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# Information

The office to contact should you need information concerning any of the following:

## **STUDENT AFFAIRS—912-583-3207**

- Student I.D. Cards
- Rules of Behavior
- Brewton-Parker College Campus Security
- Traffic Issues
- Automobile Registration
- Campus Regulations
- Student Activities
- Student Organizations
- Intramural
- Game Room/Lee Center Hours

## **DIRECTOR OF RESIDENCE LIFE—912-583-3221**

- Damage of Property—Contact Director of Residence Life
- Residence Hall Rules—Contact Resident Assistant or Resident Director
- Personal Problems—Contact Resident Director/Resident Assistant or Counseling Center
- Illness and Health Services—Infirmary or Resident Assistant/Resident Director

## **ACADEMIC DEAN—912-583-3329**

- Academic Overload—Academic Dean or Academic Advisor
- Class Attendance—Class Instructor or Academic Dean
- Courses You Should Take—Academic Advisor
- Problems in a Course—Class instructor and Academic Advisor
- Grades—Class Instructor or Registrar Office
- Withdrawing from School—Registrar Office

## **OFFICE OF ENROLLMENT SERVICES—912-583-3210**

- Chapel Attendance
- Prospective Student—Admissions Office
- Student Finances—Financial Aid

## **RESIDENT DINING**

- Food—Ruth Underwood, Director of Dining Services

## **POST OFFICE—DIAL 912-583-3246**

- Lost and Found—Post Office
- Student Mail—Post Office

## **LIBRARY—912-583-3235**

- Research—Library Staff

## **BUSINESS OFFICE—912-583-3294**

- Student Account—Cashier or Director of Accounting
- FEDERAL AFFAIRS COORDINATOR—912-583-3298

- Veterans Benefits—Federal Affairs Coordinator

## **BREWTON-PARKER COLLEGE MISSION**

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 Colleges 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 develops 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.

## **DIVISION PURPOSE**

The Division of Enrollment Services will assist the College in achieving its mission of nurturing and developing the whole student in a caring, Christian environment by ensuring institutional effectiveness, securing institutional viability, directing enrollment management efforts, advancing the Christian distinctiveness of the College, and providing student services

# Telephone Directory

## RESIDENCE HALL LOBBY PHONE NUMBERS

Baron Ridge Lobby	583-3575
Dowling Hall Lobby	583-3000
Friendship Hall Lobby	583-3301
LeRoy Hall Lobby	583-3536
McAllister Hall Lobby	583-3342
Thompson Hall Lobby	583-3383
Brewton-Parker College	583-2241 or 1-800-342-1087

## Student Affairs Staff

Dean of Students	Sherrie Helms	912-583-3206 Ext. 3206
Director of Residence Life	Kenneth Talbert	912-583-3221 Ext. 3221
Student Affairs Secretary	Beverly Powell-McLean	912-583-3207 Ext. 3207
Campus Minister	Glenn Wallace	912-583-3211 Ext. 3211

- **Brewton-Parker College Security Office** 912-583-3282
- **Security Mobile Phone** 912-253-9280

## Student Government Association

<i>President</i>	<i>Joshua B. McPhatter</i>
<i>Vice President</i>	<i>E'Quain Rhodes</i>
<i>Secretary/Treasurer</i>	<i>Gloria Holloway</i>
<i>Chaplin</i>	<i>Kolby DePratter</i>
<i>Press Secretary</i>	<i>Vacant</i>
<i>Judicial Advisor</i>	<i>Vacant</i>

August, 2009

**YOU**  
**Are BPC's**  
**Greatest Resource!**

Dear Students:

Your arrival on our campus marks one of the best days of the year for those of us who have prepared and anticipated your presence here. You bring to Brewton-Parker College the awesome potential that God implanted within you, a boundless energy and a growing sense of wonder as you discover what is awaiting you in our educational, social and experiential programs. We're glad you are here!

Although Brewton-Parker College's Mount Vernon campus is comprised of slightly more than 300 acres, all of us who live and study here find ourselves using about 80 acres that is developed with beautiful pastoral scenery, state-of-the-art facilities and recreational and living facilities, which we try earnestly to maintain at a satisfactory level for you. If you have problems with our buildings or grounds, please report them to our Plant Operations folks as quickly as possible. Because there are several hundred of us working and living very closely to one another, we are obligated to exist under a set of standards that are mandated by our Board of Trustees and enforced by our Student Affairs and Security officers.

It is important that you read the enclosed pages of this handbook and become familiar with the accepted standard of conduct that will allow us to considerately respond to others that populate this landscape with us. A part of residential college life is learning your place within a community and your responsibilities to the others who reside there.

I hope that we will learn from each other and that we develop a sense of friendship and mutual respect. Please feel free to contact any of our friendly and professional staff members when they can assist you. Build friendships with our world-class faculty members who can be very important to you in years to come. And don't forget to engage me in conversation as we encounter each other on our beautiful campus.

Sincerely,

David R. Smith, Ed. D.  
President

Dear Brewton-Parker College Student:

Welcome to your home for the **2009-2010** year. I am very excited that you have chosen to be a part of our Christian family. Your college years can be a time of excitement, exuberance, and triumph as well as uncertainty and insecurity. It is our goal to offer you the inspiration, motivation, and insights that you will need to make this year rewarding and successful.

This handbook is your guide to making this year successful and safe. The handbook shares information regarding our Christian values and our student conduct code. We take this handbook and its contents very seriously and will uphold all policies, values and sanctions. It is your responsibility to read all the information and abide by the rules and regulations.

My prayer for you is to graduate with a quality education and Christian values that enables you to enrich others throughout your life.

God Bless you,

A handwritten signature in cursive script that reads "Sherrie Helms".

Sherrie Helms  
Dean of Students

# 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.

**STUDENT ACTION GROUP**—A Brewton-Parker College student organization located on the Liberty County Campus and founded in 2002. It provides Service Learning opportunities for all majors on the Liberty Campus. Students gain leadership abilities by volunteering their time and talents to a variety of community agencies such as Family Connections, the Department of Family and Child Services, and the Tri-county Domestic Violence Program. Students organize annual collaborative BPC/community activities like Holiday Helpers, Thanksgiving Food Drive, and Clothing Drives. Serves as a sounding board for students to address campus concerns, raise awareness about current student issues, and then work toward a resolution of those concerns.

**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 through Circle K clubs 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.

**COLLEGE REPUBLICANS**—The College Republican's purpose is to promote and increase political awareness and activity and to serve as a source for conservative political information on campus and in the local community.

**COLLEGE DEMOCRATS** – This group supports the philosophy and candidates of the Democratic Party. It also declares its intention to support all efforts to increase the participation of college students in Democratic affairs.

**BAPTIST STUDENT UNION**—is a student led, Christ centered, and church related organization. It is sponsored by the Southern Baptist churches, associations, and state conventions. BSU 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 about them. It is a program that provides opportunities for an inward journey of spiritual growth and an outward journey of service to others. Baptist Student Union is a Christian witness both on and off the campus. Through the BSU 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 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.

**LIFE MINISTRIES**—Life Ministries is a Christian fellowship dedicated to deepening and strengthening the spiritual life of Christians and those desiring to know more about the Christian faith.

**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**—There are several ensemble experiences available to Brewton-Parker College students in the Division of Music. They are the Concert Choir, Choral Society, Wind Ensemble, Jazz Band, Brass Ensemble, Baron Singers and Baron Ringers (hand bell team). Membership in these ensembles is by audition with the respective conductor of the ensemble except for Choral Society, which requires no audition.

**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)** — consist of Education majors, which helps prepare future educators for their leadership roles of tomorrow.

