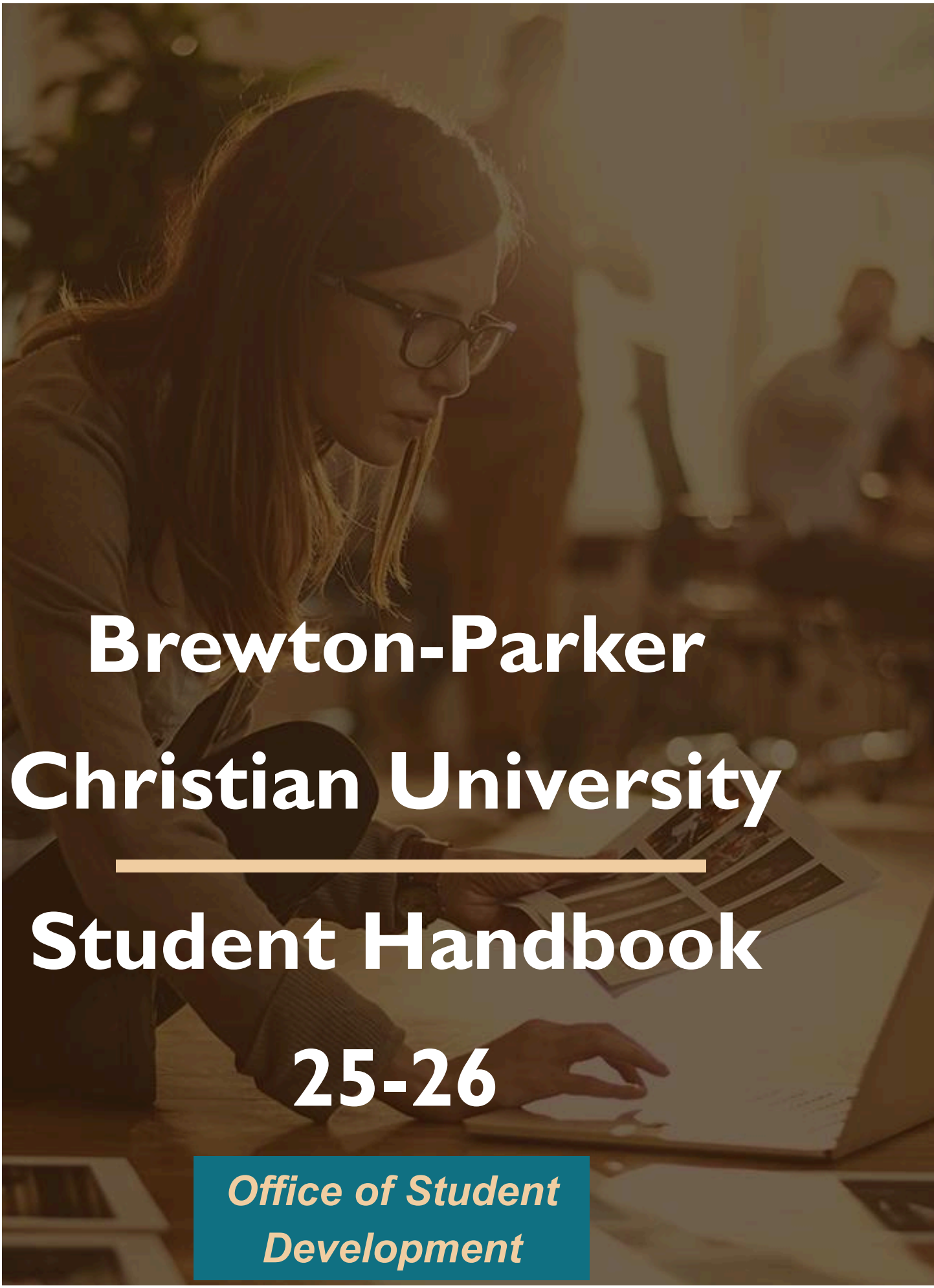


Brewton-Parker Christian University

Student Handbook

25-26

Office of Student Development

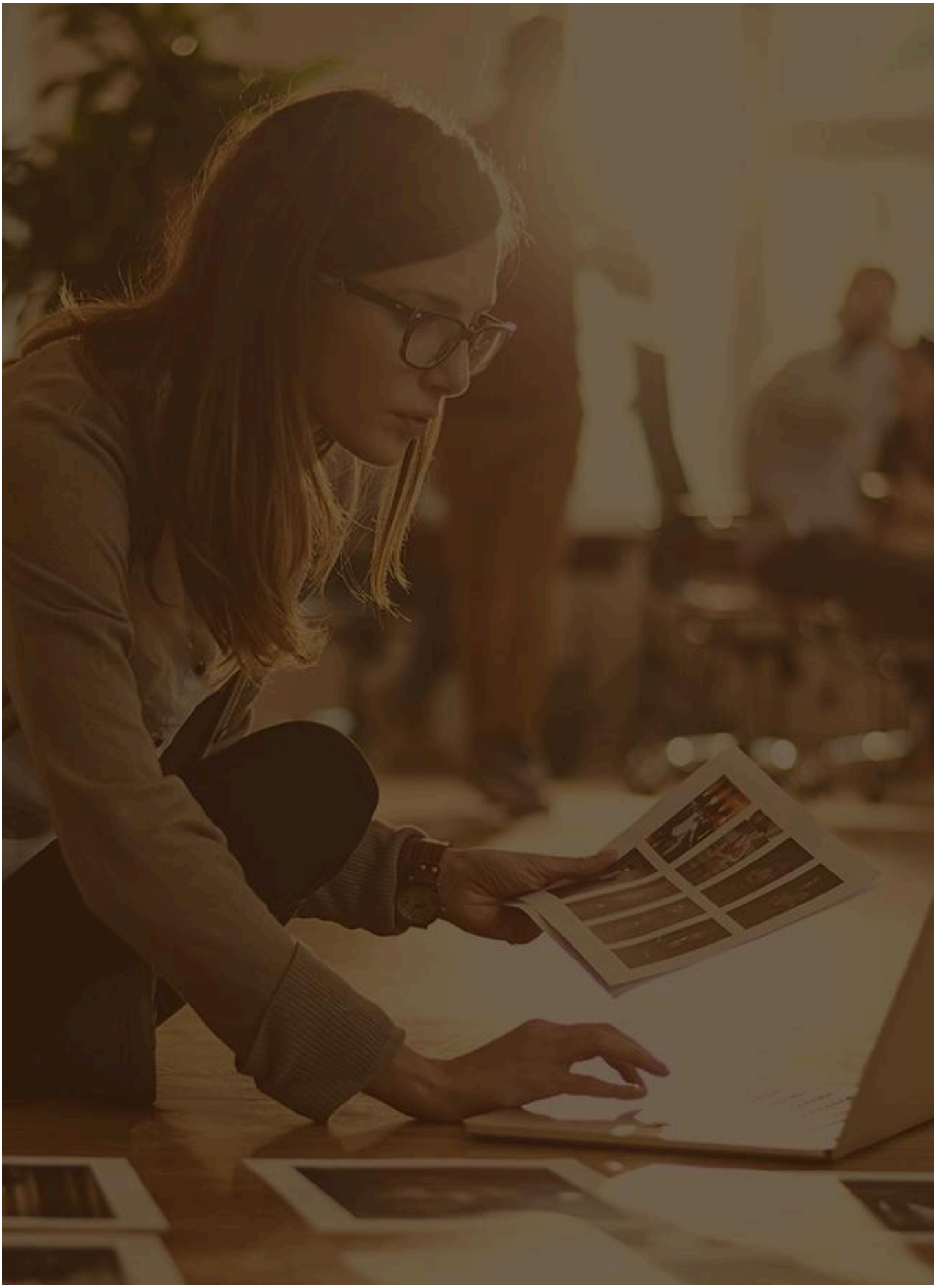


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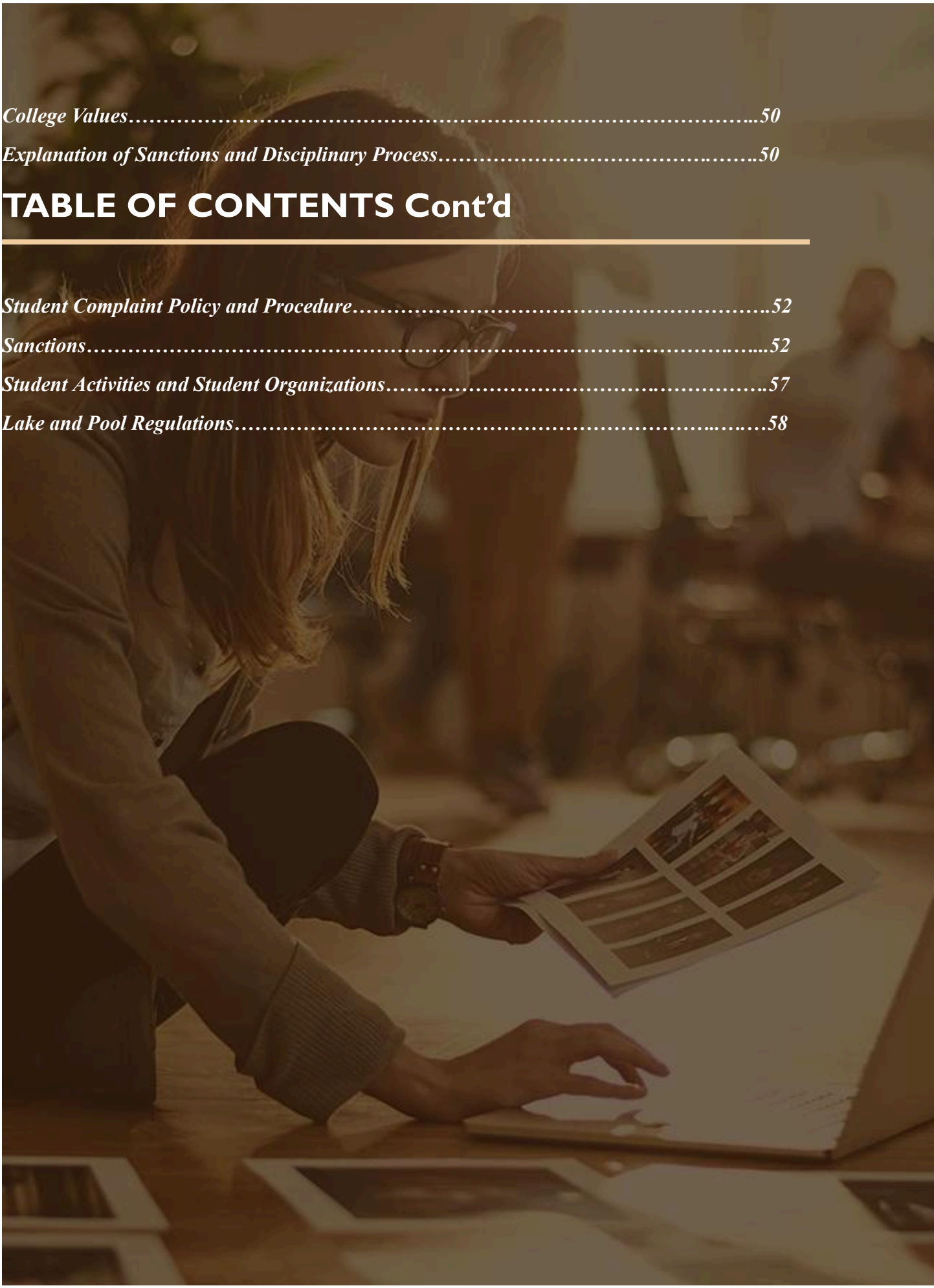
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Introduction

Brewton- Parker Christian University is committed to a policy of equal education and employment opportunities for all persons regardless of race, color, gender, age, national origin, religion, marital status, citizenship status, genetic information, veteran's status or disability.

***This edition of the Student Handbook supersedes all previous editions**. Students are responsible for becoming fully acquainted with the Brewton- Parker Christian University Catalog, Student Handbook and other published policies and procedures and are responsible for reading the chosen modes of communication of the college. The college reserves the right to amend, modify, clarify, or add to these documents or the rules, regulations, policies, or procedures applicable to students, and to respond to, as well as, impose sanctions based on specific situations in a matter that the administration deems appropriate under the circumstances.*

Brewton- Parker Christian University desires to honor Christ by striving to do all things with characteristic excellence.

Brewton- Parker Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Brewton- Parker Christian University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Brewton- Parker Christian University is a coeducational institution owned by the Executive Committee of the Georgia Baptist Mission Board (GBMB). The GBMB elects a board of 30 trustees, six chosen each year for a five-year term.

The Student Handbook outlines responsibilities of students enrolled at the college. The goals of this publication are to make students aware of general policies and procedures of the College and to assist in their academic, spiritual, personal and social development. Within the student handbook, you will find guidelines and standards of personal conduct, violations, and related penalties.

