

BREWTON-PARKER COLLEGE

STUDENT HANDBOOK

2015-2016

There is no excuse for ignorance of this handbook, as it is available to all students. Violations of BPC standards and values will all be treated the same, whether a student has read the handbook or not. By enrolling at Brewton-Parker College, students are agreeing to follow the standards outlined in this handbook.

PROVIDED BY STUDENT AFFAIRS
See bpc.edu for other information and updates.

REVISED AUGUST 2015

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INFORMATION

The following are the offices to contact should for specific information.

Student Affairs

- Student I.D. Cards – I.T. services
- Rules/Behavior
- Brewton-Parker College Campus Security
- Traffic Issues
- Automobile Registration
- Campus Regulations
- Student Activities
- Student Organizations
- Intramurals
- Game Room/Lee Center Hours
- Damage of Property
- Residence Hall Rules – Contact your Resident Assistant
- Personal Problems – Contact your Resident Assistant

Academic Vice President

- Academic Overload – Contact your academic advisor
- Class Attendance – Contact your class instructor
- Courses you should take – Contact your academic advisor
- Problems in a course – Contact your academic advisor
- Grades – Contact your class instructor
- Withdrawing from the College – Contact the registrar's office
- Chapel Attendance – Contact the Dean(s) of Men/Women

Office of Enrollment Services

- Prospective students – Contact the admissions office
- Student finances – Contact the financial aid office

Resident Dining

- Food Information – Contact the Director of Dining Services

Post Office

- Lost and found
- Student mail

Business Office

- Student Account – Cashier or Director of Accounting
- Veterans Benefits/Federal Affairs (912)583-3288

BREWTON-PARKER COLLEGE MISSION

The mission of Brewton-Parker College, a Georgia Baptist College, is to develop the whole student through the application of biblically-centered truth to a liberal arts curriculum in a community of shared Christian values.

VISION STATEMENT

Brewton-Parker College strives to honor Jesus Christ in every area of the academy.

STUDENT AFFAIRS STAFF

Dean of Men	Steve Edwards
Dean of Women	Rebekah Meahl
Campus Minister	Lauren Youmans
Activities Director	Jennifer Wooten
Tutoring Director	Dana Price

STUDENT ORGANIZATIONS

Service Organizations:

Student Government Association – The SGA acts in the capacity of meeting student needs by working with the administration. It is open to all students who wish to have a voice on the campus of Brewton-Parker College.

Student Activities Council - The Student Activities Council is responsible for planning and coordinating student activities and entertainment for the student body. This group is open to all students who wish to volunteer their services to help in the planning and implementing of campus activities. A chairperson is elected by the student body to lead this organization.

Orientation Team – Members of the O-Team are selected students who act as peer guides and counselors during orientation each year.

Circle K – The purpose of this organization is to emphasize the advantages of the democratic way of life, to serve on the campus and in the community, to cooperate with the administrative officers of the college, to encourage participation in group activities, to promote good fellowship and high scholarship, to develop aggressive citizenship and the spirit of service for improvement of all human relationships, to afford useful training in the social graces and personality development, to give

primacy to the human and spiritual rather than to the material values of life, to encourage the daily living of the Golden Rule in all human relationships, to promote the adoption and the application of high social, business and professional standards, to develop, by precept and example, a more intelligent, aggressive and serviceable citizenship, to provide a practical means to form enduring friendships, to render altruistic service, and to build better communities and to cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and goodwill.

Baptist Student Union/Baptist Campus Ministries – This is a student led, Christ-centered, and church related organization. It is sponsored by the Southern Baptist churches, associations, and state conventions. BSU/BCM is a fellowship of college students (open to everyone) who are concerned about their own Christian growth as well as the needs and concerns of the world around them. It is a program that provides opportunities for an inward journey of spiritual growth and an outward journey of service to others. BSU/BCM is a Christian witness both on and off the campus. Through the BSU/BCM at Brewton-Parker College, students can be involved in Bible studies and discipleship groups, Christian fellowship, prayer partners, revival, and creative ministry teams, retreats, annual state and national student conferences, international student ministry, summer missions, annual mission trips, and community ministry projects. The BSU/BCM operates through a Campus Minister, a leadership team (composed of 8 to 12 students who are elected annually), and a Baptist Student Ministry Association Committee.

Ministerial Association – MA includes all students preparing for some type of full-time Christian ministry. Meetings, which are usually of a devotional nature, are held weekly.

Fellowship of Christian Athletes – The purpose of this organization aims to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.

Scholastic Organizations:

The History Club – The purpose of the History Club is to promote and encourage interest in history among the members of the collegiate community through field trips, discussions, debates, lectures, and other activities.

Music Ensembles – Wind ensemble, Voices of Truth, Concert Choir, Praise Teams.

Science Club – The purpose of the Science Club is to undertake and promote activities to advance knowledge, understanding, and appreciation of science.

Student Professional Association Educators (SPACE) – SPACE consists of Education majors. It helps prepare future educators for their leadership roles of tomorrow.

Oracle – A student variety magazine. (inactive)

Athletics:

Intramural Sports – The intramural sports program is a great way to meet new friends and stay in shape at the same time. Intramurals are available to all students, faculty, and staff. Some intramurals include flag football, volleyball, basketball, handball, soccer, and softball. Each sport has its own season. Intramural special events may include billiards, ping-pong, tennis and Ultimate Frisbee.

Intercollegiate Athletics – Brewton-Parker College fields teams in several senior college varsity sports: basketball (men and women), baseball, softball, soccer (men and women), women’s volleyball, wrestling, track, cross-country, tennis, and golf. varsity sports are in good standing with the National Association of Intercollegiate Athletics and the Georgia Alabama Carolina Conference.

STUDENT RESPONSIBILITIES

1. That each student, by the very fact that he or she chooses Brewton-Parker College, thereby accepts the standard of personal conduct which the College considers fundamental to group living and the educational processes.
2. That the actions for rules violations are outlined in this publication. It is the responsibility of each student to become familiar with this information and to conduct himself/herself in accordance with the standards of Brewton-Parker College.
3. That whenever a student demonstrates, in the judgment of the administration or faculty or its properly authorized committees, that he or she is unwilling or unable to maintain Brewton-Parker College academic or citizenship standards, or when the College believes it can do no more for the student, his or her period of residence at the college and privileges of class instruction may be terminated without specific charges by the Administration. Brewton-Parker College, a private educational institution, retains to itself complete judgment as to a student’s fitness to continue to share the privileges of registration.
4. That the College reserves the right to require withdrawal of students whose scholarship is not satisfactory, and of those who, for any other reason, are regarded as not in accord with the ideals and standards which the College seeks to maintain. Students who withdraw in good standing may return the next semester without formal readmission. Those who leave on probation are readmitted on probation.
5. That each student permitted to keep or operate a vehicle on campus is required to register in the Student Affairs Office, drive slowly and carefully, and operate the vehicle in accordance with specific regulations stated in the Student Handbook.

STUDENT RIGHTS

Right to Appeal: Policies and procedures can be found later in this Student Handbook.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of educational records maintained by an educational institution and the access to these records.

The Brewton-Parker catalog provides annual notification of the types of records maintained, the official responsible for such records, the person with access to the records and the purpose of such access, and the policies and procedures for reviewing and expunging the records and for allowing challenges to the records. The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records as follows:

- The right to inspect and review their educational records within a reasonable amount of time not to exceed 45 days.
- The right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to block release of any or all of personally identifiable information as directory information, which is not subject to the above restrictions on disclosure.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by Brewton Parker College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

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

OBTAINING ACCESS TO RECORDS

Students should submit to the appropriate official a written request that identifies the records(s) they wish to inspect. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. Copies of the material may be provided at a cost of .25 per page, with the exception of a transcript, only if the student does not live within reasonable driving distance of the college.

EXCEPTIONS

- Students do not have access to the financial records of parents.
- Students do not have access to letters of recommendations placed in the records prior to January 1, 1975.
- Personal records of instructional, supervisory, and administrative personnel, which are not accessible or revealed to any other person except a substitute, are not open for review and inspection by student.
- The professional records of the institution's medical staff are not open for review and inspection by students; however, a physician or other appropriate professional of the student's choice can personally review these records.

RIGHT TO CHALLENGE

Students may petition to amend a record or part of a record that they believe is inaccurate. They should specify why it is inaccurate or misleading. A hearing by an impartial review committee will be provided within a reasonable period of time and the decision will be given in writing within 45 days of the request.

Students may not use this hearing process as a means of contesting grades that have been granted, but they do retain the right to challenge whether a grade was correctly recorded.

CONSENT TO RELEASE PERSONALLY IDENTIFIABLE RECORDS

Consent must be obtained from students before personally identifiable records are released, with certain noted exceptions. These exceptions include certain government agencies, organizations conducting specified studies, financial aid purposes, accrediting organizations, parents of dependent students (pursuant to the Internal Revenue Code), and release by judicial order.

Consent for the release of records must be in writing and must be signed and dated. Consent must include the names of the persons to whom the records will be sent and the reasons such persons are receiving them.

DIRECTORY INFORMATION

The following information is considered Directory Information and may be unconditionally released to the public.

- Student's names
- Addresses
- Telephone listing
- Date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports

- Weights and heights of members of the athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institutions attended by the students.

For further information on FERPA, contact Elizabeth Adams in the Registrar's office by coming in person during business hours, by phone at 912-583-3240, or by email at eadams@bpc.edu.

RECORDS REVIEW—Educational records are maintained permanently. Records concerning major offenses are kept for one year after the last semester of attendance. Financial records are kept until five years after a completed audit.

CIVIL RIGHTS COMPLIANCE—Brewton-Parker College is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, color, or national origin.

STUDENT AFFAIRS

BREWTON-PARKER COLLEGE SECURITY — 912-253-9280

The mission is to complement and support the college by providing services that contribute to preservation of life, the protection of property, the safety of the campus community and the facilitation of vehicle and pedestrian traffic movement on campus. The department is to assist with enforcing campus rules and regulations, and uphold Federal, State, and local laws on our campus. The security office is located in the Phillips Student Center.

All resident students are required to complete the BPC Health/Medical Questionnaire Form in order to live in our residence halls. This form needs to be completed within two weeks of the start of classes.