**ORACLE**—A student variety magazine

**BPC FILM SOCIETY** – The purpose of this organization is to aid in the enrichment of BPC's campus and to create an outlet for the creative and analytical ambitions of its students interested in the area of film. The Film Society provides numerous activities throughout the year such as 24-hour film festivals, educational screenings, and movie nights.

## **ATHLETICS**

**INTRAMURAL SPORTS**—The intramural sports program is a great way to meet new friends and stay in shape at the same time. The Intramural Sports are available to everyone, students, faculty and staff. We currently organize 6 sports for our intramural program. They include flag football, volleyball, basketball, handball, soccer and softball. Each sport has its own season. Intramural special events include billiards, ping-pong, tennis and Ultimate Frisbee.

**INTERCOLLEGIATE ATHLETICS**—Brewton-Parker fields teams in seven senior college varsity sports: basketball (men and women), baseball, softball, (women), soccer (men and women), and women's volleyball. All 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. The actions for rules violations are outlined later 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 whenever a student is found to be an undesirable member of the student body, 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 Sara Crowe in the Registrar's office by coming in person during business hours, by phone at 912-583-3240, or by email at [scrowe@bpc.edu](mailto:scrowe@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 SERVICES**

**BREWTON-PARKER COLLEGE SECURITY**—Mission is to complement and support the college by providing services which 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.

**HEALTH SERVICES**—The John W. McArthur Health Center (*infirmary*) staffed by the physician Dr. Joseph G. Foust, MD.

*All BPC students are required to show proof of Insurance and a BPC validated student ID card. Office hours: Monday, Tuesday, and Wednesday, Thursday 8:30am –4:00pm, Friday 9:00am – 12 noon. Office phone number (912) 583-4739 Fax number (912) 583-4774*

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.

**MEDICAL INSURANCE**—You are required to carry medical insurance and provide proof of coverage. The College offers an insurance plan in which students may elect to enroll. Students who do not provide proof of coverage are automatically enrolled in the College plan and billed accordingly. You can pick up information on the College insurance plan at Student Affairs or at [www.markelmedical.com](http://www.markelmedical.com)

**I.D. CARDS**—*All resident students are required to have a picture identification card issued by the Office of Student Affairs.* 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 \$20.00. ID cards are made during office hours. Identification cards must be validated every semester by the Student Affairs Office.

## **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 faculty, staff, and 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 compute systems and networks solely for these purposes.
3. When BPC employees need to use copyrighted material to do their jobs, BPC acquires appropriate licenses.
4. The BPC community shall not store or otherwise make unauthorized copies of copyrighted material on or using BPC computer systems, networks or storage media.
5. The BPC community shall not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using BPC computer systems, networks, Internet access or storage media.

6. The BPC community shall not use or operate any unlicensed peer-to-peer file transfer service using BPC computer systems or networks or take other actions likely to promote or lead to copyright infringement.
7. Technology Services and Student Affairs are responsible for carrying out this policy. Questions concerning whether an employee or student properly may copy or otherwise use copyrighted material should be raised with Technology Services before proceeding.
8. 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.
9. 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.
10. BPC employees who violate this policy are subject to discipline as appropriate under the circumstances. Such discipline may include termination.

## **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, faculty and staff. Faculty and staff personnel with permanent personal computers will use the Microsoft Outlook as their primary e-mail client. Students will remotely connect to Microsoft Outlook Web Access.

- In order for you to use your bpc.edu account you will need to be connected to the Internet, have a valid bpc.edu account. For Web mail access you need MS Internet Explorer 5 or newer web browser.
- Web mail users will need to point your browser to <http://mail.bpc.edu> or click the link "Check your BPC email here" from the Brewton-Parker College home page ([www.bpc.edu](http://www.bpc.edu)). 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 5 MB storage limit. If you reach 5 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.
- E-mail accounts of students that no longer attend Brewton-Parker are removed from the server after drop/add each Fall semester.
- LISTSERV or Mailing List: Please do not use your student.bpc.edu e-mail account for Internet mailing lists. We recommend that you get an e-mail account at a free service like yahoo.com or hotmail.com.
- 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.
- Students must not send Campus-Wide messages without proper authorization from Student Affairs. Faculty and Staff must not send

Campus-Wide messages without proper authorization from the appropriate Vice-President.

### **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 the Director of Information Technology or the Programmer/Analyst. This includes but is not limited to AOL instant messenger, ICQ, games, chat programs, weather bug, webshots, etc. The only authorized programs on any campus computer are those installed by the Technology Services department. Peer-to-peer file sharing software such as Napster, Audiogalaxy, Morpheus, etc...are not allowed on any machines connected to the BPC network. 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**

Access to the Internet is available in residence hall rooms (free of charge) for students who bring a personal computer and have an Ethernet card installed and working properly. Ethernet card installation is provided by Technology Services for a fee of \$20, which can be charged to the student's account. The computer may then be connected to the network using an Ethernet patch cable from the computer to the network jack in the residence hall room. If you do not have an Ethernet patch cable, or Ethernet card, they are available for purchase from the Campus Store. Technology Services personnel will configure the student's PC with the proper software to access the Internet. 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.

### **Music Downloading Services**

Music 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.

Music file-sharing services such as Napster and AudioGalaxy are network based software programs that create several problems:

1. File-sharing software allows you to search the Internet for MP3 music files and download them onto your computer. The majority of these downloaded MP3 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 MP3 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 music downloading software must be completely UNINSTALLED from your computer before it is connected to the Brewton-Parker College network. Assistance in the removal of the software from your computer can be obtained from the Technology Services Department.**

### **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 of Students 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 provide 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 email Tonia Spaulding, Director of Counseling Services, [tspauling@bpc.edu](mailto:tspauling@bpc.edu), or call 1-800-342-1087, ext.3222 or 912-583-3218 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 of Students. At that time, the Dean of Students will make a final decision after conferring with the appropriate persons involved regarding the student's 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.

## MILLER-PARKER RESIDENTIAL 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 Director of Residence Life. 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. A tentative schedule is given below. This may be changed as circumstances warrant. Any changes will be posted in the cafeteria.

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

#### **Monday - Thursday**

Breakfast:

Hot: 7:00am – 8:30am

Continental: 8:30am – 1:00am

Lunch: 11:00am – 1:15pm

Lite Bites 1:15pm – 4:45pm

Dinner 5:00pm – 6:30pm

#### **Saturday**

Brunch: 12:00pm – 1:00pm

Dinner: 5:00pm – 6:30pm

#### **Sunday**

Brunch: 12:00pm – 1:30pm

Dinner: 5:00pm – 6:30pm

**Chapel Tuesday-** 11:45am - 1:45pm

Friday Dinner will be served from 5:00pm – 6:00pm

#### **CYBER CAFÉ**

Monday – Thursday 9:30am – 7:00pm

Friday 9:30am – 1:30pm

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.

All students must come to the dining area in suitable clothing. Pajamas, sweat pants, and sloppy clothing are not acceptable. Shirts and shoes are required. 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. Athletic shoes with metal spikes or cleats are not permitted.

## **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 BOOKSTORE**

The Brewton-Parker Campus Bookstore will post specific hours of operation during the semester. The bookstore sells all required textbooks, as well as BPC clothing and personal care novelty items. All sales must be paid for in the form of cash or check or credit card; purchases of textbooks and school supplies may be charged to student accounts. The bookstore cannot accept post-dated checks. Textbooks buy backs is held the week of finals each semester on the Main Campus in Mt. Vernon and at the Liberty County Campus. Please contact one of these sites for dates and times.

**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**

### **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, probation, suspension, expulsion or termination of employment, and referral for prosecution. At the College's sole discretions, 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 judicial board, grievance or 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 of Students (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, secobarbital 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), Dandelion

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](http://www.aa.org)
- Narcotics anonymous 1-818-773-9999 [www.na.org](http://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 will no longer be mailed. Grades must be requested each semester and will be mailed within 3 working days after the grade posting cycle ends at the end of the semester. 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 of Students. 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.