Brewton- Parker Christian University does not tolerate any known incident(s) which may produce any psychological or physical stress to any of the residents, administrators, faculty, staff, or persons affiliated with the College. Brewton- Parker Christian University does not participate or tolerate any lewd sexual behavior on the college campus, which may include but is not limited to verbal, sexual, physical, or psychological harassment. While individual religion preferences and freedoms are allowed and respected, practices that ignore basic ethical principles and Standards of Conduct (defined hereafter) will not be tolerated. Any harassment based on race, color, gender, age, national origin, religion, marital status, citizenship status, genetic information, veteran's status, disability, or any other class protected under federal or state laws and regulations ("Protected Class") will not be tolerated. We ask that you please be mindful that you chose to attend a Christian College and thus our student body should adhere to Christian values. This conduct is expected on or off campus or when engaged in off-campus activities.

It is the desire of the college's administration that each student has an awesome and memorable collegiate and spiritual experience at Brewton- Parker Christian University. The handbook serves as your guidebook to assist in this awesome collegiate and spiritual journey during your college career.

It is our expectation that students will adhere to our five Values:

Value 1 Respect for the Worth of the Individual
Value 2 Practice of Self-Discipline

Value 3 Practice of Academic Integrity
Value 4 Respect for Property and the Environment
Value 5 Respect for Community Authority

The college values are defined further in the handbook. The Department of Student Development is responsible for maintaining the Student Handbook and ensuring that the information is current.

Brewton- Parker Christian University

Office *of the* President

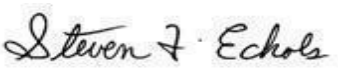
A Word from the President

The Brewton- Parker Christian University Campus is a place where we attempt to live our Christian values in a community setting. The enclosed information is designed to provide the information students need to know for all available campus services. As a college campus, there are a number of laws and regulations that we want students to be aware of and to understand our commitment to fully comply with them. These are noted in our handbook for your convenience.

In keeping with our commitment to exemplify Christ in all that we do, we have listed our standards and the resulting consequences for various violations. Our motives are always redemptive, but actions that violate Brewton- Parker Christian University values must be addressed. This handbook cannot account for the uniqueness of every situation. Students often do not have full information about why certain actions receive certain penalties. In other words, there is more to the story than they may know, and privacy requirements prevent administration from commenting on particular cases. It is important for all the Brewton- Parker Christian University family to trust the process and know that there is every attempt to deal with each case according to its own merits. While we can never account for every act and every circumstance, it is hoped this handbook will add clarity to the expectations for students, staff, and faculty as we seek to exemplify Christ in every aspect of the academy.

As always, we exist to enable our students to have a transformational experience at Brewton- Parker Christian University both academically and spiritually for the glory of God. Please know that faculty, staff, and administration are fully committed to this purpose and stand ready to do everything we can to assist our students and prepare them for the vocational and leadership opportunities that await them.

In His Service,



Steven F. Echols, President
Brewton- Parker Christian University

Our Vision

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

Our Mission

As a comprehensive Georgia Baptist Institution, Brewton- Parker Christian University provides liberal arts and professional programs in a learning community of shared Christian values. Through the application of biblical truth in scholarship and a co-curricular focus on character, servant leadership, and cultural engagement, the college strives to provide a transformational experience that equips the whole student for lifelong learning and service in Christ.

Our Core Values

(C1) *Biblically Centered Institution*

Brewton- Parker Christian University affirms The Baptist Faith and Message 2000 statement on biblical authority and adheres to the Bible as the standard and basis for a worldwide that undergirds and permeates its academic programs as well as every function of the college.

(C2) *Spiritual and Academic Transformation*

In seeking to develop the whole student, Brewton- Parker Christian University endeavors to provide an opportunity for an academically and spiritually transformational experience that will honor the Lord Jesus Christ.

(C3) *Practical Application*

Brewton- Parker Christian University is committed to preparing graduates for a variety of employment opportunities and for engaging a global context with a biblical worldview as ambassadors for Christ.

(C4*) Servant Leadership*

Brewton- Parker Christian University seeks to inspire and develop servant leaders to follow the example of Jesus in self-sacrifice and service to others.

(C5) *Characteristic Excellence*

Brewton- Parker Christian University desires to honor Christ by striving to do all things with characteristic excellence.

Brewton- Parker Christian University

Quick Reference…Where to Find It!

The area code and prefix for Brewton- Parker Christian University is (912) 583 unless otherwise noted.

Service(s) Needed	***Who to contact***	***Building location/other***	***Phone #/ext.***
Absence from class	*Professor*	*Check syllabus*	*Check syllabus*
Academic Advising	*Faculty Advisor*	*Check syllabus*	*Check syllabus*
Academic Services	*Provost*	*Gates Hall*	*3108*
Athletics	*Athletic Director*	*Gym*	*3178*
Admissions	*Admissions office*	*Palmer Bldg.*	*3245*
Alumni Affairs	*Alumni Office*	*Gates Hall*	*3216*
Campus Security	*Security Office*	*Newton Bldg.*	*(912) 253-9280*
Campus Escort	*Security Office*	*Newton Bldg.*	*(912) 253-9280*
Campus Pastor	*Campus Pastor*	*Gym*	*3294*
Change of Major	*Registrar's Office*	*Gates Hall*	*3242*
Chapel Attendance	*Campus Pastor*	*Gym*	*3294*
Counseling/Personal	*College Counselor*	*Cadle Bldg.*	*(912) 423-1000*
Counseling/Academics	*Faculty Advisor*	*Check Syllabus*	*Check Syllabus*
Disability Services	*Provost*	*Gates Hall*	*3108*
Email/Tech Support	*Student Help desk*	*Jordan Bldg. room 104*	*3119*
Enrollment	*Enrollment Svcs. Office*	*Palmer Bldg.*	*3221*
Fan Store	*Fan Store*	*Phillip Student Center*	*3203*
Financial Aid	*Financial Aid Office*	*Palmer Bldg.*	*3225*
Café/food services	*Business Office*	*Newton Bldg.*	*3290*
Student Center/Activities	*Student Activities*	*Phillips Student Center*	*3264*
Housing	*Director of Campus Life*	*Cook Bldg.*	*3297*
Institutional Research	*Institutional Research*	*Gates Hall*	*3108*

Institutional Advancement	*Advancement Office*	*Gates Hall*	*3167*
IT	*Help Desk*	*Jordan Bldg.*	*3129*
ID Cards	*Security Office*	*Newton Building*	*3218*
Library	*Director of Library Services*	*Fountain New Library*	*3230*
Lost and Found	*Post Office*	*Phillips Student Center*	*3203*
Maintenance	*Plant Operations*	*Plant Ops. Warehouse*	*3281*
Meal Plan	*Director of Campus Life*	*Cook Bldg.*	*3297*
Orientation	*Student Activities Director*	*Phillip's Student Center*	*3264*
Parking Decals	*Security Office*	*Newton Bldg.*	*3218*
Payment of Fees	*Business Office*	*Newton Bldg.*	*3288*
Post Office/Mail	*Post Office*	*Phillip's Student Center*	*3246*
Recreation/game room	*Student Activities*	*Phillip's Student Center*	*3264*
Registration	*Registrar's Office*	*Gates Hall*	*3242*
Refunds	*Business Office*	*Newton Bldg.*	*3288*
Scheduling of campus use of facilities	*Assistant to the President*	*Gates Hall*	*3202*
Schedule Change	*Registrar's Office*	*Gates Hall*	*3242*
Student Activities/Life	*Student Activities Director*	*Phillip's Student Center*	*3264*
Student Conduct	*VP of Enrollment and Athletics*	*Gym*	*3221*
Student Council	*Student Activities Director*	*Phillip's Student Center*	*3264*
Student Enrichment Center	*SEC Director*	*Cook Bldg.*	*3107*
Student Records/Transcripts	*Registrar's Office*	*Gates Hall*	*3242*
Student Services	*VP of Enrollment and Athletics*	*Gym*	*3221*
Veterans Affairs	*Financial Aid*	*Palmer Bldg.*	*3215*
Withdrawal from courses	*Registrar's Office*	*Gates Hall*	*3242*

Withdrawal from college	*Registrar's Office*	*Gates Hall*	*3242*

For further information relating to Brewton- Parker Christian University Policies and procedures on any of the above or other concerns not covered in this directory, please refer to the college catalog.

President's Cabinet

Dr. Steven F. Echols, President

Dr. Justin E. Russell, Provost

Dr. Nicole Shepard, Vice President Business and Finance

Mr. Chris Dooley, Vice President, Enrollment Services and Athletics

Dr. Byron Edens, Vice President On-Line Learning

Ms. Lynn Addison, Associate Provost, External Programs

Location of Campus

Brewton- Parker Christian University is centrally located in Mt. Vernon, Montgomery County, Georgia.

College Address: *201 David-Eliza Fountain Circle*

Mt. Vernon, Georgia 30445

College Colors *Blue and Orange*

Mascot *Baron*

College Operations

Area	***Days of Operation***	***Time(s)***
Campus Operating Hours	*Monday - Thursday*	*8 – 5PM*
	Friday	*8-12 noon*
Student Enrichment Center	*Monday - Thursday*	*8-6PM*
	Friday	*8-12 Noon*
Food Services	*Monday - Thursday*	*Breakfast 7-9:30AM; Lunch 11-2PM; Dinner 5-7:30PM*
	Friday - Saturday	*Brunch 11-2PM; Dinner 5-7PM*
	Sunday	*Lunch 11-2; Dinner 5-7:30PM*
Fan Store	*TBD*	*TBD*
Game Room	*TBDy*	*TBD*
	TBD	*TBD*
Gym		*As scheduled*
Library Hours	*M-Sunday*	*M-TH 8-11PM; Fri 8-Noon; Sat 11-3PM; Sun 2-11PM*
Pool Hours	*Seasonal*	*Seasonal*
Post Office	*Monday - Thu*	*8-5PM*
	Friday	*8-12 noon*

Toll Free Admissions Number (800) 342-1087

College Information (912) 583-2241

2025-2026 Academic Calendar

Fall 2025

August

12	Residence Halls open at 1:00 p.m. for O-Team and RA's
13	Fall Faculty & Staff Retreat and "Welcome Back Luncheon"
14	Fall Faculty & Staff Retreat Continued
15	Last date for new/returning students to register without a late fee New Student Move in & New Student Orientation Night
16	Campus Quest Day 1
17	Campus Quest Day 2 and Worship Service Residence Halls open for Returning & Transfer Students Evening / Returning Student Orientation
18	Fall semester and Session 1 classes begin Last day to drop/add without a fee(Students may drop/add once. Additional changes may incur a fee)
19	Academic Integrity Orientation Chapel (Mandatory for All Students)
20	Last date for drop/add Session 1
22	Last day to withdraw from the college with 100% tuition refund Last day to register and/or drop/add classes-5:00 p.m.
23	Fall Convocation
26-27	Campus Spiritual Emphasis (10:00-10:50 a.m.)
28	Last date to withdraw from college with 50% tuition refund

September

1	Labor Day Holiday: no classes and all administrative offices closed
11	Last day to withdraw from Session 1 classes without grade point penalty
23	Faculty Chapel

October

6-9	Optional Midterms Week
9	Session 1 classes end
13	Session 2 classes begin
14-15	Advising Days
15	Last date for drop/add Session2
23	Fall Break – No Classes
24	Fall Break All administrative offices closed
29	Last date to withdraw from Sem. Classes w/o grade point penalty

November

6	Last day to withdraw from Semester 2 classes without grade point penalty
20	Last date to withdraw from semester class with grade point penalty
21	Residence halls close at 1 p.m. for Thanksgiving Break
24-28	Thanksgiving holiday: No classes and all administrative offices closed

December

5	Last day of Class
8-11	Final Exams
11	Residence Halls close at 1:00 for Christmas Break
15-18	Faculty work days (Faculty are released at this time provided all grades are submitted and SP Syllabi are completed)
15	Winter Term begins
15-18	Administrative Office open – no classes
19-Jan 4	Christmas holidays – Administrative Offices closed
26	Last day for drop/add Winter term

Winter 2025

December

15-18	Faculty work days (Faculty are released at this time provided all grades are submitted and SP Syllabi are completed)
	16 Winter Term begins
15-18	Administrative Office open – no classes
19-Jan 4	Christmas holidays – Administrative Offices closed

January

2	Last date to withdraw from semester class with grade point penalty
9	Online Winter Term Ends

Spring 2026

January

1-4	Christmas / New Year's Holidays: all administrative offices are closed
5	Administrative Offices Open
8	Faculty Work Day
	Last day for returning students to register without a late fee
9	Online Winter term classes end
10	New student orientation and move-in 9:00 a.m.-3:00 p.m.
11	Returning students move in at 1:00 p.m.
12	Spring semester and Session 1 classes begin
	Last day for drop/add without a fee (Students may drop/add once. Additional changes may incur a fee)
14	Last date for drop/add Session 1
16	Last day to withdraw from the college with 100% tuition refund
	Last day to register or drop/add classes
19	Martin Luther King, Jr., Holiday: no classes and all administrative offices closed
22	Last day to withdraw from the college with 50% tuition refund

February

5	Last day to withdraw from Session 1 classes without grade point penalty

March

2-5	Optional Midterms (M/W Classes)
4	Last Date to drop/add for Session 2 w/o fee
5	Session 1 classes end
9	Session 2 classes begin
11-12	Spring Break- No classes Administrative Offices Open
13	Spring Break- Administrative offices Closed
16	Last Date for Drop/add Session 2
24-25	Advising Days

April

2	Easter Break – No classes Administrative Offices Open
3	Good Friday: all administrative offices are closed
8	Last day to withdraw from semester classes without grade point penalty
9	Last day to withdraw from semester 2 classes without grade point penalty
23	Last date to withdraw from semester classes with a grade point penalty
28	Honors Day Chapel
28	Last day of Classes
29-30	Final Exams

May

4-5	Final Exams
6	Residence halls close at 1:00 p.m. (Except for Graduates & those students approved to stay)
6-8	Faculty work days (Faculty are released at this time provided all grades are submitted and all other expectations are completed)
8	Graduation Practice
8	Graduates grades are due by 1:00 p.m.
9	Graduation at 10:00 a.m. Residence Halls Close at 3:00 p.m. for graduates
11	Summer Session 1, GR 1, and Full-Term Classes begin
12	Faculty Training/ Assessment Day 9:00-3:00
13	Faculty training 9:00-3:00 Last Date for drop/add SM Session 1
14	Faculty Training 9:00-3:00
15	Faculty are released from in-seat office hours at this time provided all requirements met.
25	Memorial Day Holiday – Admin. Offices Closed.