I.D. CARDS - All resident students are required to have a picture identification card issued by the Office of Student Affairs through the Information Technology department. ID cards are to be used for entrance into various student activities at a reduced rate or no charge, for the checking out of library materials, for identification of cafeteria meal plans by cafeteria staff and for personal identification by campus personnel. You are required to show your ID card to any college official upon request. Students are expected to maintain their student ID for the duration of their enrollment at BPC. However, necessary replacements can be obtained for a replacement charge of \$25.00. ID cards are made during office hours. Identification cards must be validated every semester.

USE OF COPYRIGHTED MATERIAL ON BREWTON- PARKER COLLEGE'S COMPUTER SYSTEMS AND NETWORKS

1. Brewton-Parker College respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Brewton-Parker College (BPC) to comply with copyright law.
2. BPC provides its students (College community) access to computer systems and the Internet to support the academic, research, and service mission of Brewton-Parker College. The College community shall use BPC computer systems and networks solely for these purposes.
3. The BPC community shall not store or otherwise make unauthorized copies of copyrighted material on or using BPC computer systems, networks or storage media.
4. The BPC community shall not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using BPC computer systems, networks, and Internet access or storage media.
5. The BPC community shall not use or operate any unapproved software using BPC computer systems or networks or take other actions likely to promote or lead to copyright infringement.
6. Technology Services and Student Affairs are responsible for carrying out this policy. Questions concerning whether a student properly may copy or otherwise use copyrighted material should be raised with Technology Services before proceeding.
7. BPC reserves the right to monitor its computer systems and storage media for compliance with this policy, at any time, without notice, and with or without cause.
8. BPC reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials if may find, at any time and without notice.
9. BPC students who violate this policy are subject to discipline as appropriate under the circumstances.

BREWTON-PARKER COLLEGE ACCEPTABLE USE POLICY

User Accounts

Many technology resources at Brewton-Parker College are accessed through user accounts. No user accounts should be used to execute computer software or programs or attempt to gain access to resources other than software, programs or resources specifically granted and offered for use by Brewton-Parker College. All users are responsible for both the protection of their account passwords and the data stored in their user accounts. The sharing of network accounts is not allowed. Users are never to give out their password and should take measures to ensure that their password remains secure. A few steps that can be taken to keep others from using your password are:

1. If you feel you must write down your password, keep it secure. Don't tape it to the bottom of your keyboard, post it on your monitor or keep it in your desk drawer.
2. If you have more than one account (e-mail, CampusWEB, Blackboard, or Administrative account), choose a password that is different for each account.
3. Secure passwords are from 6 to 8 characters long and include a mixture of upper case and lower case letters and numbers.
4. Users should change their password periodically to help prevent unauthorized access of their user account. Any suspected unauthorized access of a user account should be reported immediately to the Director of Information Technology or another College authority.

User accounts will be deactivated when the user's affiliation with the College is terminated and all files and other data will be removed from those accounts.

E-mail

The College provides email accounts for students. Students may view their e-mail user name and password as well as change their password by logging in to CampusWEB and clicking the "BPC Email Info" link.

- In order for you to use your BPC email account you will need to be connected to the Internet and have a valid BPC account. For Web mail access you need a compatible Internet browser such as Microsoft Internet Explorer.
- Web mail users will need to click the link "BPC email" from the Brewton-Parker College home page (www.bpc.edu) and then click the "Brewton-Parker College Email" button. Type in your username, password and domain (bpc) if prompted.
- Student e-mail accounts are REQUIRED at Brewton-Parker College. All course information and other official College communication will only be sent to campus email addresses.
- All student e-mail accounts have a 500 MB storage limit. If you reach 500 MB, your account will automatically lock and you will receive notification that you have reached your storage limit. You will not be able to send or receive any e-mail until you delete some of your stored e-mail.
- A Student's email account will be active as long as they are a student at Brewton-Parker College. Once the student has graduated or for any reason left Brewton-Parker College, the email account will no longer be active.
- E-mail must not be used for purposes inconsistent with the mission of the College.
- Transmission of chain letters, unrestricted bulk e-mail, junk e-mail, abusive, obscene, or libelous electronic messages is not permitted.
- Users may not conceal, mask or misrepresent their identity when sending e-mail or other electronic messages.

- Deliberate transmission or propagation of malicious programs such as viruses, worms, Trojan Horses or participation in denial of service attacks are subject to disciplinary and possible criminal action.

Campus Computer Labs

Computer labs on the Brewton-Parker College campus are available for general use by students, faculty and staff except during the periods when the rooms have been reserved for teaching purposes. Lab computers are a shared resource. In all computer labs, priority is given to students working on class work. Students playing games or browsing the Internet will be asked to give up their computer if students are waiting to use a computer. Under no circumstances should any software be installed on a BPC owned computer without prior approval from Technology Services. This includes but is not limited to games, chat programs, etc. The only authorized programs on any campus computer are those installed by the Technology Services department. Rights to access information do not include rights to use the College network to store and/or transmit information, visuals, or sound that is offensive, unlawful, or unrelated to education. Any student who violates this policy may be denied access to the network.

It is the responsibility of every user to use these facilities in a responsible manner. Accidental damage or damage caused by other parties should be reported as soon as possible so that corrective action can be taken.

Student Computer Configurations

WiFi Access to the Internet is available in residence hall rooms (free of charge) for students who bring a personal computer. By accessing the College network, students agree to abide by this usage policy. Students must not change network configurations.

Students are responsible for all network traffic originating from their network access.

Due to the destructive nature of modern computer viruses, all computers that access the Brewton-Parker College network must have an up-to-date anti-virus program installed.

Technology Services does not perform any other repair work or computer maintenance on student owned computers. A Technology Services staff member will, however, be glad to take a look at your system if you are having problems and either tell you how to fix the problem or recommend a local computer repair shop.

Brewton-Parker College Campus Network

The College provides network access in classrooms, laboratories, the library, offices and student residence hall rooms. While the College is committed to free speech and open access to information and communication, these must be tempered by the

need to respect others' rights to speech, access and communication. Each user is expected to balance their needs with the needs and expectations of the College community as a whole. The College reserves the rights to limit bandwidth to users and access to non-academic, resource intensive applications if they threaten to interfere with academic uses of the campus network.

Users on the network must not attempt to conceal, mask or misrepresent their identity or the identity of computers when using the network. Users shall not employ software or hardware that interferes with the operation or security of the network. Users shall not interfere with the administration of the campus network nor shall they attempt to breach any network or resource security system. In administering the network, network activities of users may be monitored as to type and quantity.

Users are responsible for all network activities originating from resources provided them by the College.

Security

Under no circumstances will any software, commercial or homemade, designed for the purpose of gaining unauthorized access to a computer system, network or electronically stored information, be introduced to the BPC network. This includes computers in computer labs, library, faculty, and staff computer systems. If software on a student's personal computer violates the security of the College network, the student will be immediately suspended from access to the network until the software in question is removed from that student's personal computer.

Under no circumstances should you use another individual's username and password. If your login information is not working, you need to contact Technology Services for assistance.

P2P, BitTorrent, and other file-sharing services/software

File-sharing services have in recent semesters caused some significant problems for the BPC network. While some information concerning the topic has already been included within this document, additional details will hopefully eliminate some confusion.

File-sharing services that use P2P, BitTorrent, etc. technologies are network based software programs that create several problems:

1. File-sharing software allows you to search the Internet for media files and download them onto your computer. The majority of these downloaded media files are COPYRIGHTED. By downloading them, you are breaking Federal and International copyright laws and Brewton-Parker College's Copyrighted Material Policy. (Refer to Policy on the Use of Copyrighted Material on Brewton-Parker College's Computer systems and Networks)

2. The software also allows you to share your media files with everyone else on the Internet. This causes a massive amount of traffic on the College network, absorbing valuable bandwidth needed by faculty, staff, and students for legitimate academic needs.
3. Once installed, file-sharing software, you open your computer to significant security risks from viruses and hackers by allowing them access to your personal files.

IMPORTANT: All file sharing software must be disabled and not be used when your computer is connected to the Brewton-Parker College network. Assistance in disabling the software on your computer can be done from Technology Services.

Results of Misuse

A breach of appropriate use, as defined in this policy, will result in immediate termination of that student's network access from the residence hall room. Once a student's network jack is deactivated, no access to any Brewton-Parker College network resources or the Internet will be possible from the student's computer. Access to the network from the labs and the library will still be available for academic purposes. For the first offense, student network access will be terminated in the residence hall for one month. If there is a second offense student access will be terminated for the entire semester (or the duration of the next semester if the offense takes place at the end of a semester). For the third offense, the case will be sent to the Dean(s) of Men/Women for action.

COUNSELING CENTER

The Brewton-Parker Counseling Center, located in the Cook Building on the Mt. Vernon campus, provides counseling, disability support and career services. The Counseling Center seeks to assist students in making their college years successful. The staff includes two Licensed Professional Counselors who provide counseling that supports our Christian Mission. Students receive assistance with a variety of issues such as roommate negotiations, relationship difficulties, stress management, depression, anxiety, substance abuse, eating disorders, homosexuality and improving study habits. Group counseling is provided according to need. Counselors are also available to intervene in crisis situations as they arise.

Disability Support Services provide the appropriate accommodations for students with documented learning disabilities, physical disabilities, or long-term medical concerns. Students with special needs should contact the Director of the Counseling Center. It is very important to notify the Director prior to the beginning of the semester.

Career Services provides assistance to students and alumni in planning, reviewing, and implementing career goals. Various career-related resources are available on

the Internet and at the Career Center. All students are encouraged to visit Career Services during their first semester. As students approach graduation, they are encouraged to complete a placement file with the Career Center, which will aid in the job- search process.

Career Services can assist students with activities such as choosing a major, exploring career options, creating and revising resumes, improving interviewing skills, and locating part-time, full-time, or summer employment. Career assessment tools may also be utilized as determined by each individual need.

Students may contact Thadeus Holloway at (912)423-0498 or tmholloway@bpc.edu OR thadeusholloway@rts.hush.com to access counseling, disability support services and Career Services.

SUICIDE ATTEMPT/THREAT POLICY

If any Brewton-Parker College student shows evidence of suicidal thoughts or behaviors while on the property of the college, "911" emergency services should be contacted immediately so that a trained professional can assess the situation. Before permission is granted to return to the campus (residence hall or classroom), the student must undergo a psychiatric evaluation at the student's own expense and a written evaluation must be presented to the Dean(s) of Men/Women. At that time, the Dean(s) of Men/Women will make a final decision after conferring with the appropriate persons involved regarding the students ability to return to campus.