## STUDENT ACTIVITIES CENTER

### Game Room Hours

Monday, Tuesday, and Thursday	1:00 PM – 10:00 PM
Wednesday, Friday and Saturday	1:00 PM – 5:00 PM
Sunday	TBA

### 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 Activity Office. The pool may be closed for special events. Call Coach Sheila Simmons for information (583-3184).

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. 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 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 at <http://ope.ed.gov/security> or by contacting the Dean of Students.

### 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 of Students.

**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, improper parking, and failure to register the vehicle. 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 of Students no later than seven days after receiving the ticket. The office of the Dean of Students is located in the Cook Building.
3. A meeting will be set up by the Dean of Students 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 of Students 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 of Students. 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, which 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 of Students.

### 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 Director/Resident Assistants are undergraduate staff that helps 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.

**1. HOUSING REGULATIONS**—all day 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.

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 Director of Residence Life who will review the request and grant or reject it, after consultation with the Dean of Students. Any student whose scholarship requires him/her to live on campus must do so. The final avenue of appeal of a student whose request to live off-campus has been rejected is to the Appeals Committee. 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.

All resident students must pay a \$100 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.

2. **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 choice will be honored when possible (if both parties complete and return their application with the \$100.00 room reservation fee at the same time.)

Room change is permitted ONLY during the third week of the semester and must be handled by the Director of Residence Life. Unauthorized room changes will result in a \$100 fine. The college reserves all rights in connection with assignment or reassignment of rooms.

- Students who did not request a private room must find a roommate within the first two weeks of each semester.
- If students indicate they are not able to find a roommate, the Director of Residence Life will respond as follows:
  - Unpaired upperclassmen will be assigned a common room.
  - Unpaired freshmen will be assigned a common room.
  - If unpaired students are in separate residence halls, the students who are assigned to one another can choose which residence hall in which to live. If they cannot reach a mutual decision, the Director of Residence Life will make an assignment.

- If a student is initially in a residence hall that has no supplemental charge (LeRoy, Thompson, McAllister), but is mandated to move to a residence hall that has a supplemental charge (Baron Ridge, Friendship, Dowling), the student will not be charge the extra fee.
- Freshmen and upperclassmen will not be mandated as roommates under these circumstances
- Ethnicity will not be a determining factor in the assignment of roommates.
- Students who refuse to be paired according to these guidelines will be charged a private room fee.

A limited number of double rooms may be available for students to rent as a private room for an additional \$800 PER SEMESTER. In addition, any student who does not consolidate will be assigned a roommate on a random basis. If the student refuses to accept the roommate, he/she will automatically be assessed a private room fee.

- 3. RULES FOR VISITORS AND RESIDENTS**—Except for official visitation days arranged and announced by the Administration, members of the opposite sex may visit only in the lobby area of residence halls. Visiting hours will be posted at each residence unit. All overnight visitors must register with the Resident Director and will be charged \$10 per night.

#### **Residence Hall Visitation Policy**

1. Visitation times will be on Thursdays from 6 PM -10 PM. and Sunday 2:00 PM to 5:00 PM for females. For males, Tuesday 6:00 PM to 10:00 PM and Saturday 7:00 PM – 11:00 PM beginning the second week of the semester, unless otherwise posted.
2. Doors are to remain fully open. Because the doors in Dowling Hall, Friendship Hall and Baron Ridge are outside, host in these units may close their doors and have a full view through their window instead: this means that blinds would be open and aluminum sheets (or other light shielding materials) would be removed from windows 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.
3. A guest will leave his or her validated Brewton-Parker College I.D. or current Drivers Licenses with the Resident Assistant or Resident Director who is on duty in the particular hall or unit upon checking into the unit.
4. 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.

5. 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.
  6. Appropriate behavior is expected of all students who enroll at this Christian institution. If you have a question regarding this policy, check with the Director of Residence Life or Resident Director, before visiting the host.
4. **NON-DISCRIMINATION**—Residence hall regulations for all residents apply to all students regardless of age, sex or race.
5. **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. 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 Resident Assistant/Resident Director for specific time to check out.*** The student must be present when the room is inspected by the RA/RD. Upon completion of inspection, the room check out form is to be signed by the student **and** the RA/RD. 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 \$100 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 of Students.

All students must vacate residence hall (but may leave their personal belongings) on the last day prior to any school vacation or holiday, which occurs during any semester except with prior permission from the Resident Hall Director. 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.

6. **ROOM KEY**—all keys must be returned as soon as a student vacates a room. Grades and transcripts will be withheld until keys are returned. No key is to be duplicated by anyone except authorized college employees. A \$35 fee is charged to replace a lost key. 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.
7. **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.
8. **REFRIGERATORS**—Students are permitted to have a refrigerator. The College does not furnish refrigerators. Refrigerator size cannot exceed 2.5 cubic feet.
9. **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. Permission to permanently attach objects must be given by the Director of Residence Life (583-3221) prior to placing them on the walls. Residence hall damages will be assessed each semester and the charges will be added to the student's account.
10. **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.

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

11. **CLOSING HOUR REGULATIONS**—all resident students are expected to be within the residence hall complex by 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday. 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 the Resident Director or Director of Housing. In the event that 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 Director 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 Director immediately upon return.
12. **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 radio, record player and joke sessions) must be kept at a level at all times so that it does not disturb one's roommate or neighbor. Quiet hours also apply to the lobby and living room areas. Twenty-four hour quiet hours shall be observed on exam days.

13. **T.V. CABLE SERVICE**—Cable service is available from the college. Student may bring a television (T.V. screens should not exceed 19 inches).
14. **FURNITURE**—Furniture is not to be moved from one room to another without prior approval of the Resident Director. 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 Director. After resident vacates 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.
15. **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.
16. **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 or RD. Please notify the RA or RD in writing specifying where the problem is.
17. **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 is encouraged to sign a sign out form indicating the destination, expected time to return, and telephone number (if known) to call in case of emergency.
18. **TRASH CONTAINERS**—Put room trash into the large trash containers provided in specific areas in residence halls or dumpsters located in various area on campus (not in bathroom containers). Wrap garbage in leak-proof wrappings.
19. **PETS**—No pets of any kind (dogs, cats, birds, fish, etc.) are allowed at any time in any residence hall.
20. **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.
21. **ROOFS**—Persons are not allowed on the roof of any college building.
22. **SECURITY DOORS**—Propping open any door that is locked is not allowed.
23. **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.
24. **SURFACE ATTACHMENTS**—Only non-oily tac-n-stick is 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 prior to checkout.

- 25. 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

1. The rooms will be checked weekly.
2. Room inspections will be done on randomly selected days and times.
3. The purpose of the room inspection is to maintain cleanliness, health and safety.
4. In the event that a Resident Assistant or Resident Director suspects with reasonable certainty that a violation has occurred within a room, he/she has the right to conduct a thorough room inspection.
5. Violations of campus regulations discovered during room inspections shall be reported in writing to the Dean of Students.
6. 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 agency are alerted but, no drugs found BPC reserves the right to require occupant of the alerted room to undergo drug test.

**IN CASE OF ACCIDENT OR EMERGENCY**—If an accident, illness or emergency occurs, a Resident Director or Resident Assistant should be

notified immediately. In the event of an emergency, Security should also be notified.