Summer 2026

May

11	Summer Session1 GR 1, and Full-Term Classes begin

13 Last date for drop/add for Summer Session 1
25 Memorial Day: All Administrative offices are closed

June

2 Last date to withdraw from Session 1 classes w/o penalty
11 Last date to withdraw from Session 1 classes with penalty
18 Summer Session 1 classes end (final exams)
19 Juneteenth Holiday: all administrative offices are closed
22 Summer Session 2 classes begin
24 Last Date to drop/add Summer Session 2
26 Graduate Summer Session 1 classes end
29 Graduate Summer Session 2 classes begin

July

3 Independence Day: all administrative offices are closed
7 Last date to withdraw from Full summer classes w/o grade point penalty
14 Last date to withdraw from Session 2 classes w/o grade point penalty
23 Last date to withdraw from Full and Sess 2 with a grade point penalty
30 Summer Session 2 and full-term classes end (final exams)

August

14 Graduate Session 2 classes end

Federal Laws

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act (ADA) was adopted by the United States Congress and signed into law on July 26, 1990. The ADA gives civil rights protection to individuals with disabilities similar to those provided to other Protected Classes. It guarantees equal opportunity in public accommodation, employment, transportation, state and local government services, and telecommunications. Under the ADA, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment and people who are regarded as having a substantially limited impairment.

The purpose of accommodation is not to modify academic or other standards for eligible students but rather to place them on a par with non-disabled peers against whom they must compete scholastically and otherwise and to accommodate any disadvantages the student may encounter because of a diagnosed impairment.

Disability support services are provided through the Office of the Provost, located in Gates Hall. Requests for accommodation should be directed to the Provost via email at jrussell1@bpc.edu or by arranging an appointment either in person or by phone at (912) 583-3108.

To qualify for accommodation, students should provide the following:

- Current diagnostic documentation of their disability or impairment from a licensed professional care provider in the field relevant to a claimed disability or impairment

Examples of such care providers include physicians, clinical psychologists, athletic trainers, and others qualified to evaluate and diagnose specific conditions that impair learning, mobility, vision, hearing, and other major life functions. In the case of chronic learning, psychological, or other disorders that may change over time, documentation must be current within three years.

Once required documentation is received, the Office of the Provost will certify the student as a person with a disability entitled to accommodation and will provide a letter or memorandum detailing approved accommodations to course instructors, residence life and athletic staff, and other service providers on campus. Accommodations will be provided on an individual basis upon reevaluation each semester or, in the case of temporary disability, for a shorter period to be determined based on the diagnosis.

Note: *Individual Education Programs and Section 504 Accommodations from high schools or transfer institutions of higher education are not diagnostic documents and do not suffice as documentation of claimed disabilities.*

Service and Emotional Support Animals

Being mindful of the health and safety concerns of the campus community, Brewton- Parker Christian University **Does Not allow the presence of privately-owned animals on campus**. However, the college will reasonably accommodate persons with disabilities who require the assistance of Service or Support Animals, as appropriate. The Provost, who oversees disability services, is responsible for implementing this policy and for guiding students with disabilities in documenting their request for necessary accommodation. Each request will be accommodated on a case-by-case basis, considering the needs of the individual and the concerns of the

college community. Brewton- Parker Christian University reserves the right to amend this policy as circumstances warrant.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA governs the release of educational records maintained by an educational institution and 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 disclosure 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 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 Christian University to comply with the requirements of FERPA.

Generally, Brewton- Parker Christian University must have the student's or his or her legal representative's written permission in order to release any information that is a part of the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and,
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The name and address of the office that administers FERPA is:

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

STUDENT'S RESPONSIBILITIES, RIGHTS, AND FREEDOM POLICIES "Standards of Conduct"

Students' Responsibilities, Rights and Freedoms

All students assume personal responsibility for the honor of the college as an institution and agree to live in accordance with its standards.

- That whenever students demonstrate, in the judgment of the administration or faculty or its properly authorized committees, that they are unwilling or unable to demonstrate and maintain the Biblical standards of the College in academics or citizenship, or whenever students are found to be uncooperative members of the student body, or when the college feels it can do no more for the student, their period of residence at the college and privilege of class instruction may be terminated without specific charges by the Administration. Brewton- Parker Christian University, a private educational institution, retains complete judgment as to student's fitness to continue to share the privileges of registration.
- The College reserves the right to require withdrawal of students whose scholarship is not satisfactory, and those who are not regularly attending classes for which they are registered, or those who for any other reason are regarded as not conducting themselves in accord with biblical behavioral and relationship standards. Students who withdraw in good standing may return the next semester without formal readmission. Those who leave on probation are readmitted on probation.
- Students who are permitted to keep or operate vehicles on the campus are required to register their vehicle with the Security Office, adhere to all speed regulations on campus, and operate and maintain the vehicle in accordance with safety regulations.
- Students are responsible for consequences of their behavior and actions and should conform to Standards of Conduct, both on and off campus.
- Students are responsible for the knowledge and observance of all policies, rules and regulations not herein enumerated, which have been established and promulgated by the appropriate college boards, designated college committees, etc. (i.e., social rules, residence standards, traffic regulations, and civil laws)
- Students are responsible for ensuring that the essential Order of the College is preserved. There can be no assembly or gathering that interferes with the order of the College, or violates statutes governing unlawful assembly.
- Students are responsible for supporting (1) free and peaceful discussions consistent with the scholarly nature of an academic community; (2) accountability on the part of speakers and sponsors to campus; and, (3) adherence to civil authority under existing laws and regulations.
- Students are responsible for ensuring that no recognized organization, either in name or fact, has a purpose to advocate or overthrow the government by force or other unlawful means and that no students' organizational constitution or other organizational document includes discriminatory clauses pertaining to a Protected Class.

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CIVIL RIGHTS COMPLIANCE

Brewton- Parker Christian University complies with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, color, national origin, or legally approved disability.

NON-DISCRIMINATION

Brewton- Parker Christian University has filed with the Department of Education assurance of compliance under Title IX of the Education Amendments of 1972. We have an exemption.

Title IX requires, however, that Grievance Procedures be set up and notification made to all students and employees. A list of the procedures with other required information follows:

Title VI and Title IX Policy and Grievance Procedure

Civil Rights Compliance Policy

Brewton-Parker Christian University complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.) and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.). The University does not discriminate on the basis of race, color, sex (including sexual harassment and sexual violence), national or ethnic origin, or other protected characteristics in any of its policies, practices, procedures, programs, or activities. This policy applies to all students, employees, and third parties.
Prohibition of Retaliation

Retaliation against any individual for reporting discrimination, participating in an investigation, or opposing discriminatory practices is strictly prohibited. Retaliation constitutes a separate violation of this policy and will be subject to disciplinary action.
Civil Rights Compliance Officers

The following individuals have been designated to handle inquiries and complaints under this policy:

Primary Civil Rights Compliance Officer

Cynthia Reese
Office: TBD
201 David-Eliza Fountain Circle
Mount Vernon, GA 30445
Email: creese3@bpc.edu
Phone: TBD
Cell:478-697-0569

Alternate Civil Rights Compliance Officer

Justin Russell, Provost
Office: Gates Hall, 1 st Floor
201 David-Eliza Fountain Circle
Mount Vernon, GA 30445
Email: jrussell1@bpc.edu
Phone: 912- 583-3108
Cell: 912-293-1532

Reporting

The University encourages the reporting of all perceived incidents of sexual discrimination, harassment, or misconduct. BPCU encourages those who have experienced any form of sex discrimination or misconduct to seek all available assistance, and to utilize the University Title IX grievance process and/or criminal prosecution of the alleged offender. The University will support each individual in making decisions to report and will respect the individual's autonomy in deciding how to proceed to the extent possible. However, the University will balance the individual's interest with its obligation to provide an overall safe environment.

Off Campus Reporting: BPCU encourages all individuals to seek assistance from law enforcement immediately after an incident of sexual misconduct. To report such incidents to local law enforcement

call:
Emergency Assistance Mt. Vernon Police Department/Montgomery County Sheriff's Office: 911
Sexual Assault Hotline: 1-800-656-HOPE (4673)

On Campus Reporting: The BPCU Title IX grievance process begins when the University has "actual knowledge." Actual knowledge means notice to the Title IX Coordinator, or to an official with authority to institute corrective measures on the recipient's behalf. A report may be made to the Title IX Coordinator or a Responsible Employee in person, by telephone, in writing, or by email.

Grievance Procedures under Title VI and Title IX

These procedures apply to complaints involving discrimination, harassment, or sexual misconduct under Title VI and Title IX. For complaints alleging sexual harassment as defined below, the grievance procedures conform to the requirements of 34 C.F.R. §106.45.

Definition of Sexual Harassment (Title IX)

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
1. An employee conditioning an aid, benefit, or service on participation in unwelcome sexual conduct (quid pro quo);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking.

Procedures for filing a complaint and hearing procedures

1. Complaints may be made in person, by telephone, in writing, or by email to the Civil Rights Compliance Officer.

2. Upon receipt, the officer will conduct a preliminary investigation to gather and preserve available evidence, including party and witness statements, documents, emails, texts, social media artifacts, photographs, or video.

3. The officer also will conduct informal efforts to resolve the complaint through interactive conversation with the complainant, defendant, witnesses, or others, or through informal mediation.

4. If the complaint cannot be resolved informally within five (5) calendar days, then the officer will schedule a meeting of the standing Grievance Committee to hear and decide the matter no later than ten (10) calendar days from the date the officer received the complaint.

5. All parties will be notified in writing of the date, time, and place of the meeting.

6. Complainant will be invited to state the nature of the alleged discrimination before the Grievance Committee and answer any questions the members may want to ask.

7. Any party to the proceeding has the right to present direct testimony through witnesses and/or any other relevant evidence in support of the party's allegations or defense.

8. All parties will be given written notice of the Grievance Committee's decision within five (5) calendar days following the meeting, including the basis for the decision.

9. Within seven (7) days of Complainant's receipt of written notice of an adverse decision by the Grievance Committee, the parties may file an appeal with the standing Universities Appeals Committee. Like the original complaint, the parties should submit an appeal to the Primary Civil Rights Compliance Officer or the alternate if the Primary Civil Rights Compliance Officer is the subject of the complaint.

10. The officer will schedule a meeting for the College Appeals Committee to hear and decide the appeal no later than five (5) calendar days from the date the officer received the appeal.

11. All parties will be notified in writing of the date, time, and place of the appeal hearing before the College Appeals Committee.

12. In an appeal before the College Appeals Committee, each party will be accorded the same rights (described in Procedures 5-8 above) as were available when appearing before the Grievance Committee.

13. All parties will be given written notice of the College Appeals Committee's decision within five (5) calendar days following its decision, including the basis for the decision.

14. Except upon presentation of new evidence unavailable at the time of the appeal, the decision of the College Appeals Committee will be final and not subject to review by college officials.

15. The College will take steps to prevent recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate.

Corrective Action and Remedies

The College will take appropriate corrective action to prevent recurrence of the discrimination and correct any discriminatory effects on the complainant or others, as appropriate.

General Provisions

Grievance procedures will be published to all students and employees.

These procedures do not apply to employment termination or non-renewal unless a Title VI or Title IX violation is alleged.

The President retains final authority on employment matters, in accordance with College Bylaws.

Timelines may be extended for good cause, with written notice to both parties stating the reason for the delay.

Within seven calendar days from notice of an adverse decision by the University Appeals Committee and upon presentation of new evidence unavailable at the time of the appeal, an aggrieved party may petition Primary Civil Rights Compliance Officer for further review and/or for a rehearing of the committee's

decision. Such petition must be in writing and submitted to the Primary Civil Rights Compliance Officer by email. Upon receipt of a petition for final review, Primary Civil Rights Compliance Officer has full discretion to grant or deny the request, amend or vacate the committee's decision, or remand the case for further consideration by the committee. Such review or rehearing is a discretionary appeal of last resort, after which a student has no further recourse under Brewton-Parker policy.