POLICY OF DISCLOSURE TO FAMILY/GUARDIAN

Student behavior that is considered self-destructive, harmful to others, or dangerous and/or jeopardizing to the community will result in the disclosure of such behavior to the student's family or guardian. All attempts will be made to include the student in this process when such action is deemed necessary.

DINING

MEALS - all students living on campus are required to purchase a meal plan from the college Dining Services. The college dining services is operated only when the college is officially in session. Commuting students are encouraged to participate in the modified meal plan or to purchase individual meals. Students with meal plans must present a validated I.D. to the dining hall staff each meal. Students may not allow their I.D. to be used by another person for any reason. **Deadline for changing a meal plan is two weeks after classes begin.**

PROCEDURE TO FOLLOW WHEN A STUDENT REQUESTS TO BE EXCUSED FROM THE MEAL PLAN FOR A MEDICAL REASON:

1. The student is to bring the diet prescribed by the PHYSICIAN to the Student Affairs office. The Director of Dining Services will review the diet.
2. If the Director of Dining Services CANNOT PROVIDE the diet for the student's needs, then and only then, will the student be excused from the meal plan.

MEAL SCHEDULE: Meals are served cafeteria style except on special occasions when a buffet is served. Three meals are served daily except Saturday and Sunday. This may be changed as circumstances warrant. Any changes will be posted. See posted serving times in the dining hall located in the student center.

Miller-Parker Residential Dining
213 Lakeshore Drive
Mt. Vernon, Georgia 30445
Phillips Student Center

No meals can be served other than at posted times unless prior notification and valid reason is given to the Food Services Director. Bag lunches can be provided with advance notice for organized groups who may travel from the campus. Every effort is made to provide a balanced and well-prepared meal with adequate portions.

DINING CONDUCT AND DRESS

All students are expected to be orderly while in the cafeteria. No loud or boisterous conduct will be tolerated. Upon completion of the meal students are required to take their tray to the dish return window. Do not remove ANYTHING from cafeteria.

DRESS CODE:

All students must come to the dining area in suitable clothing.

-Pajamas and sloppy clothing are not acceptable.

-T-shirts cannot be open on the sides.

-Shirts and shoes are required.

-Female sports bra has to be covered completely.

-No pants below the waist.

-Athletic shoes with metal spikes or cleats are not permitted.

You can be turned away at the door if you arrive improperly dressed. The Sunday noon meal, and other special programs and occasions may require more formal clothing.

LIBRARY SERVICES

The Fountain-New Library contains approximately 100,000 volumes, including more than 400 titles in the periodical collection. In addition to the large reading room, the library features an art gallery/conference room, music listening room and special collections room.

During fall and spring semesters the library is open from 8:00 a.m. until 11:00 p.m. Monday through Thursday, 8:00 a.m. until 4 p.m. Friday, 1:00 p.m. until 5:00 p.m. Saturday, and 8:00 p.m. until 11:00 p.m. on Sunday. During the summer semester the library is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 4:00 p.m. Friday. Any changes in these hours will be posted on the front door of the library.

The I.D. card that is issued at registration also serves as the student's library card. It is necessary that the student present this card each time that he or she wishes to check out any materials or pay overdue fines.

All books (except reserve books) may be borrowed for two weeks. A book may be renewed unless another borrower has placed a hold on it.

Reserve books are so designated at the request of an instructor who wishes to assign them as supplemental or required reading. These books are located behind the circulation desk. Reserve books are circulated for a length of time set by the instructor.

The fine for overdue books is \$.25 per day for regular books and a \$1 per day for reserve books. Students who owe fines to the library or who have overdue books will not be permitted to check out other materials until all charges are cleared. Students who lose books will be expected to pay a replacement fee of \$5 plus the cost of the book. Defacement or mutilation of library materials will result in a fine of \$50 and appropriate disciplinary action.

Eight computers are available to provide Internet access for students with current ID cards. Copies may be made from Internet for \$.10 per page. The library does not provide computers for typing papers. A copier is provided in the library for student use. Copies are \$.10 per page. Additional information on library services is available in the Guide to the Library booklet, which may be obtained from the Circulation Desk.

BREWTON-PARKER CAMPUS STORE

The Brewton-Parker Campus Store will post specific hours of operation during the semester. The store sells BPC clothing, gifts, novelty and personal care items.

Textbooks are sold through the College's vendor partner, MBSdirect.net. MBSdirect also facilitates a book buyback program.

POST OFFICE

All resident students are required to have a Post Office Box. Students should check with the Information Clerk in the Post Office to obtain a box number.

Please make sure that you check your BPC campus mailboxes daily. All mail or items in mailboxes that have not been checked within a two weeks period will be forwarded to your home address. It is very important that you check your mail on regular basis because financial, registration and account information will be sent to your campus mailbox.

LOST AND FOUND

Lost and found items on campus should be reported or turned into the Post Office.

DRUG-FREE WORKPLACE AND CAMPUS PROGRAM

Brewton-Parker College is a Tobacco-Free Campus

Introduction and Purpose

Brewton-Parker College shares the widespread national concern with the serious threat to health, safety and welfare posed by the unlawful use and abuse of drugs and alcohol, especially in the workplace and on college campuses. As a matter of College policy, growing out of the College's historic mission and Christian character, and in keeping with applicable Federal and State laws*, the College has adopted and is implementing the following program to provide a drug-free workplace and campus for all its students and employees and to prevent the illicit use and abuse of drugs and alcohol.

This program sets forth the minimum standards of conduct and requirements with respect to drug and alcohol abuse for all students and employees of the College. Other information and standards of conduct concerning drugs and alcohol are included in student handbooks, the Policy and Procedure Manual, and other College documents. These remain in full force and effect. Additional policies in this area may also be developed, subject to College approval, provided they are either consistent with this Program or impose higher standards of additional requirements in furtherance of the purposes of this Program. All actions taken and sanctions imposed under this Program and related drug and alcohol policies shall be reviewed periodically to ensure consistent enforcement. Nothing in this Program shall be interpreted to require the College to violate its obligations under other laws, including laws prohibiting discrimination against qualified handicapped individuals.

* Including the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Postsecondary Education Act of 1990 (Georgia), and related laws and regulations.

Standard of Conduct

The possession, use, distribution, dispensing or manufacture of illicit drugs at any time on any College property is absolutely prohibited. Any possession or consumption of alcohol on College property is also expressly prohibited.

College Sanctions and Procedures

As a condition of employment or enrollment at Brewton-Parker College, all employees and students must abide by these standards of conduct, or disciplinary sanctions will be imposed for violations. Among the sanctions which may be imposed are reprimand, fine, probation, suspension, expulsion or termination of employment, and referral for prosecution. At the College's sole discretion, an employee or student may be permitted to continue in employment or enrollment if he or she satisfactorily participates in an approved rehabilitation program.

Nothing in this policy is intended to affect the procedural rights of students or employees under existing review procedures. However, once the College has determined, after reasonable inquiry, that a violation of this policy has occurred, the employee or student may be subject to immediate suspension pending the conclusion of such procedures. If no existing procedures are in place for an alleged violation by a particular student or employee, the college will adapt other review, including the right to be heard.

Convictions for Drug-Related Offenses

Any student or employee convicted of any drug-related criminal statute must notify the Dean(s) of Men/Women (for students) or the President (for employees), in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under Federal and State laws, any student convicted of a drug-related felony offense must be denied all Federal and State assistance, including Pell Grants and Georgia Tuition Equalization Grants: and because the College must notify Federal agencies of drug-related convictions of employees involved in work under a grant or contract. However, a criminal conviction shall not be necessary to find that a student or employee has violated these standards of conduct and the College need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Health Risks

Substance abuse and drug dependency are the leading causes of preventable illness, disability and death in the United States and are estimated to affect 25.5 million Americans. This number increases dramatically when one considers the harm done to the families and loved ones of substance abusers and to those injured or killed by intoxicated drivers.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the risk of accident. Low to moderate doses also increase the incidence of aggressive behavior, including spouse and child abuse. Moderate to high doses severely impair a person's ability to learn and remember information.

Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce these effects. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver and heart disease. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, which includes physical abnormalities and mental retardation.

Marijuana (Cannabis).

Marijuana use is associated with impairment of short-term memory, concentration, judgment, and perception and fine motor skills. The use of this drug increases the risk of machinery or motor vehicle accident and injury for four to six hours after ingestion. Impairment of memory may last for three to six months, even if use of the drug is completely discontinued. Marijuana use is also associated with chronic anxiety, depression and paranoid feelings, and it can also significantly increase underlying emotional problems. Frequent use by young people may have long-term developmental consequences related to lack of motivation, apathy, and difficulty handling current stresses and responsibilities, as well as making appropriate plans for the future. Pregnant women who use marijuana may be at risk for having children with birth defects.

Hallucinogens.

This category includes drugs such as LSD, mescaline and peyote, and PCP or "Angel dust." These are potent drugs that have mind-altering effects and impair perception and thinking. Hallucinogens can produce a "bad trip" with anxiety, agitation, hallucinations and paranoia. "Flashbacks" of the "bad trip" can occur even without taking the drug. Psychosis may result after long-term use.

Cocaine and Other Stimulants.

Cocaine, also called Coke or Snow, is a white powder that is snorted, injected into veins, or smoked freebase or as Crack. Crack is a crystalline form of cocaine; it produces the most intense cocaine "high" are characterized by feelings of extreme happiness, a sense of unlimited power and energy. However, the physical symptoms include high blood pressure and heart palpitations. A cocaine "crash" follows the "high" and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (evening young people), seizures, and strokes due to high blood pressure.

Psychological effects of cocaine use include violence, paranoia, personality changes, depression, anxiety and confusion. Pregnant women using cocaine have increased risk of miscarriages and stillbirths. Newborns addicted to cocaine are irritable, unresponsive, and may have malformed organs, as well as heart attacks and strokes. Addiction to cocaine controls all aspects of the user's life. In addition to cocaine, there are a number of other drugs that stimulate the nervous system. Most of them belong to the amphetamine family of drugs, some of which have medicinal value and can cause adverse health effects. Hence, these drugs should not be used except under proper medical supervision.

Narcotics, including Heroin.