## **EMERGENCY TELEPHONE NUMBERS\***

<b>Brewton-Parker College Security Cell Phone</b>	<b>912-253-9280</b>
<b>Brewton-Parker College Security Office</b>	<b>912-583-3282</b>
<b>Dean of Students</b>	<b>912-583-3206</b>
<b><i>Director of Residence Life</i></b>	<b>912-583-3221</b>
	<b>9-1-1</b>

\*When an emergency number is called:

1. Identify yourself.
2. State your emergency.
3. Tell them where you are located.

## **COMMUNITY DIRECTORY**

### **LOCAL POLICE DEPARTMENT**

Mount Vernon Police Dept.	912-583-2323
Mount Vernon Sheriff Dept.	912-583-2521

### **LOCAL HEALTH DEPARTMENT**

Mount Vernon Health Dept.	912-583-4602
Toombs County Health Dept.	912-526-8108
Southeast GA Primary & Preventive Medicine	912-537-9779
	912-538-9774
Brewton-Parker College Infirmary	912-583-4739

### **HOSPITALS**

Meadows Regional Medical Center (Vidalia)	912-537-8921
Wheeler county Hospital (Glenwood)	912-523-5113
Fairview Hospital (Dublin)	478-275-2000
Emanuel Medical Center (Swainsboro)	478-289-1100
Memorial Health Univ. Medical Center (Savannah)	912-350-8000
St. Joseph's Hospital (Savannah)	912-925-4100
Candler Hospital (Savannah)	912-692-6000

### **Local Pharmacies**

Mount Vernon Drug	912-583-2216
CVS Pharmacy	912-537-8766
Eckerd Pharmacy	912-538-0311
Chapman Health Care Pharmacy	912-538-0053
Phillips Pharmacy	912-537-3049
Vidalia Pharmacy	912-837-4134
City Drug Store	912-537-4147
Medical Art Discount Drugs	912-537-3054
Allcare Pharmacy (Lyons)	912-526-3200
Wal-Mart Pharmacy	912-537-7765

# **Constitution of the Student Government Association of Brewton-Parker College (Revised March 2005)**

## **Preamble**

In the belief that it is proper for students to establish a system of government for the regulation of their community, we, the students of Brewton-Parker College, do adopt this constitution to protect the intrinsic powers and rights of the student body, to insure freedom of association, freedom of thought, freedom of speech, and all other freedoms outlined in the Student Bill of Rights which are necessary and consistent with the existence of Brewton-Parker College as a Christian based, academic community.

## **Title I Legislative Branch**

### **Article I Name and Purpose**

- Sec. 1 The legislative body of the students shall be the Senate of the Student Government Association (S.G.A.) of Brewton-Parker College.
- Sec. 2 The Senate shall have the following expressed purposes:  
To provide direct channels for responsible and effective participation in the college community.  
To provide an official and representative organization to receive complaints, consider problems, and participate in making decisions affecting the college community.  
To provide a means whereby students may gain experience and training in responsible political participation and community leadership.  
To promote understanding and cooperation among students, faculty and administration.  
To facilitate communication among the student organizations of Brewton-Parker College.  
To encourage student, faculty, and community involvement in all facets of college life.

### **Article II Membership**

- Sec. 1 Senate membership shall be open to all students of Brewton-Parker College's Mt. Vernon Campus.
- Sec. 2 All Senators must have a cumulative GPA of 2.5 prior to election. While in office, the Senator must not make less than a 2.0 GPA per semester.
- Sec. 3 The total number senators from each class will be determined as follows:  
A. The freshman class shall automatically receive one senate seat plus one additional seat for every seventy-five members of the class.  
B. The sophomore class shall automatically receive two senate seats, plus one additional seat for every seventy-five members of the class.

- C. The junior class shall automatically receive three senate seats, plus one additional seat for every seventy-five members of the class.
  - D. The senior class shall automatically receive four senate seats, plus one additional seat for every seventy-five members of the class.
- Sec. 4 The Assistant to the Dean of Students shall be the advisor to the S.G.A. and shall be an ex-officio member of all of its committees.
- Sec. 5 The quorum required for holding a meeting of the Student Government Association is the majority of the Senate, a Chairperson from the Executive Branch, and a Secretary.

### **Article III Removal from Office**

- Sec. 1 The Senate shall have the power to regulate the behavior of its members and may remove any member by a two-thirds vote for malfeasance, misfeasance, or nonfeasance in office.
- Sec. 2 Any member of the Legislative, Executive, or Judicial Branch who is convicted of a student conduct code violation shall be charged with malfeasance in office and such charge shall be initiated by the President or Vice President of the Student Government Association.
- Sec. 3 The Senate shall have the power to impeach any member of the Executive Branch or the Judicial Branch for malfeasance, misfeasance, or nonfeasance in office and remove such individual by two-thirds vote of the Senate.
- Sec. 4 Any member of the Senate or member of the Executive Branch who is subjected to removal or impeachment proceedings shall be afforded one week notice and shall have the opportunity to speak and bring witnesses on his or her own behalf.
- Sec. 5 Three absences, excused or unexcused, per semester from regularly called meetings of the Senate by a Senator or member of the Executive Branch shall be interpreted as nonfeasance in office, and such charge shall be brought by the Secretary of the Student Government Association. The Senator or Executive officer will be automatically removed from office, but may petition the Senate for reinstatement.
- Sec. 6 The Chief Justice of the Judicial Branch shall act as the Chairman of the Senate for the impeachment meeting of any member of the executive branch but shall exercise no vote.

### **Article IV Committees**

- Sec. 1 There shall be three standing Senate committees. The director, head, or president of the organization or service may serve as members on the committee. They must follow the Constitution of the Student Government Association. However, they are exempt from the attendance policy. The committees are legislative in nature and shall have the following duties:

**Facilities Committee.** Shall be responsible for researching and introducing legislation concerning the quality of the maintenance of campus grounds, maintenance of campus

buildings and the hours of operation.

**Services Committee.** Shall be responsible for researching and introducing legislation dealing with any aspect of campus food service, academic affairs, residence life, spiritual life, and other services offered to students.

## **Article V Duties of the Senate**

- Sec. 1 The Senate is to be the final authority on all matters concerning the Student Government Association.
- Sec. 2 The Senate shall approve the final budget of the Student Government Association.
- Sec. 3 The Senate shall confirm or reject all appointments.
- Sec. 4 The Senate may override a Presidential veto with a two-thirds majority.
- Sec. 5 The Senate shall retain any and all powers, rights, and/or responsibilities not specifically enumerated in this document to other bodies.

## **Article VI Elections**

- Sec. 1 The Senate shall have the power to set and hold elections for membership, referendum on amendments, and such other business as may be necessary to bring before the student body as a whole.
- Sec. 2 The Senate shall hold its yearly Senatorial election to elect the Senior, Junior, and Sophomore Senators before April 1<sup>st</sup>. The Freshman Senatorial elections shall be held within the first four weeks of the fall semester.
- Sec. 3 Senate elections shall be determined by a majority of votes cast.
- Sec. 4 All registered students of Brewton-Parker College shall be eligible to vote in any student election.
- Sec. 5 No student shall be eligible to cast more than one ballot in any student election.

## **Title II Executive Branch**

### **Article I Purpose**

- Sec. 1 The Executive Branch of the Student Government Association shall uphold the following purposes:
  - To insure the execution and implementation of Senate legislation.
  - To serve as the official representatives of the student body before the administration, the faculty, and to whom they serve.

### **Article II Membership**

- Sec. 1 The Executive Branch shall consist of a President, a Vice-President, a Secretary/Treasurer, a Parliamentarian, a Public Relations Officer, a Technology Representative, a Chaplain and a Chief Justice.
- Sec. 2 All executive officers must be students of the Mt. Vernon campus

of Brewton-Parker College and have a cumulative GPA of 2.75 prior to election. While in office, the executive officer must not make less than a 2.0 GPA per semester.