This policy is intended to ensure a fair, prompt, and equitable process for resolving complaints of discrimination, harassment, and sexual misconduct in accordance with federal law.

FILES

Files of Grievance proceedings are kept in locked filing cabinets in the Human Resources Office.

Student complaints pertaining to academic, disciplinary, housing, financial, or any other matters outside the jurisdiction of the College Grievance/Appeals Committee should be resolved within the following offices:

Complaint	**Student Development**	**Academic Services**	**Enrollment Management Services**
Residential/Student Life & Security	X		
Faculty		X	
Classes & Grades		X	
Housing	X		
Financial Aid			X
Scholarships			X
Discipline	X		

Statement of Integrity

Brewton- Parker Christian University seeks to support and promote qualities of personal integrity. The college believes that all members of the community have the responsibility to participate in learning with honesty and integrity. Fundamentally, this principle asserts that faculty, staff, students, and administrators must fulfill the commitments we make as we enter our academic endeavors, and we must respect the learning process.

This respect includes, but is not limited to the following:

- A commitment to working hard at learning, both in class and out of class;
- A sense of the value that all members of the learning community can bring;
- Brewton- Parker Christian University students have the right to request that the college correct records which they believe to be inaccurate or misleading. If Brewton- Parker Christian University decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the college still

decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. The publication of this notice in this Student Handbook serves as the required disclosure to students. In the event students do not wish to have their directory information shared, students must provide written notice to the Office of the Registrar no later than the 1st day of classes.

College Non-Discriminatory Policy

Pursuant to Title IX, Part 86, Title VII, and Section 504 of the Rehabilitation Act of 1973, no person in the United States shall, on the basis of race, sex, color, religion, national origin, age, disability, or veteran status, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity administered by Brewton- Parker College; or in any term, condition, or privilege of employment. Brewton-Parker Christian University does not discriminate against, or otherwise harass, qualified persons on the basis of Protected Class in its recruitment, admission, employment, facility, and accessibility or service. Furthermore, it is a violation of Brewton- Parker Christian University policy for any employee or student, to harass another employee or student by making sexual advances, requests for sexual favors, and/or other physical or expressive behavior that may constitute a hostile environment. Harassment of any form is not tolerated. Students who think that they have been discriminated against, harassed, or otherwise had their rights violated shall make a formal, written complaint to the Office of Student Development and Success. The complaint should contain at a minimum the date and place of the alleged incident as well as names, addresses, and telephone numbers of all witnesses. The facts and context of the complaint should be documented.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, commonly known as the "Clery Act," is a federal law that requires colleges and universities to collect information on campus crime and to publish and distribute such data along with designated institutional policy statements on safety and security to all current students and employees and to any applicant for admissions or employment, to meet the requirements of the legislation. The College publishes an annual report of campus crime statistics as well as periodic crime alert notices and reports. Copies of the report can be obtained from Campus Security located in the Newton Building or by visiting the Brewton-Parker Christian University website at
https://www.bpc.edu/wp-content/uploads/2021/08/Annual-Campus-Safety.2021-22.pdf.

Campus Sexual Violence Elimination Act

The Campus Sexual Violence Elimination Act**,** or Campus Save Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors of sexual violence and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Incidents that affect the health, welfare and security of the college will lead to immediate expulsion. Any public display of affection

will not be tolerated. The Board of Trustees and the College President have the authority to enforce College regulations. The VP of Enrollment and Athletics is responsible for enforcing college regulations as they apply to the student body.

Students, faculty, and staff are responsible for reporting cases of misconduct promptly to the Student Development and Success Office. In all cases, the Vice President of Enrollment and Athletics or designee has the authority to decide on any appropriate disciplinary measures as outlined in the Student Handbook, unless action warrants an administrative decision.

Brewton- Parker Christian University Student Financial Responsibility Agreement

Payment of Fees/Promise to Pay

I understand that when I register for any class at Brewton- Parker Christian University or receive any service from Brewton- Parker Christian University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Brewton- Parker Christian University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule on the Brewton-Parker calendar. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

All students should be in good standing with the financial aid and business office by the first day of class.

- Your student account is considered in good standing if your room, board, tuition, and fees are paid in full; you have a pre-approved payment arrangement (approved by the Business Office) that has been paid up-to-date; or you have financial aid (already approved) sufficient to cover your account balance.
- Both international students and those whose Satisfactory Academic Progress (SAP) appeal is denied must pay in full by the first day of class or registration will be purged.

For students with an unpaid balance at the end of the second week of classes may result in:

- Cancellation of enrollment
- Denial of registration for future classes
- Denial of occupancy in a residence hall room
- Denial of the use of the college dining room, library, and all other college facilities
- No participation in playing or practicing with athletic teams.

Cancellation of enrollment and denial of college services does not excuse students from paying their remaining balances. Students are charged for damage, breakage, or loss of college property, including library material. For students with outstanding balances, transcripts and diplomas will only be released in accordance with the

Department of Education's guidelines. In addition, graduates will not be allowed to participate in graduation if a balance is owed.

Delinquent Account/Collection

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Brewton- Parker Christian University by the scheduled due date, Brewton- Parker Christian University will place a financial hold on my student account, preventing me from registering for future classes, receiving transcripts, or obtaining my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Brewton- Parker Christian University by the scheduled due date, Brewton- Parker Christian University will assess late payment and/or finance charges at the rate of 1.5% compounded monthly, or $25 fee, whichever is greater, per month on the past due portion of my student account until my past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Brewton- Parker Christian University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Brewton- Parker Christian University may refer my delinquent account to a collection agency. I further understand that if Brewton- Parker Christian University refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 15 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Communication

Method of Communication: I understand and agree that Brewton- Parker Christian University uses email as an official method of communication with me, and that therefore I am responsible for reading the emails I receive from Brewton- Parker Christian University on a timely basis.

Contact: I authorize Brewton- Parker Christian University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Brewton- Parker Christian University, or to receive general information from Brewton- Parker Christian University. I authorize Brewton- Parker Christian University and its agents and contractors to use automated telephone dialing equipment, artificial or prerecorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular telephone using automated telephone dialing equipment by submitting my request in writing to the Director of Accounting or in writing to the applicable contractor or agent contacting me on behalf of Brewton- Parker Christian University.

Updating Contact Information: I understand and agree that I am responsible for keeping Brewton- Parker Christian University records up to date with my current physical addresses, email addresses, and phone numbers by contacting the Registrar. Upon leaving Brewton- Parker Christian University for any reason, it is my responsibility to provide Brewton- Parker Christian University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Brewton- Parker Christian University.

Entire Agreement

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Brewton- Parker Christian University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Brewton- Parker Christian University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Financial Aid

I understand that aid described as “estimated” on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at Brewton- Parker Christian University such as tuition, fees, campus housing and meal plans, parking permits, service fees, fines, virtual bookstore charges, or any other amount, in accordance with the terms of the aid.

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan programs. I authorize Brewton- Parker Christian University to apply my Title IV financial aid to other charges assessed to my student account such as virtual bookstore charges, service fees and fines, and any other education related charges. I further understand that this authorization will remain in effect until I rescind it or the end of enrollment and that I may withdraw it at any time by completing the Brewton- Parker Christian University Loan Change Form found in the Forms section of My Financial Aid in MyWeb.

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships, and grants awarded to me by Brewton- Parker Christian University will be credited to my student account and applied toward any

outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

Method of Billing

I understand that Brewton- Parker Christian University uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. Student account information is available at myweb.bpc.edu.

If you believe your bill is incorrect, or if you would like more information about a transaction on your bill, contact accountsreceivable@bpc.edu

We must hear from you within 60 days of the bill that the item of concern first appeared. Please include in your email:

- Your name, the student's name and student ID #
- The dollar amount of the suspected error
- A description of the error and an explanation, if possible, of why you believe the error occurred.

You do not have to pay the amount in question while we investigate, but you are obligated to pay the portion of your bill that is not in question.

Billing Errors

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Brewton- Parker Christian University.

Minimum Balance Policy

In accordance with the Minimum Balance Policy Statement of the College, no billing statements or account refunds less than $1 will be issued.

Returned Payments/Failed Payment Agreement

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of $35. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Brewton- Parker Christian University may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Brewton- Parker Christian University.

Withdrawal

If I decide to completely withdraw from Brewton- Parker Christian University, I will follow the instructions at http://bpc.edu/academics/registrar which I understand and agree are incorporated herein by reference.

Intellectual Property Statement Applicable to Faculty, Staff and Students

All members of the College community which includes: faculty, staff and students are encouraged, as part of their work or student life experience to create or participate in the creation of information, processes, artwork, publications and other creations, or work products that are subject to registration or protection under copyright, trademark, or patent laws (collectively "Intellectual Property"). Absent of express written agreement to the contrary, any Intellectual Property created within the course and scope of a faculty or staff member's employment, and/or with Brewton- Parker Christian University property, shall be the sole and exclusive property of Brewton- Parker Christian University, as shall revenue derived there from. Likewise, absent express written agreement to the contrary, any such Intellectual Property created by a student in the course or scope of the student's coursework or a college sponsored extracurricular or work activity shall be the sole and exclusive property of Brewton- Parker Christian University. Before undertaking any such efforts, faculty, staff, and students must obtain a written agreement with the office of the President.

Code of Conduct

Brewton- Parker Christian University has a strict policy regarding the following, which shall not be possessed, utilized, or conducted on college property: weapons, drugs, alcohol, fighting, or sexual activities not consistent with the philosophy, the mission, values, and vision of the College. A student who refuses to cooperate in any investigation may be subject to discipline including, but not limited to suspension or expulsion at the sole discretion of the college. If any student engages in behavior that adversely affects the health, welfare or security of the college or any of its students, faculty, staff, or visitors, such student may be subject to disciplinary action including but not limited to suspension or expulsion at the College's sole discretion. Known information cannot be withheld during a search or investigation.

Prohibited Items/Behaviors

Brewton-Parker Christian University has a strict policy regarding dangerous and undesirable conduct and reserves the right to strictly enforce the appropriate sanction. The following acts/behaviors are strictly prohibited and will result in severe penalties, even for first-time offenses, including, but not limited to suspension or expulsion**:**

1. Illegal drugs and drug paraphernalia- Includes use, presence of same in an area under the student's control (i.e. residence hall, vehicle, etc.) or sale;
2. Weapon(s) possession – Weapons include, but are not limited to:
    a. Guns
    b. Knives (blades over 3")
    c. Ammunition (in excess. Boxes, clips, containers,)
    d. Explosives
    e. BB and/or Pellet Guns
    f. Bow and Arrows, Crossbows
3. Alcohol and/or empty alcohol bottles or containers
4. Violence
5. Sexual Acts-Engaging in sexual activities or behavior of any kind is prohibited whether with a member of the same sex or opposite sex.

Any violation of the above ***MAY*** result in ***immediate suspension or expulsion from the College.*** Guilt is determined by the Vice President of Enrollment and Athletics, and the Director of Safety and Security who investigates all student discipline issues and makes recommendations to the college administration.

The possession, use or sale of illegal drugs is a serious offense; and ***MAY*** result in **suspension and/or expulsion from the college and immediate referral to the local law enforcement agencies.**

If you are in your room and any of the above substances are found, you may be held responsible. If you are in another room or visiting another student's room and drugs are present, you could be held responsible along with other parties present

Drug and Alcohol Policy

Brewton-Parker Christian University is fully committed to making good faith efforts to achieve a drug and alcohol-free environment for its students. The university has strict policies for alcohol, illegal drugs and drug paraphernalia. The Drug-Free Schools and Communities Amendments of 1989 require that as a condition of receiving funds or financial assistance under any Federal program, universities must create and maintain a drug-free environment and implement a program to prevent the unlawful possession, use, or distribution of drugs and the abuse of alcohol by their students. Brewton-Parker Christian University recognizes that dependency on alcohol and other drugs is a treatable condition, offers counseling, and referral services for students with substance dependency. The university reserves the right to require students to submit to drug or alcohol testing. Questions concerning the university's policy and services may be directed to the Vice President of Enrollment and Athletics .

The unlawful manufacture, use, possession, distribution, and sale of drugs in any form other than by proper prescription or otherwise in accordance with local, state, and federal laws is strictly prohibited while enrolled as a student at Brewton- Parker Christian University. This includes while the student is on campus and off campus. Disciplinary sanctions **ranging from a reprimand to expulsion** may be imposed for such unlawful possession, use or distribution. The unlawful manufacture, use, possession, distribution, and sale of drugs by anyone, including but not limited to students, staff, faculty, contractors and visitors, in any form other than by proper prescription or otherwise in accordance with local, state, and federal laws is strictly prohibited, on the campus of Brewton-Parker Christian University, on university property, and at university-sponsored events. The university may report any violations of State, Federal, or Local laws relating to drugs and alcohol to local authorities. Prescription drugs must be properly labeled. Additionally, students may be charged with violating the Standards of Conduct upon the reasonable suspicion of drug possession, use, distribution, and/or sale of illegal drugs on the university campus, at university-sponsored events and activities, and on university property.