Certain strong pain relievers, such as morphine and codeine, are available by prescription only and may be safely used, with close medical supervision, in specific medical circumstances for a limited time. These drugs, referred to as narcotics, differ from nonprescription pain relievers (such as aspirin or Tylenol) in their potential for abuse and dependence. The person may become addicted and not want to stop the drug when the pain has stopped. Increased tolerance to the drug leads to a craving for larger and larger doses. The time may come when the person "needs" such a large dose that it is poisonous or lethal. Heroin is a highly addictive narcotic with no medical uses. In addition to the risks described above, the use of heroin is mainly by injection into a vein, which carries the additional dangers of AIDS and hepatitis from unclean needles.

Sedatives and Tranquilizers.

Barbiturates (such as Phenobarbital, seconal and amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines for the relief of anxiety and to promote sleep. The benzodiazepines include such drugs as Valium, Librium, Dalmane and Restoril. These are safe and effective at moderate doses for short periods of time (weeks), but physical and psychological dependence can result if they are used at higher doses for longer periods of time. Other agents which may be abused include methaqualone (Quaaludes), Dondon and Equanil. Intoxication with benzodiazepines may occur and resembles alcoholic drunkenness. When taken together with alcohol, the effects are cumulative and can lead to coma and even death.

COUNSELING, TREATMENT, AND REHABILITATION

Employees and students who wish information about counseling and treatment programs, either for personal substance abuse problems or for family members or others, may contact the Counseling Department. Brewton-Parker College recognizes the importance of assisting employees in dealing with substance abuse problems and to that end offers educational and benefit programs dealing with such matters. Employees who voluntarily seek assistance for substance abuse before problems associated with such abuse come to the attention of Brewton-Parker College, will generally be permitted to continue work provided that (1) a recognizable treatment

or rehabilitation program is followed; and (2) all standards of job performance and conduct are met in some cases, temporary or permanent reassignment may be necessary. Information concerning employees who participate in treatment and or rehabilitation program will be accorded confidential status. Only those persons who have a need to know shall have access to such information. Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous are important resources for long-term support. Contact information for those groups is as follows:

Alcoholics anonymous (404) 525-3178 www.aa.org

Narcotics anonymous 1-818-773-9999 www.na.org

Some outside agencies offering rehabilitation and treatment programs include the following:

ATLANTA
Anchor Behavioral Hospital 5454 Yorktowne Dr. Atlanta GA 30349 (770) 991-6044
Midtown Behavioral Hospital 811 Juniper St. NE Atlanta GA 30308 (404) 881-5800
Peachford Hospital 2151 Peachford Rd. Atlanta GA 30338 (770) 455-3200
Metro Atlanta Recovery Residences 2801 Clearview Pl. Doraville GA 30340 (770) 457-1222
Ridgeview Institute 3995 S. Cobb Dr. SE Smyrna GA 30080 (770) 434-4567

GEORGIA BAPTIST MINISTRIES
Penfield Christian Home (Recovery for Men) Rev. Bryant Miller, Program Director (706) 453-7929 FAX (706) 453-9857
Heart Ministries (Recovery for Women) Jane Sheldon, Program Director (706) 356-3434 FAX (706) 356-0211
The Phoenix Program (Recovery for Adolescents) Victoria Johnson, Clinical Director (770) 514-8255 FAX (770) 514-1747

MACON
Coliseum Psychiatric Hospital 340 Hospital Dr. Macon GA 31201

(478) 741-1355
River Edge Behavioral Health Center 175 Emery Hwy. Macon GA 31201 (478) 751-4519
Substance Abuse Outpatient & Day Patient & Methadone Clinic 175 Emery Hwy. Macon GA 31201 (478) 751-4559
River Edge Recovery Center 3575 Fulton Mill Rd. Macon GA 31206 (478) 471-5390
Detox Program In-Patient 14 Day Alcohol & Drug 3575 Fulton Mill Rd. Macon GA 31206 (478) 471-5388
Intensive Out-Patient Program with Resident Support 3575 Fulton Mill Rd. Macon GA 31206 (478) 471-5704

SAVANNAH
Coastal Harbor 1150 Cornell Ave. Savannah GA 31406 (800) 628-4244
Georgia Regional Hospital 1915 Eisenhower Dr. Savannah GA 31416 (912) 356-2396

STATESBORO
Pineland MH/MR/SA ---John's Place 4 West Altman Statesboro GA 30459 (912) 764-6129
Willingway Hospital 311 Jones Mill Rd. Statesboro GA 30458 (912) 764-6236

ACADEMIC REGULATIONS

A student's academic course load is computed from the credit hours of the courses in which he or she is enrolled, whether taken on campus, off campus, or by any long-distance delivery method.

Under normal circumstances, a student is not permitted to register for more than 18 hours per semester. A student desiring to carry an academic load in excess of 18 hours must secure approval from the Provost.

No student is permitted to enroll in another institution for resident, correspondence, or extension courses while enrolled in Brewton-Parker College except in extraordinary classes when authorized by the Provost. If a student enrolls simultaneously in Brewton-Parker College and another institution without written authorization, no credit will be given by Brewton-Parker College for courses taken at the other institution.

CHEATING

The faculty and administration at Brewton-Parker College consider any form of cheating, including plagiarism, to be unacceptable behavior. Consequently, offenders will be punished.

Appropriate punishment is assigned as indicated below. The Provost maintains records of all offenses so that individual faculty members will know what measures must be taken in a particular case. Violations are cumulative throughout the student's period of attendance.

First Time: Faculty assigns a grade of zero on the test, paper, etc.

Second Time: Faculty assigns a grade of zero and the student is dropped from that course in which the cheating occurred.

Third Time: the Provost expels the student.

GRADES

Grades are not mailed. Students wishing to access grades must log on to the campus web using their ID and a PIN number. If a student needs an official grade report for some reason, he/she must request one in writing. The form will be available in the Registrar's Office or on the Campus Web by the second week of the semester. The cost to have grades mailed will be \$5 and can be paid in any of the ways we accept payment. Office hours are 8:00 a.m. – 5:00 p.m. The mailing address is: Brewton-Parker College, Attn: Registrar, Box 2006, Mount Vernon, GA 30445.

COLLEGE LAKE REGULATIONS

Throwing, tripping, pushing or otherwise enticing anyone into the lake is forbidden. Danger of drowning, snakebite and lacerations could result.

Persons permitted to fish in the lake are:

1. Faculty, staff, students, and trustees of the college.
2. Children (of any age) of those listed above when accompanied by a parent.

3. Others as permitted by the President.

No fishing is allowed from the dock. Fishing is allowed from any bank with the restriction that no fishing is allowed within one hundred feet of the dock. Fishing is not allowed during Sunday worship hours or the college chapel service.

Any student wishing to place a boat in the lake must secure permission from the Dean(s) of Men/Women. Gasoline powered motors are not allowed. Under no circumstances is there to be entry at any point other than the dock area.

Persons are discouraged from feeding the fish except at the dock area. Vehicles are not allowed on the grass or parked on the dam. Littering the lake or shoreline is not allowed.

COLLEGE POOL REGULATIONS

The pool will be open to Brewton-Parker College students, campers, graduates and employees. Pool operating hours will be posted in the Student Activities Office. The pool may be closed for special events.

All swimmers must adhere to the additional regulations posed at the swimming pool.

1. Students, campers, employees and BPC graduates must show BPC ID upon request of the lifeguard.
2. Students may not use the pool unless a lifeguard is present.
3. The pool is for the use of the students, campers, graduates, and employees of Brewton-Parker College.
3. The families (spouses and children ONLY) of employees and Brewton-Parker College graduates may use the pool.
4. An adult must accompany children under age twelve.
5. Employees may periodically bring guests to the pool, but must accompany their guests.
6. Everyone must shower before entering the pool and after each time sunscreen or tanning oil is applied.
7. Running in the pool area is prohibited.
8. Tossing, dragging, or pushing anyone in the pool is prohibited.
9. No one other than the lifeguard is allowed on the guard stand.
10. Glass objects are not allowed in the pool area.
11. Place all trash in trash barrels.
12. Do not play with the safety equipment.
13. Game playing and use of floats is limited to times of minimum pool use and must be terminated at the request of the lifeguard.
14. The lifeguard is in control of the pool and enforces policies.

CAMPUS CRIME STATISTICS

By law, colleges and universities are required to collect campus crime statistics and make them available to all students, parents, employees, and prospective students. Anyone can obtain this annual report regarding Brewton-Parker College on the Student Right to Know web page at http://www.bpc.edu/administration/institutional_research/Student_Right_To_Know.htm or by contacting the Dean(s) of Men/Women.

TRAFFIC REGULATIONS

Traffic regulations at Brewton-Parker College are intended to be an aid to all persons who operate a motorized vehicle on the campus. The opportunity to operate a vehicle on the campus is a privilege, not a right and can be terminated at the discretion of the Dean(s) of Men/Women.

VEHICLE REGISTRATION

Any motorized vehicle, which is operated by a student within the environs of the campus, must be registered with the College. Decals may be obtained in the Student Affairs Office located in the Cook Building. The decal should be placed on the driver's side rear glass or rear bumper.

PARKING

Parking regulations are in effect twenty-four hours a day, seven days a week.

1. Double parking will not be permitted.
2. Parking is not allowed in visitor's spaces or blue-lined. Traffic ticket will be issued. Vehicles will be towed at owner's expense.
3. Parking near a fire hydrant will not be permitted.
4. An appropriated decal permit must be displayed when parking in a handicap space. Failure to have a handicap decal will result in vehicle being towed at the expense of the owner.
5. Parking is not allowed on the dirt or grass anywhere.
6. Parking is not allowed in front of a trash dumpster at any time. Vehicles will be towed from these areas at the owner's expense. No warning will be given.
7. Parking is not allowed on yellow curbs.
8. No parking on the track or by the tennis courts. Students who temporarily drive another car on campus must obtain another decal for the other vehicle from the Student Affairs Office located in the Cook Building.

A towing charge must be paid to the towing company if a vehicle is towed. If the company is called and the owner of the vehicle arrives before the tow truck arrives, the owner will pay a service fee to the towing company when the truck arrives. This procedure is an attempt to avoid the unsightly mess and unnecessary extra expense

to the College when dumpsters are unable to be emptied. The rate for towing company charges may increase without notice.

DRIVING

Fifteen (15) miles per hour is the maximum speed limit for campus. Students are not permitted to drive across the campus and lawn to the doorway of any building. All motorcycles must be registered and must be driven or parked only on the streets. Motorcycles are prohibited from lawns and sidewalks.