Sec. 3 The executive officers along with the chairpersons of all Senate standing committees shall be known as the Executive Cabinet.

### **Article III Duties of the President**

Sec. 1 The head of the Executive Branch shall be the President of the Student Government Association.

Sec. 2 The President shall be an ex-officio member of the senate and all of its committees, but will have no voting rights.

Sec. 3 The President shall make all standing committee and chairperson appointments and may appoint any necessary ad-hoc committees subject to majority senate approval.

Sec. 4 The President shall be responsible for appointing a parliamentarian to the Senate subject to majority Senate confirmation within the first two weeks of his/her term.

Sec. 5 The President shall work with other officers in initiating programs for their areas of concern.

Sec. 6 The President must sign or veto all Senate legislation within five days of passage.

Sec. 7 The President shall be responsible for submitting and representing all approved Senate recommendations to the administration.

Sec. 8 The President shall have the power to appoint a replacement for the Vice-President, should a vacancy occur in that office, with two-thirds approval of the senate.

Sec. 9 The President shall serve as a member of the President's Cabinet. In the event that the President is unable to serve in this capacity, the next available Executive officer will act as an alternate.

### **Article IV Duties of the Vice-President**

Sec. 1 The Vice-President shall be an ex-officio member of the Senate and all of its committees and shall reserve the right to vote on matters before the Senate only in the case of a tie.

Sec. 2 The Vice-President shall serve as chairperson of the Senate.

Sec. 3 The Vice-President shall fulfill such duties as are assigned by the President.

Sec. 4 The Vice-President shall be the successor to the President should the President vacate the office for any reason.

### **Article V Duties of the Secretary/Treasurer**

Sec. 1 The Secretary shall be a non-voting member of the Senate.

Sec. 2 The Secretary shall be responsible for maintaining comprehensive minutes of all official business transpiring in regular or special meetings of the Senate.

Sec. 3 The Secretary shall be responsible for maintaining comprehensive minutes of the meetings of the Executive Cabinet.

Sec. 4 The Secretary shall be responsible for calling roll at the beginning of all Senate and Executive Cabinet meetings.

- Sec. 5 The Secretary shall be responsible for confirming the eligibility of all members of the Senate to serve each semester based on attendance and academic eligibility requirements, and shall be responsible for initiating charges of nonfeasance in office for all Senators and Executive Officers ineligible due to lack of attendance.
- Sec. 6 The Secretary shall be responsible for all of the financial records of the Student Government Association.
- Sec. 7 The Secretary shall be responsible for presenting a complete financial report detailing all revenue and expenditures at each business meeting.
- Sec. 8 The Secretary shall turn over all books for an outside audit at the request of any member of the S.G.A.

**Article VI Duties of the Parliamentarian**

- Sec. 1 The Parliamentarian of the Student Government Association shall be appointed by the President during the first two weeks of his/her term in office. The appointment shall be subject to a two-thirds majority confirmation of the Senate.
- Sec. 2 Prior to appointment, the Parliamentarian candidate must pass a test proving proficiency in parliamentary procedure as outlined in Robert's Rules of Order, and must demonstrate a working knowledge of the S.G.A. Constitution. The Director of Student Affairs shall administer the test.
- Sec. 3 The Parliamentarian shall be a non-voting member of the Senate.
- Sec. 4 The Parliamentarian shall be responsible for advising the chairperson of the Senate of the correct implementation of parliamentary procedure.
- Sec. 5 The Parliamentarian shall be responsible for maintaining and circulating an accurate and complete copy of the Student Government Association Constitution and Bylaws. The Parliamentarian shall also advise the President, the Vice-President, and the Senate body of the provisions of these two documents when necessary to avoid violation or ignorance of these provisions.
- Sec. 6 The Parliamentarian shall be responsible for educating the general Senate body in parliamentary procedure at the beginning of each new member's term.
- Sec. 7 The Parliamentarian shall be responsible for advising and aiding the President and Vice-President in defense of any action of the Senate charged with unconstitutionality before the Supreme Judicial Committee of the Judicial Branch.

**Article VII Duties of the Public Relations Officer**

- Sec. 1 The Public Relations Officer shall be a voting member of the Senate.
- Sec. 2 The Public Relations Officer shall be responsible for maintaining a comprehensive scrapbook documenting all Student Government Association activities.
- Sec. 3 The Public Relations Officer shall be responsible for all Student Government publicity, which includes but is not limited to the

posting of signs and/or the sending of letters notifying Senators of meetings, and the issuing of press releases such as a newsletter or newspaper with the authorization of the President and a majority of Executive Cabinet members.

### **Article VIII Duties of the Technology Representative**

- Sec. 1 The Technology Representative shall be a voting member of the Senate.
- Sec. 2 The Technology Representative shall be responsible for maintaining the website of the Student Government Association.
- Sec. 3 The Technology Representative shall serve as the liaison between the Student Government Association and Technology Services.
- Sec. 4 The Technology Representative shall give reports to the Student Government Association of meetings held with Technology Services.

### **Article IX Duties of the Chaplain**

- Sec. 1 The Chaplain shall be a voting member of the Senate.
- Sec. 2 The Chaplain shall be responsible for opening and closing each Student Government meeting in prayer.
- Sec. 3 The Chaplain shall be responsible for the spiritual development of the student body.

### **Article X Duties of the Chief Justice**

- Sec. 1 The Chief Justice shall be a non-voting member of the Senate.
- Sec. 2 The Chief Justice of the Student Government Association shall be an elected position. Prior to election, the Dean of Students must approve the Chief Justice candidate.
- Sec. 3 The Chief Justice shall serve as the chairperson of the Judicial Committee as well as the Judicial Branch of the Student Government Association.
- Sec. 4 The Chief Justice shall be responsible for appointing one Senator from each class to serve on the Judicial Committee, subject to two-thirds majority confirmation of the Senate, within the first two weeks of his/her term.

### **Article XI Executive Cabinet**

- Sec. 1. The Executive Cabinet shall uphold the Preamble of the Constitution of the S.G.A.
- Sec. 2. The President, the Vice-President, the Secretary/Treasurer, the Parliamentarian, the Public Relations Officer, the Technology Representative, the Chaplain, the Chief Justice, and the Chairpersons of each Senate standing committee shall comprise the Executive Cabinet.
- Sec. 3. The purpose of the Executive Cabinet shall be to promote cooperation and communication between the Executive and Legislative Branches of the S.G.A., and to provide the President with specialized, diverse advice on all aspects of S.G.A. business.
- Sec. 4. When the Senate cannot convene, due to an emergency

situation, the Executive Cabinet and the Senate members available shall have the authority to act in the best interest of the S.G.A. with the initiation of the S.G.A. President and the Assistant to the Dean of Students.

### **Article XII Elections**

- Sec. 1 The Senate shall hold its yearly Executive election at least two weeks prior to the Senatorial election.
- Sec. 2 Executive elections shall be determined by a majority of votes cast. If no candidate receives a majority decision, a run-off election shall be held between the two candidates who receive the most votes in the general election.
- Sec. 3 In the event that no one runs for a position in the executive cabinet, the President shall appoint someone to that position within two weeks of the end of the election. This appointment will be confirmed by a vote of two-thirds majority by the Senate.

## **Title III Judicial Branch**

### **Article I Purpose**

- Sec. 1 The Students of Brewton-Parker College do accept and establish the Judicial Branch of the Student Government Association of Brewton-Parker College, in order to promote an equitable involvement in the College community, to promote self-discipline, to establish a disciplinary system of conducting meetings involving all students who are accused of violating the rules and regulations of the College, to provide students accused of a violation of college regulations an opportunity for fair play, and to provide a board of review for questions concerning the interpretation of student organization constitutions, rules, and regulations.