Students do not have an expectation or right of privacy when on university property, the university campus or while attending university-sponsored events. Residence life Assistants, Directors and Student Development Administration have the authority to search a room to investigate any suspicions of such violations. Campus Security has the authority to search a room, vehicle, personal property, or other areas to investigate suspicions of such violations. Violations will result in disciplinary action in accordance with university policies and procedures regarding the conduct as outlined in the Student Handbook.

A Student may not possess, consume, or allow any guest or visitor of the student to possess or consume alcoholic beverages on the university campus, on university-owned property, or at university-sponsored events. In addition to illegal substances, including THC vape cartridges, students shall not use legal substances in a

manner that impairs work performance, scholarly activities, athletics, or student life. Disciplinary sanctions **ranging from a reprimand to expulsion** may be imposed for such unlawful possession, use or distribution. The university may report any violations of State, Federal, or Local laws relating to drugs and alcohol to local authorities. Disciplinary sanctions imposed by the university will be separate and apart from any penalty, fines, imprisonment, or other sanctions imposed through the legal system. Inquiries regarding these Standards of Conduct should be referred to the Vice President of Enrollment and Athletics .

Smoking Policy

Brewton- Parker Christian University is a smoke free environment. **Smoking is not permitted on campus**. This includes **vaping** and being in possession of any vaping paraphernalia.

Bullying and Cyberbullying

Incidents of bullying shall be reported to the VP of Enrollment and Athletics who is responsible for promptly investigating any complaints of bullying. Complaints can be made verbally or in writing or can be anonymous. The college has Zero Tolerance to any acts of bullying.

"Bullying" includes verbal, or electronic expression by physical act or gesture, or any combination thereof directed at a student or students that:

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Stealing or hiding books, backpacks, or other possessions;
6. Stalking;
7. Physical contact or injury to another person or his/her property.

"Cyberbullying" means bullying through use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text-messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;

2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening;

"Retaliation" means an act against a student for reporting or alleging an act of bullying has occurred.

Domestic Violence

Domestic Violence is when one person uses physical, sexual, and/or emotional abuse to control another in a relationship. Examples of domestic violence include sexual assault, dating violence, and stalking. A student who engages in any type of sexual activity that forces a person to join in unwanted sex is guilty of sexual assault. A student who exhibits a pattern of controlling, coercion, and assaulting behavior against his/her intimate partner is guilty of dating violence. A student who willfully, maliciously and repeatedly follows or harasses another, or who makes a credible threat, with the intent to place in reasonable harm is guilty of stalking. The sanction for physical abuse is suspension or expulsion. The Vice President of Enrollment and Athletics will determine all other offenses not involving physical contact and make recommendations to the administration.

Students should be aware that the above-noted penalties are for violation of this Student Handbook only. Sanctions do not include those that could be imposed by law. Domestic violence is a criminal offense that may be punishable by the state by a fine, imprisonment, or both.

Brewton- Parker Christian University ACCEPTABLE USE POLICY

User Accounts

Many technology resources at Brewton- Parker Christian University 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. With the implementation of Single-sign-on (SSO), it is vital that you do not share passwords as your SSO password provides access to all systems.
3. Secure passwords are from 8 to 16 characters long and include a mixture of upper case and lower-case letters, numbers, and special characters. As part of a standard policy, your SSO password requires you to have a password length of

8-characters, and a combination of upper-case, lower-case, number, or special character, and it cannot contain any part of your name.

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 (techsupport@bpc.edu) or another Brewton- Parker Christian University authority. Your SSO password expires every six months.
5. After a student has graduated or moves to another institution, he/she will have ***ONE SEMESTER*** to migrate data to another email account. After said one semester (either Fall or Spring), IT will deactivate the student's account. IT will email the student to warn them about the upcoming deactivation. After one semester, all account information is set to be deleted.

Email

The college provides email accounts for students. Students may view their email username and password as well as change their password by logging in to Single-Sign On and clicking the "Gmail" application link.

- In order for you to use your Brewton- Parker Christian University email account you will need to be connected to the Internet and have a valid Brewton- Parker Christian University account. For email access you need a compatible Internet browser such as Google Chrome, Mozilla Firefox, or Safari.
- Email users will need to hover over the link "inside Brewton- Parker Christian University" from the Brewton- Parker Christian University home page (**www.bpc.edu**) and then click the "My Brewton- Parker Christian University (SSO)" button.
- Student email accounts are REQUIRED at Brewton- Parker Christian University. All course information and other official college communication will only be sent to campus email addresses. College-related communication will not be relayed to personal email addresses.
- After a student has graduated or moves to another institution, he/she will have ONE SEMESTER to migrate data to another email account. After said one semester (either Fall or Spring), IT will deactivate the student's account. IT will email the student to warn them about the upcoming deactivation. After one semester, all account information is set to be deleted.
- All student email accounts have a 30 GB storage limit. If you reach 30 GB, 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 email until you delete some of your stored email.
- A student's email account will be active as long as they are a student at Brewton- Parker Christian University.
- Email must not be used for purposes inconsistent with the mission of the college.

- Transmission of chain letters, unrestricted bulk email, junk email, abusive, obscene, or libelous electronic messages is not permitted.
- Users may not conceal, mask or misrepresent their identity when sending email or other electronic messages.
- Deliberate transmission or propagation of malicious programs such as viruses, worms, Trojan Horses or participation in denial of service attacks are subject to disciplinary and possible criminal action.

Campus Computer Labs

Computer labs on the Brewton- Parker Christian University 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. Labs are located in rooms 101 and 109 in the Jordan Building, in the library, and in room 101 in the Math and Science Building. 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 Brewton- Parker Christian University owned computer without prior approval from Technology Services. This includes but is not limited to games, chat programs, etc. The only authorized programs on any campus computer are those installed by the Technology Services department. Rights to access information do not include rights to use the college network to store and/or transmit information, visuals, or sound that is offensive, unlawful, or unrelated to education. Any student who violates this policy may be denied access to the network.

It is the responsibility of every user to use these facilities in a responsible manner. Accidental damage or damage caused by other parties should be reported as soon as possible so that corrective action can be taken. Corrective action can include but are not limited to (depending on the gravity of the damage) replacement cost fines.

Student Computer Configurations

Wi-Fi access to the Internet is available in-residence hall rooms (free of charge) for students who bring any device that connects to the internet. By accessing the college networks, students agree to abide by this usage policy. Students must not change network configurations, including adding any of their own personal networking equipment. 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 Christian University network must have an up-to-date antivirus program installed. Technology Services does not perform any 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 Christian University 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 administrators reserve the right 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 the type and quantity of usage. Users are responsible for all network activities originating from resources provided to them by the college.

Security (technology)

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 Brewton- Parker Christian University 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 students use another individual's username and password. If a student's login information is not working, they need to contact Technology Services for assistance by emailing techsupport@bpc.edu using their Brewton- Parker Christian University email.

P2P, Bit Torrent, and other file-sharing services/software

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

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

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

2. The software also allows you to share your media files with everyone else on the Internet. This causes a massive amount of traffic on the college network, absorbing valuable

bandwidth needed by faculty, staff, and students for legitimate academic needs.

3. If file-sharing software is installed, your computer is open to significant security risks from viruses and hackers by allowing them access to your personal files.

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

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, both wired and wireless. Once a student's network access is deactivated, no access to any Brewton- Parker Christian University 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 Student Development Department.

Campus Life

Chapel Service and Participation

Consistent with the mission of the college, Chapel will be held multiple times each semester. All full-time students attending classes at the Mt. Vernon campus are allowed to miss **two chapel services each semester**. Chapel is also a requirement for graduation. Graduation, diplomas and transcripts will be withheld until attendance requirements are met. To monitor your Chapel attendance emails will be sent from EAB for each chapel service that you miss up until you miss the maximum amount you are allowed to miss. Additionally, you can check the Chapel class in EAB to see how many chapels you have missed, the Student Life Coordinator will assign a make-up assignment through Email. This Makeup assignment will continue to grow with each acquired absence throughout the semester. Students must earn the required "chapel credits" to be able to graduate.

All offices, including the Library, food services, fan store, and Post office will be closed to students during chapel. All residence halls will be closed. Regular times for Chapel are at 10:00 AM each Tuesday unless notified by the Provost, in which in most cases a revised schedule is sent by email to all students, faculty and staff.

Behavior during Chapel Services

All students should be attentive, respectful toward participants and the Chapel speaker. Students who do not comply with Chapel guidelines may lose Chapel credit. If a student repeatedly violates chapel guidelines they may face disciplinary actions.

Please arrive at least 10 minutes before start of Chapel

- ***Please do not leave early***

- ***Please do not sleep or appear to be asleep***
- ***Please do not do homework in Chapel, this is a time for you to commune with God and fellowship***
- ***Please do not wear hats, visors, and lower your hoodies***
- ***Please do not wear your pants below your hips/waist and do not wear pajamas to Chapel***
- ***No headphones allowed in chapel***

Chapel is an integral part of your spiritual growth and Christian development at the college. Enforcement of these guidelines reside with the Student Life Coordinator or VP of Enrollment and Athletics .

Campus Ministry

The Campus Pastor's office is located in the Gillis Gym; the Campus Pastor leads, and is responsible for programming of Campus Chapel. In addition, the Campus Pastor facilitates a weekly Campus Leadership Class designed to win souls and lead students to Christ. Students may consult with the Campus Pastor on how to cope with daily and life issues, collegiate concerns and spiritual and moral decisions. The Campus Leadership class is often a disciplinary sanction.

Cultural Engagement Requirement

Students are required to participate in one (1) Cultural Engagement event each semester. This can be accomplished as an individual or with your team, organization, or club. The Office of Student Development will provide a list of opportunities throughout the semester. Attendance will be taken and is reported to the Office of Student Development.

Student Dress Code Policy

Purpose and Rationale

At Brewton-Parker Christian University, we believe that how we present ourselves reflects our identity as followers of Christ (Colossians 3:23) and as members of a Christ-centered academic community. Our attire should demonstrate respect for ourselves, others, and the God we serve. Students are expected to dress in a way that is neat, clean, modest, and appropriate for an academic and Christian community.

General Expectations

- Clothing should fit appropriately, be clean, and free of excessive holes, tears, or offensive designs.
- Jeans are permitted, including minor distressing or holes, as long as they remain modest.
- T-shirts are permitted, provided they do not display inappropriate language, images, or slogans.
- Clothing that is excessively tight, short, or revealing is not appropriate.
- Undergarments should remain fully covered at all times.
- Pajamas, loungewear, or swimwear are not appropriate in classrooms, chapel, offices, dining facilities, or campus events.
- Unless otherwise stated and as a sign of respect, hats and caps should be removed indoors during chapel services, official ceremonies, and student presentations.

Special Expectations for Chapel, Ceremonies, and Presentations

While jeans and t-shirts are acceptable for normal class attendance, **students are encouraged to wear business casual or nicer attire** for:

- Chapel services
- Honors Day and other official ceremonies
- Student presentations or events where they are representing the University

Examples of appropriate attire include but are not limited to:

- Collared shirts, blouses, sweaters, or polos
- Khakis, slacks, skirts, or dresses
- Dress shoes, boots, or professional sandals

Prohibited Attire (in campus facilities and events)

- Clothing with vulgar, profane, or offensive language, images, or symbols
- Clothing that promotes illegal activities or substance use
- See-through clothing, exposed midriffs, excessively low necklines, or skirts/shorts shorter than approximately **two inches above the knee**
- Undergarments worn as outerwear
- Pajamas, sleepwear, or slippers in academic or dining spaces

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Athletic Practice and Post-Practice Attire

Student-athletes are expected to dress appropriately before and after practices or games when entering academic buildings, the dining hall, or chapel.

- Shirts, shorts/pants, and shoes should be worn at all times in campus facilities.
- Compression gear or sports bras should only be worn under appropriate shirts or team apparel when outside athletic facilities.

Enforcement

Faculty, staff, and administrators may address dress code concerns in a respectful and private manner. Enforcement will focus on education and correction first, not embarrassment or punishment:

1. **First instance:** A polite reminder of the dress code expectations.
2. **Second instance:** A formal warning documented in the student record.

3. **Repeated violations:** May result in further disciplinary action, as outlined in the Student Handbook.

Additional Program-Specific Dress Codes

Students in certain academic programs (e.g., labs, athletics, music, clinicals) may be required to follow additional attire requirements for safety or professionalism.

Counseling Center

Brewton- Parker Christian University has a contractual agreement with Roads to Success, Inc. to provide free counseling services to students who may experience any type of mental health issues or who may need a listening ear due to a life change or may feel anxiety from being away from home. The counseling center is staffed with a Licensed Professional Counselor who also collaborates with a network of other professionals in the area. Counselors are also available to intervene in crises. *See directory of local resources for your counseling needs*. However, students are urged to seek the assistance of the qualified partners at Roads to Success, Inc., located in the Cadle Building.