VIOLATIONS

Citations will be issued for improper driving (\$25), improper parking(\$25), and failure to register the vehicle with BPC. Citations will be given for parking in restricted areas (areas reserved for faculty, visitors, and no parking zones). Citations are payable immediately at the Cashier's Office. A student who receives a citation is to take it to the Cashier's Office with money to pay the fine. Unregistered vehicles, which are cited, and the citations not paid will be traced through the Georgia Highway Patrol to determine ownership. Procedures for appealing a parking ticket are as follows:

1. Write a letter stating why you are disputing your receiving the ticket. Please be sure to include your Brewton-Parker College post office box number in the letter. You will be contacted by letter.
2. Give the letter and a copy of the ticket to the Dean(s) of Men/Women no later than seven days after receiving the ticket. The office of the Dean(s) of Men/Women is located in the Cook Building.
3. A meeting will be set up by the Dean(s) of Men/Women to review your dispute. You will then receive notice of the meeting.

Delay in paying a fine will result in a student's grades and transcripts being withheld until the fine is paid. Continued violations may result in a student's vehicle being restricted from the campus and possibly a more serious disciplinary action such as probation, suspension, or expulsion.

FUND RAISING POLICIES

All student organizations must receive written prior approval from the Dean(s) of Men/Women prior to selling goods or services, on or off campus, to benefit the organizations. A calendar listing all projects will be kept in the office of the Dean(s) of Men/Women. The purpose of this policy is to insure coordination among student organizations.

GENERAL REGULATIONS

FIREARMS AND EXPLOSIVES

The possession or discharge of firearms, fireworks or explosives and possession or use of other dangerous weapons of any sort is prohibited on the campus of Brewton-Parker College. Any firearms or fireworks found will be confiscated and not returned to the owner.

DRESS

The Administration assumes that students at Brewton-Parker College will accept individual responsibility for appropriate dress as members of this Christian academic community.

Casual clothing, which, is neat, clean, appropriate and adequately covers the body is acceptable for class and most college activities. Shoes and shirts are required in all buildings. Concerts, banquets, the Sunday noon meal, and other special programs and occasions may require more formal clothing. Each instructor may determine what is appropriate for his or her own class. Clothing with obscene or suggestive pictures, slogans or alcoholic beverage ads shall not be worn on campus or during college activities.

PROPERTY DAMAGE

The College is not responsible for damage to personal property, including automobiles, which occurs on the campus or elsewhere. Students should not request college personnel to take any action that has a potential for damaging personal property (e.g., opening locked automobiles). In such an instance, the individual must request assistance from a person or firm not related to the college. All property damage must be reported to the Dean(s) of Men/Women.

RESIDENCE LIFE

The residence halls at Brewton-Parker College are more than just places to sleep; they can provide many opportunities for residents to become a part of the community and to create and encounter a variety of educational, cultural and recreational experiences. A variety of staff is available to assist you in creating these experiences in the residence halls.

Residence hall students are both individuals and members of groups. The basic ingredient for success in any residence hall is the interaction between the individual and the community. The process of the communities sharing and developing goals, responsibilities and communication is a foundation for the residents' growth at Brewton-Parker College. Resident Assistants are undergraduate staff members that help students in this process. They are peers who live on each floor and are knowledgeable about the Brewton-Parker College experience to the fullest. Get to know them, and feel free to talk with them at any time if there are problems, questions, or concerns.

HOUSING REGULATIONS

Students are required to live in campus residence halls except those who meet one of the following:

1. Students who are classified as a senior as defined by the College Catalog.
2. Students who reside with their parents, a legal guardian or spouse within 50 miles of the campus.
3. Students who are 22 or older as of the first day of classes during the term in which they desire to live off-campus.

In addition, all athletes must live on campus unless they live with a parent within 50 miles of campus, live with their spouse, or have a doctor's note that has been approved by the Dean(s) of Men/Women.

If an unmarried student meets the requirements to live off campus, OR if an unmarried student lives with others during a summer or semester break, the student may not reside with a member of the opposite sex unless they are legally married to them. As a student at Brewton-Parker College, a Christian institution, biblical living and moral standards will be upheld. Proof of housing, housemates, etc, may be requested by the Dean(s) of Men/Women at any time, and should be provided by the student.

Students who are required to live on-campus must do so unless an exception to the policy is granted. Failure to do so will result in denial of the privilege of enrollment. Students who have special situations, which may justify an exception to the policy, may file a written request with the Dean(s) of Men/Women who will review the request and grant or reject it. Any student whose scholarship requires him/her to live on campus must do so. The college reserves the privilege to deny for any reason residency in our institutional facilities for students enrolled in less than 12 hours in any semester.

The residence halls at BPC are reserved for traditional-age college students. Typically, single students over the age of 25 will not be allowed to apply for on-campus housing. Exceptions must be made through the office of the Dean(s) of Men/Women.

All resident students must pay a one-time room reservation fee upon applying for a room. All residents must sign a Housing Agreement yearly. All first year resident students must submit a completed BPC Health/Medical Questionnaire form.

The College reserves the right for its officials to enter all buildings, lockers and rooms for any purpose at anytime without prior notice. The College further reserves the right to give law enforcement officers access to any area at anytime without prior notice.

STUDENT ROOMS/ASSIGNMENT AND ROOM CHANGES

Room sign-up and assignments occur each Spring Semester for currently enrolled students. Priority is given to currently enrolled/returning students. Other assignments are made on a first come basis. No one is guaranteed a private room or choice of roommate Fall Semester. However, roommate requests will be honored when possible (if both parties complete and return their application at the same time along with any other required information or fees).

No room changes will occur after a semester begins except in extenuating cases. Students who believe a room change is in their best interest must speak to their Resident Assistant, who will refer requests to the Dean(s) of Men/Women as necessary.

A limited number of double rooms may be available for students to rent as a private room for an additional \$1000 PER SEMESTER. Private rooms must be requested well in advance.

RULES FOR VISITORS AND RESIDENTS

All overnight visitors must register with the Resident Assistant and will be charged \$10 per night. Visitors must be over the age of 18 and of the same sex as the student they are visiting and staying with. Roommates must agree to have overnight guests. Students who have visitors on campus assume responsibility for their guest.

RESIDENT HALL VISITATION POLICY

There will be no visitation of the opposite sex in residence halls on the Brewton-Parker College Campus except on days listed below. This rule extends to entering residence hall lobbies and any other common areas of residence halls. If members of the opposite sex would like to visit with one another on non-visitation days, other communal areas on campus are available. The student center is a great place to talk, hang out, watch movies, play games, etc.

For safety reasons, after 10pm, the Student Center is the only authorized place for students to interact with each other outside of residence halls unless another event is being held elsewhere on campus, such as the gym. Campus security and College staff have the right to report students who do not respect this guideline. (Discipline guidelines can be found under "Insubordination" later in this publication for consequences of not adhering to this safety policy.)

Males may visit in female dorms on Wednesdays between 6pm and 9pm. Females may visit male dorms on Mondays between 6pm and 9pm. There will be no visitation on the weekend or other days. The following must be observed:

- Doors and window blinds are to remain fully open. Because the doors in Dowling Hall, Friendship Hall and Baron Ridge are outside, hosts in these units may close their doors and have a full view through their window instead: this means that blinds would be open and anything in the window would be removed so

that there will be an unobstructed view into the room. In LeRoy Hall, suite doors must be unlocked as well as host room doors being open.

- A guest will leave his or her validated Brewton-Parker College I.D. or current Drivers License with the Resident Assistant or SLD who is on duty in the particular hall or unit upon checking into the unit.
- The host must escort the guest to another host's room. Note: If the guest has to use the host's restroom, it is the responsibility of the host to make sure that the restroom is clean and that a person of the opposite sex is not currently occupying it. This does not apply to Thompson Hall; Friendship Hall, and Dowling Hall, visitors in these residence halls must use the guest restrooms that are provided.
- At the visitation-closing hour, Resident Director or Resident Assistants will check each room in every housing unit to make sure that all visitors are gone.
- Appropriate behavior is expected of all students who enroll at this Christian institution. If you have a question regarding this policy, check with the Dean(s) of Men/Women before visiting the host.

All of the above guidelines must be followed. The Resident Assistant has the authority to ask a member of the opposite sex to leave the dorm at any time during visiting hours if behavior warrants. (Again, discipline guidelines are noted later in this publication.)

NON-DISCRIMINATION

Residence hall regulations for all residents apply to all students regardless of age, sex or race.

INTERNET AND SOCIAL MEDIA POSTING (FACEBOOK, TWITTER, INSTAGRAM, SNAPCHAT, ETC.)

Students at BPC represent the College and its values to the world. Therefore, students are encouraged to not post pictures, statements, or other items on internet message boards or social networking sites that would tend to discredit the student or the College. Postings that depict or describe violations of the BPC student code of conduct will result in disciplinary action against the involved student(s).

RESIDENCE HALL CHECK-IN/CHECK-OUT AND CLOSING

Residents must check in with their Resident Assistant prior to moving into their rooms. At this time the student will receive the room key and sign their room inventory sheet. Students can move into the rooms on days stated in the catalog. Students will be notified in writing of the actual date and time to be admitted to the residence halls. If a resident has not checked in by 5:00 p.m. of the first day of any semester's classes and has not notified the Housing Department, the room assignment may be canceled.

Residents must check out with their Resident Assistant at the end of each semester or if they withdraw during a semester. Upon termination of residency or at the end of each year, students must sign up with their Resident Assistant for a specific time

to check out. The student must be present when the RA inspects the room. Upon completion of inspection, the room check out form is to be signed by the student and the RA. The form, along with the room key, must be turned in to the housing office.

Failure to comply with check out procedures will result in a charge and any damage assessments being added to the students account.

Students will be permitted to leave personal property in their rooms between fall and spring semesters at their own risk. The College will assume no responsibility for lost or stolen items. Students attending summer sessions also will be permitted to leave personal items in their rooms assigned for summer between spring and summer semesters, again at their own risk. Students not attending summer sessions will not be permitted to leave personal belongings between spring and fall semesters. Any stolen items must be reported to the Dean(s) of Men/Women.

All students must vacate residence hall (but may leave their personal belongings) on the last day prior to any specified school vacation or holiday that occurs during any semester. At the end of each spring semester, all students must remove all of their belongings from the residence halls before they check out. The College will not be responsible for items left in the residence halls.

Students are expected to arrange for transportation ahead of time and to leave campus BY THE TIME THE RESIDENCE HALLS ARE CLOSED. They are not to return until the halls open for the following semester. Dates and times of residence hall openings and closings are on the academic calendar.