### **Article II Jurisdiction**

- Sec. 1 All regularly enrolled students and student organizations of Brewton-Parker College are subject to the jurisdiction of all bodies of the Judicial Branch of the Student Government Association.
- Sec. 2 The Judicial Branch shall consist of a Supreme Judicial Committee.
- Sec. 3 The Supreme Judicial Committee of the Student Government Association shall meet as deemed necessary to render a decision with the following:
  - A. Student Conduct Code Violations
    - a. Repeat violations
    - b. Violations of disciplinary probation
    - c. Suspendable offenses
  - B. Student Government Constitution and Bylaws
    - a. Approval of organizations constitutions
    - b. Questions pertaining to the Constitution and/or Bylaws

- C. Other
  - a. Non-suspendable violations
  - b. First time violations
  - c. Traffic regulations (not outlined in the Student Conduct Code.)
  - d. Decisions relating to any student organization's constitution and its bylaws.

### **Article III Membership**

Sec. 1 The Judicial Committee of the Student Government Association shall consist of five voting members: the Chief Justice and four Senators, appointed by the Chief Justice, one from each class. These appointments are subject to a two-thirds majority confirmation by the Senate. The Secretary of the Senate shall serve as an ex-officio member of the Judicial Committee.

## **Title IV Student Bill of Rights**

### **Article I Student Bill of Basic Rights**

- Sec. 1 Freedom of inquiry, expression, and assembly so long as it is conducted in a manner that does not infringe upon the rights of others, shall not be abridged.
- Sec. 2 Freedom from unreasonable invasion of the privacy of the individual's person, living quarters, papers, personal effects and college records is guaranteed.
- Sec. 3. The right to fair play and equal protection under the law and the Disciplinary system of the college is guaranteed.
- Sec. 4. Students shall be free to pursue their educational goals; the right to free exchange of ideas, thoughts, and views shall not be abridged.
- Sec. 5. Students who meet the college's standards for participation in organizations and events and meet the individual organization requirements for membership shall not be disenfranchised in their freedom of association.

### **Article II Fair Play**

Sec. 1 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 disciplinary process:

**Notice**—to be informed in writing of the inappropriate behavior in which the student is suspected of involvement.

**Procedure**—to be informed orally or in writing of the disciplinary process.

**Meeting**—to have an opportunity to be heard in person before a decision is made.

**Evidence**—to know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.

**Witness**—to be able to offer a defense by having material or character witnesses speak on the student’s behalf.

**Advisor**—to have a Brewton-Parker College faculty member staff member, or student attend the meeting in the role of a friend, advisor or counselor.

**Written decision**—to have a written response reporting the results of the meeting.

**Question a decision**—to question a decision of the Dean of Students (or designee) of the Student Judicial Committee except when admitting guilt and a minimum sanction is given.

## **Title V Ratification and Amendment**

### **Article I Ratification**

- Sec. 1 This Constitution shall become the official Constitution of the Student Government Association when it is ratified by the students of Brewton-Parker College and receives the signature of approval of the Dean of Students.
- Sec. 2 Student ratification of this Constitution shall be by referendum held for that purpose. The approval of two-thirds of those voting shall be necessary to ratify this Constitution.
- Sec. 3 All previous Constitutions, By-laws, and Disciplinary Procedures not expressly continued by this Constitution are hereby declared null and void upon ratification of this Constitution.

### **Article II Amendment**

- Sec. 1 Amendments to the Constitution shall be proposed by a two-thirds vote of the Senate.
- Sec. 2 The final approval of a proposed amendment shall be accomplished by a referendum in which the approval of two-thirds of those voting shall be necessary for adoption, and the approval of the Dean of Students.
- Sec. 3 Proposed amendments to the Constitution shall be publicized for a period of one week prior to the date of student body referendum

### **Article III Bylaws**

- Sec. 1 The power to propose and approve Bylaws shall rest in the Senate of the Student Government Association.
- Sec. 2 The bylaws of the Student Government Association are amendable by a two-thirds vote of the Senate, and the approval of the Dean of Students.
- Sec. 3 The Senate shall pass no bylaw, which is in contradiction to any provision of this Constitution.
- Sec. 4 The Supreme Judicial Committee of the Judicial Branch is vested with the power of Disciplinary review and may strike down any bylaw which is in contradiction of this Constitution and its amendments, should such be made.

## **Article IV Other Issues Pertaining to the Student Government Association**

- Sec. 1 The current edition of the Brewton-Parker Student Handbook is the default ruling document on College related matters that are not covered under this constitution.
- Sec. 2 The current edition of Robert's Rules of Order is the default authority on all parliamentary procedures that are not covered in this constitution.

## **Bylaws of the Student Government Association of Brewton-Parker College**

### **Title I Legislative and Executive Branches**

#### **Article I General Provisions**

- Sec. 1 All meetings of the Senate shall be open, and any student, faculty member, staff member, or administrator shall be permitted to participate in discussion although only Senators may make motions and vote.
- Sec. 2 All resolutions, motions, proposed bylaw changes, or proposed amendments shall be submitted in writing to the Vice-President no less than 24 hours before a senate vote may be held.
- Sec. 3 The Senate shall meet weekly at a time and place which it shall designate.
- Sec. 4 The President or the Vice-President with a minimum of 48 hours notice may call special sessions of the Senate.
- Sec. 5 Attendance shall be taken at the beginning of each meeting.
- Sec. 6 In the absence of the Vice-President, the Parliamentarian shall preside over the meeting. If the Parliamentarian is not present, the Historian shall preside.
- Sec. 7 In the absence of the Secretary, the Vice-President shall appoint a temporary Secretary.

#### **Article II Installation**

- Sec. 1 Installation of Senators and Executive officers shall take place within two weeks of their election or appointment.
- Sec. 2 The Installation oath administered to newly elected or appointed Senators and Executive Officers shall be administered by the President and shall be as follows:  
I [state your full name] swear [or affirm] to fulfill the duties of the office entrusted to me to the utmost of my ability, to serve purposefully and meaningfully, to speak frankly and candidly in representing student interests, and, in all endeavors, to reflect honor and merit upon this organization and Brewton-Parker College.
- Sec. 3 The incoming President shall be sworn in by the outgoing President prior to the installation of any other Executive Officers. The Incoming President shall then administer the oath of office to all other Executive Officers.

### **Article III Executive Cabinet**

- Sec. 1 The Executive Cabinet shall be composed of the President, Vice-President, Secretary/Treasurer, Public Relations Officer, Parliamentarian, Chief Justice and the Chairmen of all Senate standing committees. Senators may attend Executive Cabinet meetings with an invitation from the President.
- Sec. 2 The Executive Cabinet shall be charged with the oversight of the operation of the committee system.
- Sec. 3 The Executive Cabinet shall hold at least one bi-weekly meeting at a time and place chosen by the President. The President may call special meetings of the Executive Cabinet at his/her discretion.
- Sec. 4 Meetings of the Executive Cabinet shall be closed meetings.