Campus Health and Wellness

Campus health and wellness center has an office in the Cook building for your basic medical needs/referrals. Brewton- Parker Christian University will provide basic medical care or referrals to all students, faculty, staff and visitors. Office office hours are Monday-Thursday 8am-5:00pm and Friday 8am- 12:00pm. This center is not for emergencies. Our health and wellness staff are assisted by a student receptionist and can be reached during business office hours via the receptionist when you visit the center. For any after hours assistance please reach out to your local off campus medical provider.

Pets on Campus

SERVICE ANIMAL ACCESS: Service Animals are allowed to accompany Handlers in all areas of BPC, subject to the restrictions outlined below. We do ask all Service Animals to wear some form of identification to verify the animal's identity in case of emergency or should the animal and Handler be separated.

SERVICE ANIMALS IN TRAINING ACCESS: Georgia law provides that Partners accompanying Service Animals in Training, subject to certain identification and other requirements outlined below, are required to be given the same degree of access to which a Handler assisted by a Service Animal is given. Service Animals in Training must wear a collar, leash, or other appropriate apparel or device that identifies the dog as a Service Animal in Training.

EMOTIONAL SUPPORT ANIMAL ACCESS: ESAs are not allowed to accompany persons with disabilities in public areas of BPC. ESAs are allowed in a student's assigned Residence Hall unit after approval has been received from Disability Services (DS) and said approval is provided to Campus Housing.

- Only one ESA will be permitted for each student.
- ESAs are restricted to the registered student's unit and only allowed outside the unit to care for the animal outside of the building or to leave the building with the animal. ESAs are not otherwise permitted inside other BPC facilities.
- ESAs of visitors or students not residing in the particular Residence Life facility visited are not permitted in any BPC facility.

"SEE POLICY REGARDING SERVICE AND EMOTIONAL SUPPORT ANIMAL ACCESS ON CAMPUS for definitions, exceptions, and more details. This can be found in offices of our Mental Health Counselor in the Student Enrichment Center "

PET ACCESS: Pets are not allowed in any BPC facility, including Campus Housing.

Campus Safety and Security

Campus Security's operating hours: **24 hours a Day / 7 Days aWeek During the Academic Year**

Security/Escort (912) 253-9280 Director of Safety and Security (912) 551-3434

Campus Security hours are 24 hours a day, 7 days a week during the academic year. The Director of Safety and Security's office is located in the Newton Building. The night time Security Office is located in the Phillips Student Center. The college's Campus Safety and Security Manual is located on the college website at www.bpc.edu.

Escort Program

Should you at any time feel uncomfortable on campus, or feel that at dark you need an escort to walk with you to your destination on campus, please call (912) 253-9280.

Security Cameras

For your safety, security cameras are strategically located throughout the campus. Cameras are operating 24/7. Please do not damage a camera. The cost to you to replace the camera will be $800, and subject you to immediate expulsion from Brewton- Parker Christian University. Do not tamper or cover a security camera this will result in disciplinary action and fine. Security camera footage is viewed daily and can result in a delayed disciplinary action.

Student ID Cards

All students enrolled and attending classes on the main campus at Brewton- Parker Christian University are required to have a picture ID card issued. ID Cards are used to enjoy dining services on campus, as your Library card, to attend special events, to use as a method to count Chapel attendance, and to present ID to any college official for personal identification. ID Cards are issued in the Director of Safety and Security's Office located in the Newton Building. All students will have his/her picture uploaded into the campus MyWeb system as a means of identification. This is for safety and security purposes. There are no exceptions! Please keep track of your ID card through the duration of your stay at Brewton- Parker Christian University. Should you lose your ID card there is a replacement fee of $35.

Arrest and/or Incarceration

Brewton- Parker Christian University does NOT provide assistance in acquiring an attorney, posting bail, or appearing before a judge. The college does realize that often a subpoena may be issued to appear as a witness or give testament to a situation/incident. Students must contact their parent(s) or guardian(s).

Megan's Law

The Campus Sex Crimes Prevention ACT (CSCPA) of 2000 requires all institutions of higher education to provide the campus community with information on where students and faculty may obtain information about registered sex offenders. In Montgomery County, Georgia, this information is publicly displayed and is available in the local Sheriff's Office. It is available online at the National Sex Offender Registry.

Fire Safety

Please do not tamper with any fire safety devices and equipment. Should you tamper with these devices, this is considered, “willingly tampered with/set off a false alarm”. This is a violation of city and state fire codes and will be referred to local law enforcement agencies. Disciplinary sanctions ranging from a reprimand to expulsion may be imposed for such unlawful acts.

Brewton- Parker Christian University requires each Resident Hall to have at least one announced fire drill and one unannounced fire drill during the fall and spring semesters.

In case of fire ---Pull the fire alarm ----call 911----call security (912) 551-3434

State your name, location of fire, location/name of building---- Call your RA (resident assistant) ASAP if you are in a residence hall. If in another building on campus, call an employee or security as soon as you feel safe to do so.

Property Damage

The college is not responsible for damage to personal property, including automobiles, which occurs on the campus or elsewhere. Students should not request college personnel to take any action that has a potential for damaging personal property, such as opening a locked car. Please call local law enforcement who may be able to assist you, or call a local locksmith.

Change of Personal Contact Information

It is the student’s responsibility to inform the Registrar’s office of any changes to name, address, and phone number. All correspondence from the college will be addressed to the information noted on the student’s application for admission unless otherwise notified of changes.

Vehicles on Campus (includes motorcycles)

All motorized vehicles operated on campus must be registered with the college. Maximum speed on campus is (10) miles per hour. Do not drive vehicles or motorcycles on lawns or sidewalks. All vehicles must have a BPC decal or the owner will receive a citation. If the owner fails to get a BPC decal after three citations, the vehicle will be towed at the owner’s expense. To obtain a BPC decal fill out the online parking application. It is on the website under Security. Once you have submitted the online application, go to the security office, located in Newton Building, to receive your decal. All vehicles must be insured and have an up to date tag or the vehicle will be towed at the owner's expense. Any vehicle left on campus after the semester ends will be towed at the owner’s expense, unless the owner has written permission from the Director of Security.

Bicycles and skateboards are welcome on campus. Please allow the right-of-way to pedestrians, wheelchairs, golf carts, and larger vehicles. Please keep your bike locked when unattended. Do NOT ride skateboards or bicycles inside any campus building. The college will not be responsible if your bike is stolen or damaged.

Parking on Campus Property

The security team monitors and patrols campus grounds 24-hours a day, seven days a week during the academic school year. If a vehicle becomes inoperable **you** will have 10 days to remove it from campus. If your vehicle has to be towed for violation of any of the parking regulations, you will be charged the tow fee. You may be

charged a service fee by the towing company if you do not arrive in time to cancel the service. Please adhere to the following parking regulations on campus:

- Do not double park.
- Do not park near a fire hydrant.
- Do not park on the dirt or grass.
- Do not park blocking driveways or roadways. Your vehicle will be towed at the owner's expense. Warning tickets are not given in this instance.
- Do not park in front of a trash dumpster at any time. Your vehicle will be towed at the owner's expense. Warning tickets are not given in this instance.
- Do not park on yellow curbs.
- Do not drive or park on the track.
- If you have a registered handicap-parking permit, please display the permit in visible view in your vehicle. The permit is usually hung from the rear-view mirror. Failure to do so will result in your vehicle being towed at your expense.

Please obtain another decal if you are temporarily driving another vehicle on campus.

Scooter Use Policy

In order to maintain a safe and accessible environment for all students, faculty, staff, and visitors, the following policy applies to the use of scooters (including electric scooters, kick scooters, and similar personal mobility devices) on campus:

1. Use on Campus Grounds

o Scooters may be used on sidewalks, designated paths, and roadways in accordance with local traffic laws and campus regulations.

o Riders must operate scooters responsibly, yielding to pedestrians and avoiding unsafe speeds.

2. Prohibited Areas

o Scooters are not permitted inside campus buildings.

o Exceptions:

Residents may store scooters inside their assigned dorm rooms.

Employees may store scooters inside their private offices.

3. Storage

o Scooters should be parked only in designated areas or bike racks when not in use.

o Scooters left in hallways, stairwells, entrances, or other common areas of buildings will be subject to removal, as they pose safety and accessibility hazards.

4. Enforcement

o Campus Security and Facilities staff are authorized to enforce this policy.

o Scooters found in violation of the policy may be impounded, and repeated

violations may result in disciplinary action.

5. Responsibility

o Owners are responsible for the care, security, and operation of their scooters at all times. The college is not liable for loss, theft, or damage.

o Riders are responsible for their own safety, and must comply with all state and local traffic laws.

Driving Violations

If you receive a citation (traffic ticket) you must report to the Director of Security's Office or contact the Director of Security by email within two days from the time the citation was issued. If you receive three citations and fail to report to the Director of Security's Office your vehicle will be towed at your expense. Citations will be issued for the following violations:

- Speeding/reckless driving - $50
- Illegal Parking - $25
- Parking in unauthorized areas - $20
- Blocking Driveway - $20
- Double Parked - $10
- No Decal - $20
- Wrong way - $50
- Failure to register vehicle - $25 (Georgia Highway Patrol will be notified to verify ownership)

Fines will be doubled on second and third offenses.

To dispute a parking ticket/citation submit in writing within five days, an explanation to the Office of Student Development, located in the Cook Building. Decisions will be made within 7 days by the VP of Enrollment and Athletics. Should you not agree with the decision, then you have the right to file an appeal with the College Appeals Committee.

Academic Integrity

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

Student Enrichment Center (SEC): Comprehensive Student Support

Brewton-Parker Christian University is committed to fostering the academic success of its students, embodying the principle that "Student Success is Everybody's Business." We strongly encourage all students to utilize the comprehensive support services available to help them achieve their academic and career aspirations.

The Student Enrichment Center (SEC) serves as a vital resource for academic assistance and is open Monday through Thursday from 8:00 AM to 5:00 PM, and Friday from 8:00 AM to 12:00 PM, unless otherwise posted. All services provided by the SEC are offered at no additional cost to students.

The SEC offers a range of essential academic support services:

- **Tutoring:** The Student Enrichment Center provides both in-person and online tutoring services to assist students with challenging coursework. Tutoring is available in core subjects such as Mathematics, Sciences, Reading, Writing, English, Christian Studies, and Music. Support in other disciplines may be arranged upon request. The integration of an online platform ensures convenient and accessible support for all students. Additionally, peer tutors are available with hours extending beyond the standard 8:00 AM - 5:00 PM schedule; appointments are required for these extended hours.
- **Success Coaching:** To empower students with effective learning strategies, success coaching is available. The Student Success Coach assists students in developing organizational skills, setting academic goals, improving study habits, enhancing time management, and fostering overall academic resilience.
- **Academic Advisors/Career Specialists (by Meta Major):** The SEC houses dedicated academic advisors who also serve as career specialists. These professionals are organized by "meta major" to provide tailored guidance that integrates academic planning with career exploration. They assist students with course selection, understanding degree pathways, exploring career opportunities aligned with their fields of study, and ensuring progress toward graduation and post-collegiate success.
- **Mental Health Counseling: Recognizing the importance of holistic well-being, the Student Enrichment Center also provides free mental health counseling services on campus, delivered by licensed professional counselors (LPCs). Students can schedule brief check-ins or structured, ongoing therapy throughout the semester, depending on their needs. Counseling is completely confidential, and our counselors will explain any limits to confidentiality during the first session.**

While we encourage students to make appointments for all services to ensure availability and personalized attention, walk-ins are also welcome during operational hours.

The Student Enrichment Center is conveniently located in the Cook Building. We encourage all students to visit the SEC and leverage these valuable resources to support their educational journey.

Fountain New Library is located in the center of campus. The Library offers many cultural events and in particular, rotating exhibits throughout the academic year. *See the quick reference guide for the Library operating hours. Your ID card also serves as your Library card.*

Library Fines

- Overdue books - .25 cents per day for regular books and $1 per day for reserve books.
- Lost book(s) - Replacement fee of $5 plus cost of book
- Defacement or Mutilation of Library materials - $50 and appropriate disciplinary action

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.

Registration and Registrar's Office

Contact the Registrar's Office for information on grades, transcript requests, degree audits, graduation requirements and graduation applications, class schedules, and academic advisor information. For grade information go to the SSO (single sign on) on the dashboard to select the MyWeb area to access your grades. Grades are not mailed. Grades are usually posted by the second week of the semester. Transcripts may be requested in person, on the Brewton- Parker Christian University website - Registrar's link, online at https://tsorder.studentclearinghouse.org/school/select or through a mail request. Please address all requests to:

Registrar's Office

Brewton- Parker Christian University

PO Box 197

Mt. Vernon, Georgia 30445

Classroom Expectations

Students are expected to govern themselves in a Christ-like manner in class. Please give your professors and fellow students the utmost respect. Any disrespect toward a professor will not be tolerated. You are expected to attend classes, complete assignments on time, and if you miss a class, it is your responsibility to acquire notes, arrange with the professor to make-up any missed exams, and to inform your professor of your absence. Brewton- Parker Christian University has an automated attendance program that alerts the Student Enrichment Center (SEC) at any time you are absent from class. The system alerts the SEC when you have missed 20%, 30% and 35% of class time. If you are an athlete, the system alerts your coaches when you miss 10% of class time. If you are asked to come to the SEC office, please do so, as this is an attempt to help you receive the support needed to be successful academically. Please see the college's Academic Integrity Policy, which addresses cheating, plagiarism, etc. located in the appendix section of the handbook.