Upon a student's graduation (or withdrawal), all students are expected to remove all of their personal belongings and check out with their RA by the check out time specified on the academic calendar. The College will not be held responsible for any property left after a student's graduation. All personal property that is left in a dorm will be considered abandoned property and will be removed immediately and disposed of 45 days after the semester check out date noted on the academic calendar. The College will make every effort to contact the student with abandoned belongings at their last known address or phone number.

ROOM KEY

Residence hall keys are property of the College. Keys should not be shared, borrowed, or duplicated. All keys must be returned as soon as a student vacates a room. Keys must be turned in when required by the Deans (such as over semester breaks). Grades and transcripts will be withheld until keys are returned. A \$35 fee is charged to replace a lost key. Additionally, a \$35 fee will be charged for not returning a key when required (such as over a semester break). Anytime a request is made to unlock a room due to a lost or misplaced key a \$5 fee will be charged after the first incident. This policy will remain in affect as long as you are a resident

student at BPC. Students should check with their roommate first, then RA or SLD to unlock their dorm door before calling maintenance or security.

FOOD

Food kept in rooms should remain in a tightly sealed plastic container when not being served. Hot plates and electric frying pans are not allowed in residence hall rooms.

REFRIGERATORS

Students are permitted to have a refrigerator. The College does not furnish refrigerators. Refrigerator size cannot exceed 2.5 cubic feet.

ROOM CONDITIONS

All residence halls are inventoried and checked for damage immediately before school begins. Each room must always contain the furniture on inventory in that room. All objects applied to walls must be applied in a manner that will leave no damage to the wall. Residence hall damages will be assessed each semester and the charges will be added to the student's account. Due to the age of many of the dorm buildings, as well as safety concerns, dorm furniture may NOT be moved inside a dorm room without permission; it was placed in its spot by the maintenance department and should remain that way. During periodical room checks, if furniture has been moved, the furniture will be returned to its original position and fees may be assessed at the discretion of the maintenance department and/or the office of the Dean(s) of Men/Women. This policy may be updated by maintenance as needed throughout the year.

Windows on campus (including residence halls) should not be painted on, even with "glass-safe" paints. It causes damage. Posting appropriate signs/notes/posters in windows is acceptable.

FIRE SAFETY

Fire alarms and extinguishers are provided in each residence hall and are to be used only in the event of fire. Tampering with the fire safety system is forbidden.

Removal or tampering to any of the fire alarms in the dorm rooms/suite lobbies will result in a \$50.00 charge to the room occupant's account.

No open flames (candles, incense, and so forth) are allowed in the residence hall. **NO SMOKING IS ALLOWED IN ANY RESIDENCE HALL.**

CLOSING HOUR REGULATIONS

All resident students are expected to be within the residence hall complex by 1:00a.m. Saturday through Thursday, and 2:30 a.m. Friday night. If a resident student has a need to be delayed past curfew in returning to the residence hall, he or she should present the reason and get approval from their Resident Assistant. In the event an emergency arises while the student is away from the residence hall that will result in a student's arriving at the residence hall after curfew, it is the

responsibility of the student to call the Resident Assistant before curfew (if possible) and notify him or her of the emergency and of the expected time of arrival. The student should report to the Resident Assistant immediately upon return.

QUIET HOURS

Quiet hours shall be observed in and around the residence hall complexes from 10:00 p.m. to 8:00 a.m. (10 a.m. on Saturdays). Noise (including music, movies, and joke sessions) must be kept at a level at all times so that it does not disturb one's roommate or neighbors. Quiet hours also apply to the lobby and living room areas. Twenty-four hour quiet hours shall be observed on exam days.

T.V. CABLE SERVICE

Cable service is available from the college. Student may bring a television (T.V. screens should not exceed 19 inches). Students are responsible for providing their own cable (coaxial) cord to hook up to the wall cable outlet in their dorm room.

FURNITURE

Furniture is not to be moved from one room to another. Beds are not to be disassembled. Leave mattresses on the beds at all times. Lobby furniture is not to be moved from the lobby. A fine will be charged for each piece of furniture moved from one room or area without permission of the Resident Assistant. After a resident vacates a room, if furniture is missing from the room, the occupant will be charged the replacement price as stated on the room inventory sheet signed by the occupant upon checking into the residence hall.

LAUNDRY ROOMS

Laundry room facilities are shared with many other students. Remove clothes from washers and dryers promptly. Keep washing supplies in your own room. If there is a problem with a washer or dryer working properly, notify a Resident Assistant.

MAINTENANCE

All students are expected to take an interest in the total appearance of the residence halls. Be alert to this responsibility. Report any problems regarding lights, plumbing, doors, etc. to an RA.

SIGN OUT SHEETS

Each student who leaves campus to stay overnight or to stay in any location on campus other than his/her assigned residence shall sign a sign out form indicating the destination, expected time to return, and telephone number to call in case of emergency. Your RA has this sheet.

TRASH CONTAINERS

Put room trash into the large trash containers provided in specific areas outside the residence halls or dumpsters located in various areas on campus (not in bathroom

containers). Wrap garbage in leak-proof wrappings. It is each student's responsibility to take out their trash on a regular basis.

PETS

No pets of any kind (dogs, cats, birds, fish, etc.) are to be kept at any time in any residence hall or anywhere else on campus by students.

WINDOW SCREENS

Window screens are not to be removed from the windows. Removal and damage of screens will result in a replacement fee. Repeated offenses will likely result in disciplinary action.

ROOFS

Persons are not allowed on the roof of any college building.

SECURITY DOORS

Propping open any door that is locked is not allowed.

PAINTING

Rooms may not be painted. Any violation of this regulation or damage as a result of painting will be added to the students account.

SURFACE ATTACHMENTS

Only non-oily tac-n-stick or non-damaging strips (such as Command Strips) are to be used to attach anything to walls and doors. Any damage caused to walls, paint or any surface as a result of mounting posters, bulletin boards, and so forth will be added to the students account. Students must thoroughly remove all tac-n-sick, strips, hooks, etc. prior to checkout.

DAMAGES

All damages in residence halls are charged to the person(s) responsible. If the person(s) responsible is not identified, damages in bedrooms are assessed to both residents of the room and damages in common areas are assessed on a pro-rated basis to all residents of the area.

ROOM INSPECTION GUIDELINES FOR RESIDENT ASSISTANTS

Routine Room Inspections

- The rooms will be checked weekly.
- Room inspections will be done on randomly selected days and times.
- The purpose of the room inspection is to maintain cleanliness, health and safety.
- In the event that a Resident Assistant suspects with reasonable certainty that a violation has occurred within a room, he/she has the right to conduct a thorough room inspection or notify the Dean(s) of Men/Women.

- Violations of campus regulations discovered during room inspections shall be reported in writing to the Dean(s) of Men/Women.

BPC reserves the right to call in Drug Agencies/Local Officers to thoroughly inspect rooms for drugs. If drugs are found See page 63. If the agencies are alerted but no drugs are found, BPC reserves the right to require occupant of the alerted room to undergo a drug test.

CAMPUS SAFETY

In order to encourage the safety of our students and their personal possessions, all students are encouraged to lock car doors, lock dorm room doors, and be aware of their surroundings at all times. Students should not hesitate to call for help if they feel uncomfortable.

Students are encouraged to purchase their own renter’s insurance through personal insurance plans to protect their personal belongings. Brewton-Parker College is not responsible for personal belongings brought onto campus.

IN CASE OF ACCIDENT OR EMERGENCY

If an accident, illness or emergency occurs, a Resident Assistant should be notified immediately. If a student must be transported to a hospital, the expense is the responsibility of the student or their parent.

In case of local emergency, students should be aware of announcements and directions given by College or local authorities. Refer to Student Acknowledgements documents.

EMERGENCY PHONE NUMBERS

Emergency services	911
Brewton-Parker Security	(912) 253-9280
Dean of Men	(912) 253-1327
Dean of Women	(912) 403-2227

BREWTON-PARKER COLLEGE STUDENT CONDUCT CODE

1. PURPOSE

The College community provides an accepting, caring Christian atmosphere in which the growth of individuals is enhanced by spiritual formation, personal development, vocational preparation, and a sound, academic, liberating education. Brewton-Parker College offers an undergraduate education that is committed to academic excellence, grounded in the liberal arts tradition, and informed by the Christian faith. The College’s heritage as a Georgia Baptist Institution produces a

concern for individuals that motivates our community to nurture and develops the whole student in a caring, Christian environment. Faculty members serve as teacher-scholars promoting intellectual inquiry that develop the mind and spirit. Students study the traditional liberal arts and sciences, and selected professional and pre-professional programs at the campus in Mount Vernon and designated external locations. Activities both inside and outside the classroom afford students opportunities for intellectual, emotional, physical and spiritual growth that prepare them for meaningful service to their local, regional, and global communities.

The purpose of the Student Conduct Code is to insure freedoms and to protect the rights of all members of the Brewton-Parker College community, both individually and collectively. By virtue of acceptance of admission to Brewton-Parker College, each student is expected to support the Student Conduct Code and fully enjoy the freedoms and rights guaranteed therein. At the same time, the Student Conduct Code places responsibility for conduct where it must ultimately lie, on the individual. By placing responsibility on the individual, each student becomes the guardian of the Student Conduct Code. In affirmation of these rights and responsibilities, each student, by his or her own enrollment, subscribes to the Student Conduct Code.

Having been accepted as a member of the academic community of Brewton-Parker College, I pledge myself to uphold, respect, and defend the rights of every individual within the community; and to uphold, respect, and defend the rights of the Brewton-Parker College community as a whole, of which I am a part.

2. BILL OF BASIC RIGHTS

1. Free inquiry, expression, and assembly as long as they are conducted in a manner that does not infringe upon the rights of others shall not be abridged.
2. Freedom from unreasonable invasion of privacy of the individuals living semesters, papers, personal effects and college records is guaranteed.
3. The right to fair play and equal protection under the judicial system of the College is guaranteed. Students shall be free to pursue their educational goals; the right to free exchange of ideas, thoughts, and viewpoints shall not be abridged.
4. A student who is charged or convicted of a crime off campus will not automatically be charged with a Brewton-Parker College value violation unless the offense is of such a nature that the student is considered to be a threat to the health, safety or welfare of the faculty, staff or students. Whenever that occurs, the student will be required to attend a meeting with the Dean(s) of Men/Women to offer an explanation as to why the student is not a threat to the health, safety, or welfare of the campus community. If a reasonable explanation is not offered, the student will be assessed a sanction ranging from a reprimand to College expulsion. A sanction may be appealed through the appropriate appeals process. Additionally, a student must notify

the College if convicted of a crime per state law as mentioned previously in this handbook.