### **Article IV Impeachment and Removal Proceedings**

- Sec. 1 Impeachment proceedings may be initiated by any Senator's motion to begin impeachment proceedings. One-third of those Senators voting must vote to approve the motion for the impeachment to proceed. The impeachment meetings shall be no sooner than one week and no later than three weeks after the motion to impeach is made.
- Sec. 2 A formal notice of intent to remove from office must be delivered to the Senator or Officer accused within four days of the initiation of the impeachment procedure.
- Sec. 3 The Senate shall meet in special session for the meeting and this meeting shall be in addition to the regular meeting of the week.
- Sec. 4 The Vice-President shall preside over the meeting if a senator is being impeached, while the Chief Justice of the Judicial Branch shall preside if a member of the Executive Branch is being impeached.
- Sec. 5 The formal charge of impeachment shall be read at the beginning of the meeting.
- Sec. 6 The Senate member who initiated the motion for the meeting shall present the reasons for the motion to impeach. The member may call witnesses and present evidence in support of the impeachment action.
- Sec. 7 The member or officer being impeached shall have the right to present testimony, witnesses, and evidence in his/her behalf.
- Sec. 8 All witnesses called to testify before the Senate in an impeachment meeting shall pledge the following oath.  
I [state your full name] swear [or affirm] that I will tell the entire truth to the best of my knowledge, so help me God.
- Sec. 9 Following the presentation of arguments for both sides, the Senate shall be allowed to question any witnesses and examine any evidence presented.
- Sec.10 The Senate shall then be allowed to discuss the facts in private and vote by secret ballot. The accused and the accuser shall be excluded from the discussion and voting process.
- Sec. 11 The President, the Secretary, and the S.G.A. advisor shall tally the votes. A two-thirds vote shall be necessary for removal from

- office.
- Sec. 12 If a member of the Senate or the Executive Branch accumulates three absences in one semester, he/she shall be immediately and automatically removed from office. The Secretary must notify the member of his/her removal within four days of the accumulation of his/her third absence. The notice shall contain the dates of all of the member's accumulated absences.
- Sec. 13 The member removed for nonfeasance by absence shall have no more than one week to petition the Senate for reinstatement. The member may present testimony and witnesses on his/her own behalf, and the Senate may question the petitioner and any witnesses who testify. Upon hearing the petition and testimony, the Senate shall discuss in private. A two-thirds vote in favor of reinstatement shall be necessary to approve the petition.
- Sec. 14 Any member of the S.G.A. subjected to impeachment proceedings shall retain all rights as outline in the Student Bill of Rights.

#### **Article V. Vacancies in Office**

- Sec. 1 If the President of the S.G.A. is removed from, resigns from, or is incapacitated in office, the Vice-President shall automatically become the President of the S.G.A. and immediately appoint a new Vice-President.
- Sec. 2 If both the President and Vice-President of the S.G.A. vacate their offices for any reason, the Parliamentarian shall serve as interim President until a special election can be held to elect a new President and Vice-President. The qualifications for the special election shall be held within two weeks to fill the vacancy.
- Sec. 3 If a Senator vacates his/her office for any reason, the vacancy shall be filled in a manner approved by the Senate.
- Sec. 4 If an Executive Cabinet member vacates his/her office for any reason, the vacancy shall be filled by an election within two weeks time.

### **Title II The Judicial Branch**

#### **Article I Commencement of Action**

- Sec. 1 Disciplinary cases  
*Disciplinary action may begin upon notification from the Office of Student Affairs of an alleged violation of the Student Conduct Code.*  
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 the Dean of Students (or designee). When the Dean of Students (or designee) believes there is sufficient evidence to support the alleged violations, a meeting will be arranged with the student and the Dean of Students (or designee). If the student admits to a violation of the value, the student will receive a sanction, guidance and counseling. If the

student indicates that a value has not been violated, the student has the option of having a meeting conducted by either the Dean of Students (or designee) or by the Student Judicial Committee. If the alleged violator requests a meeting before an S.G.A. Judicial Committee, the Chief Justice of the Judicial Branch will be notified that a disciplinary case is pending. If the alleged violator is required to go before the Judicial Committee, the Judicial Committee Chair will be notified that a disciplinary case is pending.

The appropriate body shall meet within five class days after the Chief Justice or Judicial Committee Chairperson has been notified of an alleged violation. The alleged violator may request a continuance from the Student Affairs Office if circumstances are such that he/she cannot attend the meeting.

The Chief Justice shall notify the Judicial Committee of all pending meetings.

The Judicial Committee shall meet when necessary regarding individual residence hall violations.

Sec. 2

Organization Constitutional Review

Notification and request for meetings and Disciplinary interpretation may be made by a petition of 5 members of the organization involved.

Notification and request for meetings for the purpose of organizational constitutional review shall be filed with the Chief Justice of the Judicial Branch of the S.G.A.

The Chief Justice will notify in writing all affected parties concerning date, time, and place of the meeting.

## **Article II Meeting Procedures**

Sec. 1 Disciplinary action

Following the call of the meeting by the Chief Justice, the appropriate body will convene.

All Sessions of all Judicial Committees of the S.G.A. are open only to relevant parties.

The person who filed the incident report shall first discuss evidence concerning the alleged violation to the Judicial Committee. The alleged violator shall then present any evidence or witnesses in his/her behalf.

After having statements by all persons present, the Judicial Committee, in closed session, will discuss and reach a decision. If the body finds the alleged to be in violation, it shall determine the sanctions to be imposed. Minimum sanctions are outlined in the Student Conduct Code.

A student's prior disciplinary record is not admissible in the discussion of guilt or innocence, but may be used for determining appropriate disciplinary sanctions, if found in violation.

Failure of the alleged violator to appear at the meeting will result in his/her being found in violation.

Failure of the accuser to appear will result in automatic dismissal of the violation.

Sec. 2

Organization Constitutional Review

The meeting will be open to all affected parties.

The presiding officer of the organization in question shall be responsible for presenting the Judicial Committee with an accurate copy of the organization's constitution.

The petitioners for review shall first present the body with any evidence or testimony that may help clarify the question.

The members of the organization opposed to the petition shall then present the body with any evidence or testimony that may help clarify the question.

After having heard all aspects of the question, the Judicial Committee, in closed session, will make a decision.

The decision of the board will be rendered no later than seven days after the meeting is complete.

The decision of the board shall be presented to the Dean of Students for approval.

### **Article III Decisions of the Judicial Committee**

Sec. 1 A majority vote is necessary to reach a decision.

Sec. 2 Findings of the Judicial Committee must be submitted in writing to the Dean of Students within two class days of the meeting.

Sec. 3 The Dean of Students shall approve the decisions of the Judicial Branch of the S.

# BREWTON-PARKER COLLEGE STUDENT CONDUCT CODE

## I 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.

## II 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.

4. Students shall be free to pursue their educational goals; the right to free exchange of ideas, thoughts, and view-points shall not be abridged.
5. 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 either the Dean of Students (or designee) or the Student Judiciary 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.

### **III 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 fourth, 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 child are left un-supervised outside the classroom, they could be placed in an unsafe environment. Therefore, the College requests the cooperation of all students in this matter.

## **IV 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**—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.

**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.

## **V 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 of the inappropriate behavior in which the student is suspected of involvement.
2. Procedures—to be informed orally or in writing of the judicial process.
3. Meeting—to have an opportunity to be heard.
4. Evidence—to know the nature of the evidence.

5. Witness's—to be able to offer a defense by having material or character witnesses speak on the student's behalf.
6. Advisor—to have a Brewton-Parker College faculty member staff member, or student attend the meeting in the role of a friend, advisor or counselor.
7. Written decision—to have a written response reporting the results of the meeting.
8. Question a decision—to question a decision of the Dean of Students (or designee) or the Student Judiciary except when admitting guilt and a minimum sanction is given.

## **VI 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 of Students (or designee) or the Student Judiciary. Referral to counseling will be made when deemed appropriate.

### **1. VALUE: RESPECT FOR THE WORTH OF THE INDIVIDUAL**

#### **Violations:**

#### **1. 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 Sentence:
  - a. First Offense Reprimand and Restitution.
  - b. Second Offense—Disciplinary Probation and Community Service, and referral to the Counseling Center.

#### **2. 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. By an Individual
    - i. First Offense—Disciplinary Probation, Fine of \$100, Loss of Privilege and referral to the Counseling Center.
    - ii. Second Offense—College Suspension.