Student Athlete at Brewton- Parker Christian University

"Playing sports at college is an opportunity, but graduation is an accomplishment".

Brewton-Parker enjoys a proud tradition of sports and academics. As an athlete, you are first a student and therefore must abide by the same policies and procedures as outlined in the student handbook and the college catalog. Please see the Athletic Director for a copy of the Athletic Handbook and/or rules relating to athletics.

The Intercollegiate Athletics program at Brewton- Parker Christian University has full membership in the National Association of Intercollegiate Athletics (NAIA) and the Southern States Athletic Conference (SSAC). The athletic program also has affiliation/membership in the Mid-South Conference (MSC) and Appalachian Athletic Conference (AAC) for Wrestling and The SUN Conference for Women's Flag Football. Members are listed on the NAIA, and SSAC website (www.naia.og & www.ssacsports.org). Brewton- Parker Christian University supports intercollegiate teams for men in baseball, basketball, wrestling, track and field, cross-country, golf, and soccer. Women sports include basketball, women's flag football, track and field, cross-country, soccer, softball, wrestling and volleyball. Co-ed sports include bass fishing, competition cheer, and esports.

Intramural Sports – This program is a great way to meet new friends and stay in shape at the same time. Intramurals are available to all students. Intramural special events may include sports such as: billiards, Ping-Pong, and Ultimate Frisbee. The Director of Student Activities will be responsible for organizing all intramural sport activities.

Hazing

"Committing acts against an individual or forcing an individual into committing an act that creates a risk for harm in order for the individual to be initiated into or affiliated with an organization".

-American Journal of Emergency Medicine, M. Finkel, MD

Hazing is illegal. Brewton- Parker Christian University will not tolerate any acts of hazing.

Acts of hazing include actions that are done for pledging purposes such as holding office, maintaining membership, and/or initiation activities with/in an organization. Such activities can be violent, harassing or subtle. Hazing is illegal. The following are some examples of hazing:

- Degrading an individual or group
- Ridicule of an individual or group
- Embarrassing an individual or a group
- Harassment of an individual or group
- Humiliating an individual or a group
- Risking an individual or a group to injury
- Compromising of religious values or morals
- Forcing the consumption and/or over consumption of liquids or solids
- Interference of academic pursuits and civic/physical liberties
- Placing an individual in a situation that intentionally impacts emotional stability and places individual at risk of mental harm

Should a student feel they are in a hazing situation, they are encouraged to contact the Office of Student Development and Success located in the Cook Building.

The above section was taken in part from no-hazing@umich.edu (University of Michigan)

RESIDENTIAL LIFE

The Residence Halls (Student Housing)

The residence halls provide experience in hall government, social planning and group living. Trained personnel and selected student advisors are concerned with the educational and personal development of students. Students are able to develop social skills in an atmosphere conducive to their academic pursuits while developing their sense of responsibility as young adults.

The directors of the respective residence halls encourage student participation both in residence hall function and activities, and in the total Campus Community. Hall directors help develop and assist in planning programs of interest in student residence, as well as preside over the general functions of the halls.

Rules and Regulations Governing Residence Hall Living

1. The residence halls are reserved for traditional age college students who are typically single students under the age of 25. Students over 25 will be able to apply for a review of circumstances.
2. All students must sign a Housing Agreement each semester, as well as complete all forms and record updates linked with the application for housing.
3. All students must sign the given contracts at the time of move in to receive access to their assigned housing. Refusal to sign contracts, acknowledging having read the housing portion of the student handbook, as well as taking responsibility for the keys and assigned space will result in denial of access.
4. All students must update their contact information within their student portal at the start of any change to the information to date.
5. All students must remain in the assigned GroupMe for their assigned dorm. They must remain in this group via the app without silencing or muting the application for the duration of the time they reside within the assigned dormitory.
6. No housing change request will be accepted until after the drop/add date for each semester unless otherwise stated by the housing director. Students are required to stay in the rooms that are assigned by the housing department. Students found swapping or changing rooms without permission are subject to sanction.
7. Any student who has not checked into their assigned dorm by 5 p.m. on the last day of drop/add of each semester will be removed from the floor plans. Students who have not properly withdrawn will still be subject to Room & Board charges.
8. Students have 48 hours from the time they check in to a new housing assignment to email the housing director directly with any damages or concerns they find at move-in to ensure they are not fined later. After the 48 hours have lapsed, all liability will be given to the student assigned and contracted to the dorm
9. Students are to comply with the instructions and directions of residence hall personnel (managers, custodians, residence halls assistance, etc.)
10. All students who have resided on campus for any portion of time and wish to change over to the commuter program or the DEP program must reach out to the housing director and apply to do so.
11. All students must comply with all checkout procedures provided at the end of each semester. Failure to comply with all steps of the checkout procedure will result in a $100 fine.
12. All students must vacate the residence hall on the last day prior to any specified school vacation / holiday that occurs during a semester. Any requests to stay on campus when the dorms are closed must be emailed to the housing director no less than 72 hours prior to the dorms closing.
13. All students are required to submit any maintenance request or Tech requests regarding the dormitories to their resident assistant. Students are prohibited from sending direct requests to those departments regarding dormitory requests
14. All key replacements will be fined at the amount of $50 per key. Failure to turn in keys at checkout will result in the same $50 per key fine. Students will not be allowed to return keys at a later date in an attempt to remove the fine.
15. Each student will be allowed to request their door to be unlocked by the resident assistant one-time free of charge. After this one time a $10 fee will be placed on the student's account. If this becomes a repetitive issue with 1 given student the housing director reserves the right to take further action
16. The college reserves the right to enter any space to inspect, repair, or otherwise maintain all student rooms during the period of the contract in keeping with the college health and safety maintenance standards.

17. Students are required to become familiar with and abide by the regulations regarding safety, including those pertaining to fire safety and weather safety. Students are not to remove evacuation plans from any posted areas. Pulling fire alarms, tampering or handling fire extinguishers and other Fire Equipment when not necessary is prohibited. Violators will be subject to fines and or suspension from the college.
18. The college assumes no liability for damage to or loss of the students personal property, or the property of others in the possession of the student, resulting from loss, fire, flood, theft, vandalism or other causes beyond its control. This includes but is not limited to laundry areas, common areas, athletic venues. Please lock doors securely and keep your key with you at all times whenever you leave your room.
19. Students are fully responsible for the care and custody of the assigned property in rooms. Any items missing or broken will be chargeable to the occupant of said room. Room damage traceable to a particular student will be charged to the student's account. In instances where malicious destruction occurs in a room, hallway, or surroundings, the persons living in that room, on the hallway or in the facility may be charged a prorated share of the cost of repairs or replacement where perpetrators cannot be specifically identified. In the case that a student would like to become void of any possible charges, we ask that said student email the housing director with an explanation of the given situation prior to any charges being assigned.
20. Students have a 60-day time frame from the time a sanction and or fine is assigned to their account to present a dispute. After the 60 days has elapsed the sanction and or fine will be permanent.
21. Furniture is not to be moved from one space to another. Furniture moved within the space is allowed but students are subject to fines for any damages caused by this.
22. One small-unit refrigerator is allowed per student, as well as one microwave. All other cooking appliances are prohibited. This includes but is not limited to hot plates, air fryers, convection ovens, etc.
23. Candles or any source of heat-based fragrance are prohibited.
24. Students are to keep assigned rooms neat at all times and free of excessive trash. Students who consistently receive failure on room checks and leave their rooms unclean when they check out, will be subject to fines and cleaning fees.
25. Students are to refrain from attaching pictures and other material to the walls and doors which result in damage or defacement. Paint and wall damage will be assessed after checkout and subject to fine. The fine amount will be at the discretion of our Plant Ops.
26. Alcoholic beverages, alcoholic beverage containers, including empty containers, obscene or pornographic pictures and posters, Vape, vape accessories, tobacco, tobacco product, hookah, any illegal substance, or any indicator of illegal substance abuse is prohibited. Our entire campus is a smoke-free facility.
27. The use and/or possession of a firearm (including those with a permit), fireworks, dangerous weapons , any or all items that could do bodily harm or cause physical injury are prohibited.
28. Items that mimic the appearance of the items listed in rule 28 are prohibited. This includes but is not limited to water guns, imitation bullets, paintball guns, etc.
29. Excessive noise is strictly prohibited in and around the residence hall at all times (i e banging on doors, loud talking or laughter, shouting, running, horseplay, etc.) all music, TVs, and volume-controlled noise are to be played at room volume.
30. All students will receive a monthly housing newsletter via email . They are expected to read it and stay up to date on news and updates.
31. When a vacancy occurs within a dorm room that a student is still residing in, they will be given the following options. 1) remain in the occupant room alone and agree to a prorated private room, 2) request another student who also has no roommate to combine into one room, or 3) accept a roommate assigned by the residence director. Any student who fails to cooperate with the housing personnel handling this type of situation will be subject to sanction.

32. Items left in an unassigned space (old dorm assignment, commons area, unassigned dorm room, etc) will be held for 7 days after the last day of the current semester. After the time has lapsed, the housing department will dispose of all items. Exceptions to this can only be granted by the Director of Campus Life if properly requested by the student.
33. Students will be permitted to leave personal property in their rooms between fall and spring semester at their own risk. Brewton- Parker Christian University assumes no responsibility for lost or stolen items
34. No pets are allowed unless accommodations have been properly given by the college. If said accommodations are needed, please reach out to our Provost.
35. Members of the opposite sex are not permitted in students' rooms unless during visitation hours (See Visitation hours below).
36. All outside guests must be approved by the Housing Director and follow all BPC guidelines while on the premises. Students with outside guests are responsible for all damages caused by guests.
37. Under no circumstances is "babysitting" allowed. Children are not allowed within the dorms at any time.
38. Main doors to the dorms are to never to propped open to allow unauthorized entry
39. All windows must be open and doors left unlocked while having a visitor within the dorm room.
40. Overnight guests are prohibited unless approved by the housing director.
41. Outside furniture is allowed but is up for review of the Student Development Department. If an item is reviewed and deemed to be unfit for the living space, it will be required that removal of the item be made.

Visitation

Visitation Policy Guidelines have been established to ensure that the rights and privacy of each student are protected. Please note that visitation is a privilege, not a right. Privileges carry responsibilities, and responsible action assures the continuation of these privileges. If visitation privileges are violated, privileges may be revoked for individuals, residence halls, and campus wide.

Sunday-Thursday	6:00pm -10:00 pm
Friday - Saturday	2:00 pm - Midnight

1. All guests of the opposite gender or non-students must be accompanied by the resident they are visiting at all times. Guests must have personal identification on them.
2. For dorms that have room doors that open to an inside hallway or commons area the room doors must be completely open when a member of the opposite sex is visiting. (Thompson, McCallister, Leroy)
3. For dorms that have room doors that open to the outside must have their window blinds open at all times when a member of the opposite sex is visiting. (all other dorms)
4. Overhead light or a lamp must be on.
5. Non-student guests must be approved by the housing director and can only be of the same sex as the student checking them in. You must send your request to bpc housing via email 48 hours in advance. They are also only allowed to visit during visitation hours.
6. Babysitting children in the residence halls is not permitted.
7. Guests of the opposite sex may not use the public restrooms in the traditional residence halls.

Curfew

Sunday- Thursday 12 AM
Fridays-Saturday 2 AM

Please note that any violation of the residence hall rules and regulations are subject to fine and or sanction. All violations of general BPC rules and regulations that take place within the residence Halls are subject to fine and or sanction.

Each violation is handled in a case by case manner to allow our housing department to take into account a student's entire disciplinary record as well as all factors regarding each individual matter.

Sanctions can include but are not limited to monetary fines, community service on/off campus, etc. Repetitive violations will be sent up to our Vice-President for further disciplinary action.

Commuter Information

Incoming students attending their first year at BPC may enter as a commuter student but must qualify under the same guidelines listed below.
All returning students must fill out a commuter application that must be signed by the VP of Enrollment and athletics, the student's coach if applicable, and the Housing Director. Please reach out to the Housing Director for that application and return there as well.
One or more of the following guidelines must apply for a student to be allowed to be a commuter.

- Junior status (defined as 60 plus credit hours completed)
- 21 years of age
- Live within a 50 mile radius of our Mount Vernon campus with a legal guardian/parent
- Be legally married or have a dependent
- Be given medical or situational accommodation by the Provost

Please note that the age limit to live on campus is 24 years of age unless otherwise authorized by the VP of Enrollment and athletics and/or the Housing Director.

Non-Discrimination

Residence hall regulations for all residents apply to all students regardless of age, biological birth gender, race, or disability.