3. STATEMENT OF VALUES

We, as the Brewton-Parker College community, affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students and faculty. We commit ourselves to the Christian values on which Brewton-Parker College was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring, and just. The purpose of this statement is to affirm those basic principles that underlie the rights and responsibilities of the College community.

RESPECT FOR THE WORTH OF THE INDIVIDUAL

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. These values can be violated by behaviors such as harassment, hazing, lewd and indecent conduct.

PRACTICE OF SELF-DISCIPLINE

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Disorderly conduct, possessing, consuming, or distributing alcohol, intoxication, and possessing, using or distributing illegal drugs are examples of behavior which violate the value of self-discipline.

PRACTICE OF ACADEMIC INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct to allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. These values can be violated by academic dishonesty and fraud.

RESPECT FOR PROPERTY AND THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and the College's, and the benefits of preservation and maintenance of property, and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the College community. Stealing and being in possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing or using fireworks on campus, and unauthorized entry are examples of behaviors which violate this value.

RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the College community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including College, municipal, state or federal laws. These values are violated by possessing, consuming, or distributing alcoholic beverages; intoxication; possessing, using or distributing illegal drugs; sexual misconduct; aiding, abetting or conspiring to engage in value violations; violating residence hall visitation guidelines; reckless behavior; lewd and indecent conduct; insubordination; unauthorized or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, and so forth, loudly enough to disturb members of the College community; and committing a city, state, or federal crime.

CHILDREN ON CAMPUS POLICY

Students should not bring children to class periods with them. If children are brought into the classroom, this can cause a disruption. If children are left unsupervised outside the classroom, they could be placed in an unsafe environment. Therefore, the College requests the cooperation of all students in this matter. Students are not allowed to babysit on campus or in residence halls.

4. SANCTIONS FOR INAPPROPRIATE BEHAVIOR

A student who engages in inappropriate behavior is subject to one or a combination of more than one of the following sanctions:

Reprimand—Official warning in writing that continuation or repetition of inappropriate behavior may result in a more severe sanction.

Fines—Students may be expected to pay a reasonable sum of money as a sanction.

Community Service—this sanction requires the student to render a designated number of hours of specified service to the College or the community.

Loss of Privilege—the length of this sanction is to be determined relative to each individual case and its circumstances. Loss of privilege shall prohibit the student from participation in or attendance at any public event or in any capacity that represents the College (athletic contest, musical or drama performance, Student Government, and so forth) for the duration of the sanction period.

Restitution—Requirement to reimburse or otherwise compensate another for damage to or loss of property or damage to one's personal well-being resulting from student misconduct.

Disciplinary Probation or behavior contracts—Formal written warning that the student's conduct is in violation of College policies and that the status as a student is in jeopardy. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation or contract.

College Suspension—Termination of student status at the College for not less than the remainder of the semester.

Expulsion—Termination of student status at the College permanently or for an indefinite period of time.

Disciplinary Records - A disciplinary record is maintained for the duration of enrollment at BPC whenever a student is guilty of inappropriate behavior.

Interim Suspension- Whenever there is evidence to support the belief that a student's behavior on or off campus is a clear and present threat to the health, safety or welfare of the faculty, staff, students, or guests, the student may be suspended until a campus meeting can be arranged. A student on interim suspension may be restricted from the campus or from a particular program, activity or building.

Leadership Courses - The Dean(s) of Men/Women will lead leadership courses that students may attend to further their learning processes as a student, human, and part of the BPC community.

5. Fair Play

A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in order to assure fundamental fairness in the judicial process:

1. Notice — to be informed in writing or by email of the inappropriate behavior in which the student is suspected of involvement.
2. Meeting — to have an opportunity to be heard.
3. Evidence — to know the nature of the evidence.
4. Written Response - to have a written response reporting the results of the meeting.

6. Values, Violations, Inappropriate Behavior and Minimum Sanctions

Inappropriate behavior refers to personal or group behavior on or off campus, which violates values that guide and govern behavior. The following are examples of inappropriate behavior. This listing is not inclusive but is intended to give a student an idea of the types of behavior that will result in sanctions. The sanction listed below is the minimum that will be imposed if the student is guilty of a value violation. Additional sanctions will be imposed when circumstances warrant as determined by the Dean(s) of Men/Women (or designee). Referral to counseling will be made when deemed appropriate.

1. VALUE: RESPECT FOR THE WORTH OF THE INDIVIDUAL

Violations:

A. Harassment

1. Definition:

Verbal or physical abuse or threats directed toward any student, faculty, staff, or guest of the College. Examples include, but are not limited to one's race, sex, religion, nationalism, or handicap.

2. Minimum Sanction:

- a. First Offense: put on student's record, counseling referral, possible police report
- b. Second Offense: disciplinary probation, community service, dismissal if proven.

B. Hazing

1. Definition:

The use of physical violence or any activity calculated to impose embarrassment, harassment, or any activity which would in any way jeopardize the physical, moral, or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing him or her under threat of physical harm. Examples include, but are not limited to, fist fighting or throwing objects.

2. Minimum Sanction:

- a. Hazing by an individual
 - i. First Offense: disciplinary probation, fine of \$100, loss of privilege and counseling referral.
 - ii. Second Offense: College suspension.
- b. Hazing by an organization:
 - i. First Offense: disciplinary probation, fine of \$500, and loss of privilege.
 - ii. Second Offense: College suspension of organizational status.

C. Lewd and Indecent Conduct

1. Definition:

The following items are prohibited: vulgarity, obscene language, profanity, lewd or indecent acts, lewd posters and/or pictures, depictions of nudity and/or partial nudity, sexually suggestive material, alcohol/drug posters or any other printed material inconsistent with the Christian mission of the College. The appropriateness of posters, pictures, etc. will be at the discretion of the Dean(s) of Men/Women.

2. Minimum Sanction:
 - a. First Offense: warning or \$25 fine at the discretion of the Dean(s) of Men/Women
 - b. Second Offense: Fine of \$50, community service, and leadership course

D. Sexual Misconduct

1. Definition:

Publicly demonstrated explicit or simulated sexual behavior in lobbies, dorm rooms and publicly available TV rooms; conduct which is contrary to instinctive modesty, human decency and self-respect; private unlawful, immoral, or unbiblical sexual relations between or among opposite sex participants or same sex participants.
2. Minimum Sanction:
 - a. First Offense: \$100 fine, leadership course, and behavior contract
 - b. Second Offense: \$200 fine, counseling referral, possible College suspension

E. Invasion of Privacy

1. Definition:

Peeping Toms, indecent exposure, invasion of one's personal space or electronic devices without permission.
2. Minimum Sanction:
 - a. First Offense: warning and counseling referral
 - b. Second Offense: College suspension

F. Excessive Violence

1. Definition:

Including but not limited to the following: a brutal attack on a person, forcible rape, attempted forcible rape, an attack on a person, effort to maim or kill a person.
2. Minimum Sanction:
 - a. First Offense: police notification, possible legal charges, possible College suspension and other sanctions depending on the seriousness of the crime.
 - b. Second Offense: Expulsion from College

2. VALUE: PRACTICE OF SELF-DISCIPLINE

Violations:

A. Lewd and Indecent Conduct

Refer to 1.C

B. Invasion of Privacy

Refer to 1.E

C. Sexual Misconduct

Refer to 1.D

D. Disorderly Conduct

1. Definition:

Conduct that is offensive or annoying to others or is disruptive of the rights of others. This includes, but is not limited to: excessive noise such as loud talk, shouting, loud stereo or television sets, horseplay, practical jokes, and general annoyance.

2. Minimum Sanction:

1. First Offense: \$25 fine
2. Second Offense: \$50 fine, loss of privilege, leadership course
3. Third Offense: behavior contract

E. Possession, Consumption, or Distribution of Alcoholic Beverages

1. Definition:

Possession, consumption, or distribution of alcoholic beverages or any labeled non-alcoholic beverage that contains any percentage of alcohol is prohibited on or off the College campus while a student is enrolled at Brewton-Parker College.

This policy is in place to ensure the safety of our students, most of whom are under the legal age (21) to consume alcohol, and is in accordance with assuring our students and athletes have the best learning environments available to them at all times.

Alcoholic beverage containers, boxes, and cases, whether full, empty, or otherwise, are prohibited and will be confiscated and not returned. Slogans of alcohol companies are prohibited anywhere on campus and will be confiscated and not returned.

2. Minimum Sanction:

a. By an individual:

1. First Offense: \$100 fine, leadership class, behavior contract
2. Second Offense: \$200 fine, community service, referral to counseling, possible College suspension

b. By an organization:

1. First Offense: disciplinary probation, fine of \$500 and all members attend alcohol education program(s)
2. Second Offense—College suspension of organizational status

F. Distributing Alcoholic Beverages to an Underage Person

1. Definition:
 - a. By an individual - Any person providing or distributing alcoholic beverages to any individual below the age of 21 years.
 - b. By an organization - Any organization providing alcoholic beverages to any individual under the age of 21 years.
2. Minimum Sanction:
 - a. First Offense: police notification, College suspension
 - b. Second Offense: police notification, College suspension of organizational status.

G. Possessing or Using Illegal Drugs

1. Definition:

Possession or use of controlled substances including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids or other intoxicants and drug paraphernalia such as drug bags, needles, pipes and roach clips.
2. Minimum Sanction:

First Offense: police notification; police will handle legal charges, and student will be suspended and possibly expelled from the College.

H. Distributing Illegal Drugs

1. Definition:

Providing or distributing illegal drugs to any individual.
2. Minimum Sanction:

First Offense: police notification; police will handle legal charges, and student will be expelled from the College.

I. Closing Hour Regulations

1. Definition:

Being outside residence halls after the designated curfew. (Times listed previously.)

2. Minimum Sanction:
 - a. First Offense: warning
 - b. Second Offense: Community service, \$50 fine

3. VALUE: PRACTICE OF PERSONAL INTEGRITY

Violations:

A. Fraud

1. Definition:

Knowingly furnishing false information to the College and forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification.
2. Minimum Sanction:
 - a. First Offense: loss of privilege, fine of \$50, and disciplinary probation
 - b. Second Offense: College suspension

B. Academic Integrity

Please refer to the "Academic Integrity" policy published in the "Academic Policies" section of the Brewton-Parker *Academic Catalog*, as well is in all course syllabi.

