday**: 5:15 p.m. to 7:00 p.m.
- **Saturday and Sunday**: 5:30 p.m. to 6:30 p.m.

### Walker Center:
- Open 24 hours

### Walker Prayer Room, and the upper landing of the West Central Entrance of Walker Student Center — open 24 hours a day.

### Post Office:
- **Monday through Friday**: 9:00 a.m. to 4:00 p.m. (closed during chapel)
- **Saturday**: 10:00 a.m. to 11:00 a.m.

### Bookstore:
- **Monday through Wednesday**: 8:30 a.m. to 5:00 p.m.
- **Thursday**: 8:30 a.m. to 6:30 p.m.
- **Friday**: 8:30 a.m. to 3:30 p.m. (unless otherwise posted)

### Registrar’s Office:
- **Monday through Friday**: 8:00 a.m. to 5:00 p.m. (closed during chapel)

### Business Office:
- Student Account Services, Human Resources, and Accounts Payable
- **Monday through Friday**: 9:00 a.m. to 4:00 p.m. (closed during lunch and chapel)

### Walker Computer Lab:
- **Monday through Thursday**: 7:30 a.m. to 12:00 midnight. (closed during chapel)
- **Friday**: 7:30 a.m. to 5:00 p.m.
- **Saturday**: 12 noon to 5:00 p.m.
- **Sunday**: 3:00 p.m. to 12:00 midnight
  - (Other computer labs are open during the day, but may be unavailable due to classroom use)

### Walton Lifetime Health Complex
- Track, Racquetball/Basketball Courts, and Fitness Center
- **Monday through Friday**: 5:00 a.m. to 12:00 midnight
- **Saturday**: 9:00 a.m. to 12:00 midnight
- **Sunday**: 2:00 p.m. to 12:00 midnight

### Pool
- **Monday through Friday**: 6:00 a.m. to 7:30 a.m.
  - 12:00 p.m. to 1:30 p.m.
  - 6:30 p.m. to 9:30 p.m.
- **Saturday and Sunday**: 2:00 p.m. to 4:00 p.m.
TELEPHONE DIALING INSTRUCTIONS

Station Dialing — To dial another campus telephone, dial the last 4 digits of that station's telephone number.

Local Outside Dialing — To dial a local number outside of the university system, dial “9” plus the desired number. Also dial “9” plus “911” for emergencies.

Long Distance — To use a Calling Card or another type of Prepaid Phone Card, dial “9” plus the applicable toll free “800” number.

Dial “9” for “800,” “888,” “877,” and “866” toll-free calls.

Call Transfer — To transfer a call, depress and release the switch hook or flash button, listen for dial tone, dial the number to which you wish to transfer the call, wait for the phone to ring and hang up. The call will automatically be transferred.

Three-Way Conference — To establish a 3-way conference, depress and release the switch hook or flash button, listen for the special dial tone, and dial the number to be conferenced. When that party answers, depress and release the switch hook or flash button and dial “*4” to conference all three parties.

Call Forwarding — To forward your station to another station, dial “*8,” listen for special dial tone, and dial the number you wish your calls to be forwarded to, then hang up. To cancel, dial “*8” and hang up.

Individual Speed Call — This is a 10-number speed call list accessed only by you from your telephone. To enter a number, dial “*67” and then dial a two-digit code (00 through 09) followed by the desired telephone number. To use, dial *58 plus the two digit number.
In Case of an Emergency...

All Students should be familiar with the emergency procedures at JBU so that they can act quickly and intelligently if an emergency should occur.

The area code for Siloam Springs is (479).

Fire

All campus buildings have fire escape routes and fire safety precautions clearly posted, including the locations of fire extinguishers and the nearest exits. In the event of a fire, follow the designated procedures quickly. (Residence Hall Fire Safety precautions are outlined on page 43. Be prepared for fire drills.)

Severe Weather

Northwest Arkansas is prone to severe weather. In case a tornado watch or warning is issued, students need to follow proper procedures.

A tornado watch means that conditions are right for a tornado. During a watch, security and the Residence Life staff will monitor the weather reports, and students will be advised.

A tornado warning means that a tornado is imminent. When a warning is issued, students will be asked to move to secure location (see back cover for a list of secure locations). For your own protection, it is mandatory to move to the secure locations during a tornado warning. Resident students are not permitted to return to their rooms until the warning is over. For your safety, the Siloam Springs Department of Emergency Management has established a system of storm warning sirens. Their use is as follows:

• A long steady blast is for a tornado warning, take cover.
• A wailing or rising and falling blast is for nuclear attack and periodic testing.

If you have any questions concerning severe weather procedure, contact a member of the Residence Life staff or Campus Safety.

Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Ambulance</td>
<td>9-911</td>
</tr>
<tr>
<td>Police</td>
<td>9-911</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-482-8948</td>
</tr>
<tr>
<td>1-800-332-6633</td>
<td></td>
</tr>
<tr>
<td>Campus Safety</td>
<td>5000 (215-5000 if off campus)</td>
</tr>
<tr>
<td>Hospital Emergency Room</td>
<td>524-4141</td>
</tr>
<tr>
<td>Medical Help/Advice</td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>524-7320</td>
</tr>
<tr>
<td>Siloam Springs Medical Center</td>
<td>524-3141</td>
</tr>
<tr>
<td>AIDS Hotline</td>
<td>1-800-342-1437</td>
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<tr>
<td>Rape Crisis Hotline</td>
<td>1-800-794-4175</td>
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<tr>
<td>Crisis Intervention</td>
<td>1-800-640-2680</td>
</tr>
<tr>
<td>CDC Travel Information</td>
<td>1-404-332-4559</td>
</tr>
</tbody>
</table>

Medical Help/Advice

Secure Locations (in case of a tornado)

If you’re in: Go to...

J.Alvin Residence Hall
Mayfield Residence Hall
Arts Buildings
Bell Science Hall
Basements

Broadhurst Village Duplexes
Northslope Apartments
West Twin Springs Apartments
Walton Health Complex (if time), otherwise use bathrooms (inside wall)

Townhouses
Downstairs bathrooms

LRC
Downstairs bathrooms, Media Lab, hallway, or offices without outside walls.

Cathedral
Inner hallways on the lower level

Walton Lifetime Health Complex & Bill George Arena
Lower stairways or locker rooms

Walker Residence Hall, Berry Performing Arts Center, Balzer Technology Center & Hutcheson Hall
Lower level stairways, away from outer walls; restrooms; corridors or hallways; small inner office areas, away from glass.