- b. By an organization:
        - i. First Offense—Disciplinary Probation, Fine of \$500, and Loss of Privilege.
        - ii. Second Offense—College Suspension of organizational status.
  - 3. 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 of Students.
    - 2. Minimum Sanction:
      - a. First Offense—Reprimand
      - b. Second Offense—Fine of \$50, and Community Service, and referral to the Counseling Center.
  - 4. Sexual Misconduct**
    - 1. Definition—Publicly demonstrated explicit or simulated sexual behavior in lobbies, dorm rooms and TV room located in the Phillip Student Center. Conduct which is contrary to instinctive modesty, human decency and self-respect; private unlawful sexual relations between or among opposite sex or same sex participants.
      - a. First Offense—Disciplinary Probation and Fine of \$50.
      - b. Second Offense—Fine of \$100 and College Suspension.
  - 5. Invasion of Privacy**
    - 1. Definition: Peeping Toms, indecent exposure
    - 2. Minimum Sanction:
      - a. First Offense—Reprimand and referral to Counseling Center.
      - b. Second Offense—College Suspension.
  - 6. 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 Expulsion
- 2. VALUE: PRACTICE OF SELF-DISCIPLINE**
- Violations:**
- 1. Lewd and Indecent Conduct**  
Refer to A.3
  - 2. Invasion of Privacy**  
Refer to A.5
  - 3. Sexual Misconduct**  
Refer to A4
  - 4. 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—Reprimand
  2. Second Offense—Loss of Privilege
  3. Third Offense—Fine of \$25

## **5. Possessions, 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 the campus and at any activity off campus, which is sponsored by any Brewton-Parker College organization, department or group or by any individual in the name of any College organization, department or group. This includes consumption off-campus and returning to campus while under the influence. Alcoholic beverage containers, boxes, and suit cases either full or empty, are prohibited.
2. Minimum Sanction:
  1. By an individual—
    - a. First Offense—Disciplinary Probation, Fine of \$50, attends alcohol education program(s), and signed contract with Counseling Center.
    - b. Second Offense—College Suspension and Fine of \$100.
  2. By an organization—
    - a. First Offense—Disciplinary Probation, Fine of \$200 and all members attend alcohol education program(s)
    - b. Second Offense—College suspension of organizational status

## **6. Distributing Alcoholic Beverages to an Underage Person**

1. Definition:
  1. By an individual - Any person providing or distributing alcoholic beverages to any individual below the age of 21 years.
  2. By an organization - Any organization providing alcoholic beverages to any individual below the age of 21 years.
2. Minimum Sanction:
  1. By an individual—College suspension
  2. By an organization—College suspension of organizational status

## **7. 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: College suspension, attendance at a drug abuse educational program before re-admission to

the college, and participation in the colleges counseling program for at least one semester upon re-admission.

**8. Distributing Illegal Drugs**

1. Definition—Providing or distributing illegal drugs to any individual.
2. Minimum Sanction—Expulsion

**9. Closing Hour Regulations**

1. Definition—being outside residence halls after the designated curfew.
2. Minimum Sanction:
  - a. First Offense—Reprimand
  - b. Second Offense—Community Service, and Fine of \$50

**3. VALUE: PRACTICE OF ACADEMIC INTEGRITY**

**Violations:**

**1. 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 \$25, and Disciplinary Probation
  - b. Second Offense—College Suspension

**2. Cheating**

1. Definition—Any form of cheating, including plagiarism. Each faculty member assigns appropriate punishment after checking with the office of the Dean to see if there were any previous offenses.
2. Minimum Sanction:
  - a. First Offense—A grade of zero on the test, paper, etc.
  - b. Second Offense—A grade of zero and dropped from the course
  - c. Third Offense—Immediate expulsion

**4. VALUE: RESPECT FOR PROPERTY AND THE ENVIRONMENT**

**Violations:**

**1. 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—Disciplinary Probation, Fine of \$50, Restitution, and referral to the counseling center
  - b. By an organization—Restitution and Fine of \$100
3. Second Offense: Suspension

**2. 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 \$100, Restitution, Community Service and referral to the Counseling Center
- b. By an organization—Disciplinary Probation, fine of \$100, Restitution.

**3. 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
  - b. Second Offense—Fine of \$100 and Community Service

**4. 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 \$100, and Community Service
  - b. Second Offense—College Suspension

**5. 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.
2. **Minimum Sanction —**Indefinite Suspension
  - a. First Offense – Disciplinary Probation, Fine of \$50
  - b. Second Offense – College Suspension (depending on the severity)

**6. Possessing or Using Fireworks on Campus**

1. **Definition—**Possession or use of fireworks on campus.
2. **Minimum Sanction**
  - a. First Offense—Reprimand and Confiscation of Fireworks
  - b. Second Offense—Disciplinary Probation, Fine of \$50, and confiscation of fireworks.

**7. Unauthorized Entry**

1. **Definition—**Entering any College building or facility without authorization.
2. **Minimum Sanction—**Reprimand

**5. VALUE: RESPECT FOR COMMUNITY AUTHORITY  
Violations:**

1. **Possessing, Consuming, and Distributing Alcoholic Beverages** Refer to B.4
2. **Distributing Alcoholic Beverages to an Underage Person**

Refer to B.5

3. **Possessing and Using Illegal Drugs** Refer to B.7
4. **Distributing Illegal Drugs** Refer to B.8
5. **Sexual Misconduct** Refer to A.4
6. **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.
7. **Violating Residence Hall Visitation Guidelines**
  1. Definition—Refusing to abide by specific guidelines. Being in other than public areas of residence halls in the company of a member of the opposite sex, or in the residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect.
  2. Minimum Sanction
    - a. First Offense—Disciplinary Probation and Fine of \$50
    - b. Second Offense—College Suspension and Fine of \$100.
8. **Additional Residence Hall Policies**
  1. Definition—Unexcused absence from mandatory hall meetings and fire alarm meetings.
  2. Minimum Sanction:
    - a. First Offense—Warning
    - b. Second Offense—Community Service
    - c. Third Offense—Fine of \$25
9. **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.
  2. **NO toy guns such as BB Guns, High Pressure Water Guns or Air-Soft Guns will be allowed on campus. If these toys are found in your room they will be confiscated.**
  3. Minimum Sanction:
    - a. First Offense—Disciplinary Probation and Fine of \$100
    - b. Second Offense—College Suspension
10. **Lewd and Indecent Conduct** Refer to A.3
11. **Invasion of Privacy** Refer to A.4

## **12. 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.
2. Minimum Sanction:
  - a. First Offense—Loss of Privilege, Fine of \$50, and Community Service
  - b. Second Offense—Disciplinary Probation and Fine of \$75
  - c. Third Offense – College Suspension

## **13. 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—Disciplinary Probation

## **14. Driving While Impaired**

1. Definition—Operating a motor vehicle on campus while under the influence of alcohol or illegal drugs.
2. Minimum Sanction:
  - a. First Offense—Loss of Privilege, Fine of \$300, and attendance at an alcohol education class
  - b. Second Offense—College Suspension

## **15. 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—Reprimand
  - b. Second Offense—Loss of Privilege
  - c. Third Offense—Fine of \$25

## **16. 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—Corresponds to the degree of seriousness of the law violated

## VII 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.

The purpose of the disciplinary process is to be fair to all involved in possible violations of Brewton-Parker College behavior values. This means that a student is given an opportunity to question evidence, which leads to the belief that a value violation occurred. This opportunity is given to the student before a decision is made about the violation and a sanction imposed.

*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 of Students. A meeting will be arranged with the student and the Dean of Students (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 value violations have been established. A student may appeal to the College Appeals Committee a decision or sanction made by the Dean of Students (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.