4. VALUE: RESPECT FOR PROPERTY AND THE ENVIRONMENT

Violations:

A. Stealing and Possession of Stolen or Lost Property

1. Definition:

The unauthorized taking or keeping in the students possession items of College property, items rented, leased or placed on the campus at the institution, or items belonging to students, faculty, staff, or guests to the College.
2. Minimum Sanction:
 - a. By an individual:
 1. First Offense: restitution, fine of \$100, counseling referral, community service
 2. Second Offense: College Expulsion and police notification
 - b. By an organization:

1. First Offense: restitution, fine of \$500, suspension of organization by the College.

B. Vandalism

1. Definition:

Destroying, defacing, damaging of College property or property belonging to students, faculty, staff, or guests of the College including, but not limited to, tampering with, misusing or abusing computer equipment, programs or data.

2. Minimum Sanction:

- a. By an individual: disciplinary probation, fine of \$200, restitution, community service, leadership course
- b. By an organization: suspension of organization by the College

C. Setting a Fire and Arson

1. Definition:

To cause to burn or ignite, or produce a flame. candles, incense or any item that produces a fire is not allowed in the residence halls. Smoking is not allowed in any building on campus.

2. Minimum Sanction:

- a. First Offense: disciplinary probation, fine of \$25 for minor infraction. For arson, student will be expelled.
- b. Second Offense: fine of \$100 and community service

D. Tampering with Fire and Safety Equipment

1. Definition:

Tampering with or removing fire alarms, fire extinguisher, exit signs or other safety equipment, and giving false alarms.

2. Minimum Sanction:

- a. First Offense: disciplinary probation, fine of \$150, community service
- b. Second Offense: suspension from the College

E. Possessing Firearms or Weapons on Campus or at College Sponsored Activities

1. Definition:

The possession, whether openly or concealed, of any weapon including, but not limited to firearms, explosives, throwing stars, knives with blades of more than four inches, and any other weapon of any kind or imitation that

could be used to cause fear in another person, including BB guns and air soft guns.

2. Minimum Sanction:
 - a. First Offense: confiscation, \$100 fine, leadership course. In severe cases: expulsion.
 - b. Second Offense: suspension from the College

F. Possessing or Using Fireworks on Campus

1. Definition:
Possession or use of fireworks on campus.
2. Minimum Sanction:
 - a. First Offense: confiscation of fireworks, \$25 fine
 - b. Second Offense: disciplinary probation, fine of \$50, and confiscation of fireworks.

G. Unauthorized Entry

1. Definition:
Entering any College building or facility without authorization.
2. Minimum Sanction: leadership course, other sanctions as deemed by the Dean(s) of Men/Women

5. VALUE: RESPECT FOR COMMUNITY AUTHORITY

Violations:

- A. Possessing, Consuming, and Distributing Alcoholic Beverages
Refer to 2.E
- B. Distributing Alcoholic Beverages to an Underage Person
Refer to 2.F
- C. Possessing and Using Illegal Drugs
Refer to 2.G
- D. Distributing Illegal Drugs
Refer to 2.H
- E. Sexual Misconduct
Refer to 1.D

F. Aiding, Abetting, or Conspiring

1. Definition:
Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior.
2. Minimum Sanction:
Corresponds to the sanction given for the inappropriate behavior.

G. Violating Residence Hall Visitation Guidelines

1. Definition:
Refusing to abide by the visitation guidelines. No visitation is allowed by members of the opposite sex in residence halls except during listed hours.
2. Minimum Sanction:
 - a. First Offense: \$100 fine
 - b. Second Offense and each additional offense: \$200 fine and leadership course

H. Additional Residence Hall Policies

1. Definition:
Unexcused absence from mandatory hall meetings and fire alarm meetings.
2. Minimum Sanctions:
 - a. First Offense: warning
 - b. Second Offense: community service
 - c. Third Offense and each consecutive offense: \$50 fine

I. Reckless Behavior

1. Definition:
Any behavior which creates risk of danger to students, faculty, staff, or guests of the College including, but not limited to, propping exterior doors open in residence halls, throwing objects from windows and disclosing or giving residence hall door access to unauthorized persons. In addition, NO toy guns such as high pressure water guns will be allowed on campus. If these toys are found in your room they will be confiscated. BB guns and air soft guns are considered imitation weapons and will be dealt with as firearms. (see 4.E)
2. Minimum Sanction:
 - a. First Offense: fine of \$100
 - b. Second Offense: suspension from the College

J. Lewd and Indecent Conduct

Refer to 1.C

K. Invasion of Privacy

Refer to 1.D

L. Insubordination

1. Definition:

Direct disobedience of a lawful order of a College official including, but not limited to, failure to evacuate a building during a fire alarm, refusing to present an ID upon request, and failure to appear when summoned for an official conference. Insubordination extends to a student ignoring a guideline set forth in this handbook or by any other College faculty or staff member.

2. Minimum Sanction:

- a. First Offense: loss of privilege, fine of \$50, leadership course
- b. Second Offense: disciplinary probation, fine of \$75, community service
- c. Third Offense: suspension from the College

M. Demonstrations

1. Definition:

Participation in unauthorized assemblies/demonstrations and behaving in such a manner which appears calculated to incite a riot; interfering with rights of other students, faculty or staff to engage in scheduled activities; engaging in or sponsoring any activity contrary to the best interest of Brewton-Parker College.

2. Minimum Sanction:

- a. First Offense: \$100 fine, leadership course
- b. Second Offense: suspension from the College

N. Driving While Impaired

1. Definition:

Operating a motor vehicle on campus while under the influence of alcohol or illegal drugs. Endangering lives.

2. Minimum Sanction:

- a. First Offense: expulsion from the College

O. Creating a Nuisance with Noise (Disorderly Conduct)

1. Definition:

Talking, yelling, singing, playing a musical instrument, electronic device, or the like, loudly enough to disturb members of the College community.

2. Minimum Sanction:

- a. First Offense: warning
- b. Second Offense: \$50 fine, leadership course
- c. Third Offense and each consecutive offense: \$75 fine, leadership course

P. Committing a City, State, or Federal Crime

1. Definition:

All students are required to abide by the laws of the local, state, and national governments and are subject to judicial action at the hands of the College for violation of any of the laws thereof. (i.e. Stealing Street signs, traffic lights).

2. Minimum Sanction:

Sanctions correspond to the severity of the law violated. The Dean(s) of Men/Women and other College Administrators will decide sanctions on a case-by-case basis.

Q. Tobacco Free Campus Policy

1. Definition:

Tobacco use of any kind by students, employees, and visitors is prohibited on the BPC Campus. This includes tobacco use in vehicles. This includes smoking, dipping snuff and chewing tobacco.

2. Minimum Sanction:

- a. First Offense: \$25 fine
- b. Second Offense and each consecutive offense: \$50 fine

7. DISCIPLINARY PROCESS

Brewton-Parker College is an institution of higher education affiliated with Georgia Baptists. As such, the College community provides an accepting, caring Christian atmosphere in which spiritual formation, personal development, vocational preparation, and a sound, academic liberating education enhance the growth of individuals.

Any student, faculty member, or staff member must present a written report of the facts regarding the alleged violation before the disciplinary process can formally begin. Written reports are sent to the office of Dean(s) of Men/Women. A meeting will be arranged with the student and the Dean(s) of Men/Women (or designee). If

the student admits to a violation of the value, the student will receive a sanction, guidance and counseling.

Minimum sanctions for most violations have been established. A student may appeal to the College Appeals Committee a decision or sanction made by the Dean(s) of Men/Women (or designee). The only exception is when a student has admitted guilt and a minimum sanction has been assessed. Information regarding an appeal to the College Appeals Committee is found elsewhere in the Student Handbook and in the College Catalog.

APPEALS

The College Appeals Committee will hear appeals of academic, disciplinary, financial and any other matters designated by the president. The Appeals Committee will not deal with appeals of persons who are denied admission to the college. The Admissions Committee will deal with such matters. The decisions of the Appeals Committee will be given to the President who will take final action in these and all other matters of appeals.

Appeals of those matters, which are dealt with by the Appeals Committee, must be made within seven calendar days of the time student was notified of the action. The appeals process must be completed within one semester following the original event that is being appealed. The Chairman will schedule a hearing on the appeal within three academic days of receipt of the appeal. The Committee will listen to an appeal only, when, in the opinion of the majority of the Committee, the appellant can document in writing a basis for appeal. The basis must be one or more of the following:

1. Evidence that the lower agent (the person who made the original decision) refused to hear all witnesses brought forward by the appellant.
2. Evidence that the lower agent applied regulations not in effect.
3. Evidence that the lower agent did not give fair play in being attentive to the appellant's report.
4. Evidence that the lower agent rendered a decision contrary to the evidence presented.
5. Evidence that the decision rendered was biased.
6. Evidence that the action taken was excessive for the charge made against the student.

AMNESTY POLICY

Students who struggle with issues that violate the Student Code of Conduct are encouraged to seek support and help. Examples include (but aren't limited to) alcohol, drugs, and sexual relationships. Knowing that many students who struggle with these issues may fear asking for help because of the potential consequences, Brewton-Parker College has started an amnesty policy. This policy allows students who want to receive help and support to receive support, encouragement and counseling without initial disciplinary processes. Students who seek help from the

Student Affairs office will receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral contract, receive a referral for counseling, or be asked to receive professional help elsewhere. Students must request amnesty from the Student Affairs staff before any report of the behavior is made or any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. Resident assistants, campus security, the Dean(s) or Men/Women, or any other member of the BPC faculty or staff could carry out disciplinary confrontations. Students must be honest, cooperative, and compliant. They must demonstrate a true desire to change. Students may contact the Dean(s) of Men/Women to request amnesty or learn more about the policy.

Requests for amnesty that involve illegal activity, or activity that otherwise endangers people or property, may be reported to local authorities as necessary. When students request amnesty, they will not be disciplined for behaviors they have engaged in prior to their confession, as long as those behaviors have not been public and are not determined to have significantly harmed other members of the campus community. However, depending on the extent of the behavior, students may still be removed from campus organizations as deemed by College officials. The behavior in question will have to ultimately change for the student to remain at Brewton-Parker College. There may be circumstances when a student may be required to withdraw for reasons of safety, or in order to get added help before returning to campus as a student.