College Values

We, as the Brewton- Parker Christian University community, affirm the value of a peaceful and purposeful community, founded on biblical morals and ethical integrity of students and faculty. We commit ourselves to

the following Christian values on which Brewton- Parker Christian University 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.

Value 1. Respect for the Worth of the Individual

We value the intrinsic worth of every individual in the community. Our respect for 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, or inappropriate sexual conduct or communication.

Value 2: 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, or drugs are examples of behavior, which violate the value of self-discipline.

Value 3: 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.

Value 4: Respect for Property and the environment

We value the rights and privileges of owning and using property, both personal and college property, 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, unauthorized guests, pets, or the possession of any property used to intimidate others are all examples of behavior which violate this value.

Value 5: Respect for Community Authority

We value our privilege and responsibility 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 Brewton- Parker Christian University, municipal, state or federal laws. These values are violated by possessing, consuming, or distribution of alcoholic beverages; intoxication; possessing, using or distribution of illegal drugs, sexual misconduct, aiding, abetting or conspiring to engage in value violations; violating residence hall visitation guidelines; reckless behavior; lewd and indecent conduct; insubordination, unauthorized or unruly demonstrations; driving while impaired, habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, and so forth, loudly enough to disturb members of the college community; and committing a city, state, or federal crime.

Explanation of Sanctions

The VP of Enrollment and Athletics may impose and/or recommend sanctions, including, but not limited to:

1. **Reprimand** - A written notification that the student's conduct is in violation of College's rules and regulations.
2. **Disciplinary Probation** - A period of observation during which the student must comply with College rules and regulations and any other restrictions imposed by the Student Development Department, or be subject to additional sanctions.

3. **Removal from Residence Ha**ll - A student is removed from the residence hall for a specified period.
4. **Suspension** – A student is withdrawn from the College and all coursework for a specified period. While under suspension, a student may not reside in College-owned facilities; attend College-sponsored functions both on and off campus, participate in student organizations, represent the College in any capacity, or visit campus facilities and unless approved by the administration cannot take college classes.
5. **Expulsion/Indefinite Suspension** - A student is withdrawn from the College for an indefinite or unspecified period. Reinstatement may be requested by completion of an application for admission and a case review by the College Appeals Committee and approval by the college administration. While under expulsion, a student may not reside in College-owned housing facilities, attend College sponsored functions both on and off-campus, participate in student organizations, represent the College in any capacity, or visit any campus facility and cannot attend/take college classes unless approved by college administration.
6. **Fines** – All fines are to be paid. These fines are to be paid to the student accounts office located in the Newton Building. All persons who refuse to pay fines will have fines posted to their student accounts.
7. **Education Sanctions**- A student will be required to attend a session with the College Counselor, attend an educational program/session, participate in a community service project, or engage in other appropriate activities.
8. **Loss of privilege –** Loss of privilege prohibits a student from engaging in or attendance at any public event or in any capacity as a representative of Brewton- Parker Christian University. This includes athletics, pageants, musical or drama performances, student government and student organizations, etc).
9. **Restitution –** A student may need to compensate another for damage to or loss of property or damage to one's personal well-being resulting from student misconduct.
10. **Disciplinary Probation/ Behavioral contracts –** A student may receive a formal written warning that his/her conduct is in violation of Brewton- Parker Christian University policies and that student status is in jeopardy. Further, continuous enrollment of the student depends on satisfactory citizenship during the period of probation or behavioral contract.
11. **Disciplinary records –** A student found guilty of inappropriate behavior will have the information placed in a disciplinary record for the duration of enrollment at Brewton- Parker Christian University.
12. **Interim suspension –** A student may be placed on Interim suspension if 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 faculty, students, staff or guests. The student may be placed on interim suspension until the Office of Student Development & Success can convene to discuss the situation/incident. If placed on interim suspension, the student may be restricted from campus or from a particular program, activity or building.

Disciplinary Process

Brewton- Parker Christian University is an institution of higher education affiliated with the Georgia Mission Board. Our disciplinary process is based on a redemptive model. As such, the college community provides an accepting, caring Christian atmosphere in which spiritual formation, personal development, vocational preparation, and a sound, academic liberating education enhance the growth of individuals.

Any student, faculty member, or staff member must present a written report of the facts regarding the alleged violation before the disciplinary process can formally begin. Written reports are sent to the office of the Student Development Department (or designee). A meeting will be arranged with the student and the Student Development Department (or designee). If the student admits to a violation of the value, the student will receive a sanction, guidance, and counseling.

Complaint, Appeal, Grievance, and Amnesty

If a student disagrees with a violation, complaint procedures follow:

Fairness Rights

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

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

A. Student Complaint Policy and Procedure

Student complaints pertaining to academic, disciplinary, housing, financial, or any other matters outside the jurisdiction of the Grievance Committee should be resolved in accordance with the following procedure:

1. Students first should relate any concerns to a staff member in the office or area from which the complaint arises. Complaints must be submitted in writing and signed and dated by the complainant. For example, matters pertaining to residential or student life first should be reported to the appropriate Resident Assistant (RA), to the Student Development Department, the Director of Campus Housing, or other appropriate officer, while matters relating to faculty, classes, grades, or other academic matters first should be presented to the appropriate instructor, academic advisor, or division chair. The officer receiving the initial complaint will arrange to meet with the complainant and any alleged offenders in an effort to mediate an amicable and mutually satisfactory resolution to the complaint.
2. Any matter that cannot be resolved through mediation to the satisfaction of the complainant then will be referred by the officer receiving the complaint to the appropriate Vice President, Provost, or other Cabinet-level officer for further consideration, either through discussion or other informal conflict resolution proceedings or, ultimately, by referral to the standing College Appeals Committee for a formal hearing and final resolution. The College Appeals Committee policy and procedure is set forth both in the Student Handbook and in the Academic Catalog published online at the college's website.

Should any student have a concern, complaint, or other grievance for which the above procedures do not adequately afford a remedy or avenue of expression, then the student may request a conference with the Provost for advice about appropriate redress. If the concern or complaint alleges an offense that involves the Provost or poses a conflict of interest for the Provost, then the student may request review by the President.

B. Procedure for filing an Appeal:

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 the 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.

In the case of suspension or expulsion of a student due to violation of the student handbook (such as use, possession, distribution of illegal drugs, etc., as outlined in the student handbook) the staff of the Student Development Department (VP of Enrollment and Athletics , VP's, etc.) will consult with the President before the final decision is made. In such cases, the decision of the President and Student Services staff is final.

C. Requesting Amnesty Policy

Students who struggle with issues that violate the Student Conduct Code are encouraged to seek support and help. Examples include (but are not limited to) alcohol, drugs, and sexual relationships. Knowing that many students who struggle with these issues may fear asking for help because of the potential consequences, Brewton- Parker Christian University has started an amnesty policy. This policy allows students who want to receive help and support to receive support, encouragement, and counseling without initial disciplinary processes. Students who seek help from the Student Development office will receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral contract, receive a referral for counseling, and/or be asked to receive professional help elsewhere. Students must request amnesty from the Student Development staff before any report of the behavior is made or any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. Resident assistants, campus security, a representative of the Student Development Department, or any other member of the Brewton- Parker Christian University faculty or staff could carry out disciplinary confrontations. Students must be honest, cooperative, and compliant. They must demonstrate a true desire to change. Students may contact the Student Development Department to request amnesty or learn more about the policy. Requests for amnesty that involve illegal activity, or activity that otherwise endangers people or property, may be reported to local authorities as necessary. When students request amnesty, they will not be disciplined for behaviors they have engaged in prior to their confession, as long as those behaviors have not been public and are not determined to have significantly harmed other members of the campus community. However, depending on the extent of the behavior, students may still be removed from campus organizations as deemed by college officials. The behavior in question will have to ultimately change for the student to remain at Brewton- Parker Christian University. There may be circumstances when a student may be required to withdraw for reasons of safety, or in order to get added help before returning to campus as a student. *Students that have requested and granted amnesty, must refrain from any*

additional Student Conduct violations of category two or higher while on their specialized behavioral contract. If said student violates the Student Code of conduct,with a category two offense or higher while one a Drug Amnesty contract, the student may be subject to a more severe punishment than first time violators.

Conduct Subject to Sanctions

The violations listed below are not construed as all-encompassing. The VP of Enrollment and Athletics, College Administration and other assigned officials are given discretion in addressing incidents of violation not listed here. All policies and regulations of the Student Handbook may apply to all students on or off campus.

CATEGORY ONE violations include, but are not limited to:

a) Violation of general residence life and spiritual life policies.
b) Minor disturbances of the peace.
c) Violation of curfew policies.
d) Engaging or threatening to engage in behavior that would cause minor damage to college property or to the personal property of others.
e) Violation of parking/safety regulations.
f) Gambling.
g) Use of tobacco in any form on campus or at any college-sponsored event.
h) Use of profanity, vulgarity or obscenity in any form.
i) Failure to present official Brewton- Parker Christian University ID upon request of college authorities.
j) Knowledge of a violation of certain college policies or of students who are in violation of certain college policies without notifying proper officials.
k) Photographs or comments on social networking sites that document or publicize suspected violations of the Student Handbook.
l) Using another student's ID card for food services
m) Minor instances of disruptive behavior. (*Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the college*.)

CATEGORY ONE:

Sanctions assigned as disciplinary responses to Category One violations may include, but are not limited to:

a) Written warning.
b) Minimum fine of $25 and/or restitution.
c) Accountability agreement with college staff, faculty and/or coach.
d) Discretionary assignments and/or participation in corrective experiences (Counseling).
e) Residency relocation when warranted
f) 5-10 Hours of Community Service

g) Loss of privilege

CATEGORY TWO violations include, but are not limited to:

a) Repeated or severe Category One violations.
b) Violations of the college alcohol policy.
c) Possessions and use of THC Vape Cartridges.
d) Harassment.
e) Failure to comply with a directive of a college official acting in the performance of his or her duties.
f) Disrespectful behavior toward a college staff, faculty and/or coach.
g) Knowingly providing false or misleading information to a college official, including all staff and faculty.
h) Engaging or threatening to engage in behavior that would cause significant damage to college property or to the personal property of others.
i) Veiled or direct threats to harm any member of the Brewton- Parker Christian University community *(to include verbal or physical posture – expressed in person, or written via email, text messaging, Facebook, Snapchat, or any other form of social media).*
j) Minor disturbances of the peace. (*A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or complaints are reported and/or* ***police/security officers*** *respond to the scene.)*
k) Unauthorized possession or use of college facility keys.
l) Unauthorized entry or use of college buildings, facilities, equipment, supplies or resources.
m) Possession or use of fireworks or chemicals that are of an explosive or corrosive nature.
n) Possession of stolen property.
o) Possession and/or use of pornography of any kind.
p) Violation of law or college policy related to computer use or copyright infringement.
q) Forgery, alteration or misuse of college documents, forms, records, or identification cards.
r) Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed.

CATEGORY TWO:

Sanctions assigned as disciplinary responses to Category Two violations may include, but are not limited to:

a) Disciplinary Probation for either a definite or indefinite period.
b) Accountability agreement with college staff or faculty.
c) Loss of privilege.
d) Minimum fine of $50 and/or restitution.
e) Discretionary assignments.
f) Residency relocation when warranted.
g) Loss or reduction of scholarships.
h) Participation in educational programming. (counseling)
i) Suspension or dismissal.

CATEGORY THREE violations include, but are not limited to:

a) Repeated or severe Category Two violations.
b) Failure to comply with disciplinary decisions, including conditions of probation.
c) Repeated or severe violations of the alcohol policy.
d) Violation of drug policy.
e) Violation of the prohibited items policy.
f) Misuse of fire or safety equipment.
g) Causing or reporting a false warning of a campus emergency.
h) Major instances of disruptive behavior. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.
i) Major disturbances of the peace. (A disturbance will be defined as complaints reported and/or police/security officers respond to the scene.)
j) Knowingly accessing a computer, computer network, or computer system beyond the standard assigned and/or accepted permissions.
k) Causing physical or emotional harm to another person. Emotional harm includes but is not limited to, intimidation, stalking, cyber-bullying, and/or threats by text messaging or other electronic media.
l) Creating a hostile environment, including but not limited to hate speech, harassment, or sexual harassment.
m) Sexual immorality
n) Participation in hazing. (Refer to the policy on hazing in this handbook for further information.)
o) Arson or attempted arson.
p) Assault, physical or sexual in nature.
q) Veiled or direct threats to harm any member of the Brewton- Parker Christian University Community (to include verbal or physical posture – expressed in person or in written via email, text messaging etc.)
r) Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.

CATEGORY THREE

Sanctions assigned as disciplinary responses to Category Three violations may include, but are not limited to:

a) Suspension or Expulsion from the college.
b) Accountability agreement. (Behavioral Contract)
c) Disciplinary Probation.
d) Loss of privilege.
e) Minimum fine of $150 and/or restitution.
f) Discretionary assignments.
g) Loss or reduction of scholarships.

h) Participation in educational programming(counseling)
i) Eviction from Student housing or residency relocation.
j) Delay in or prohibition of registering for classes, and/or denial of readmission without approval of VP of Enrollment and Athletics.

Student Activities

Student Activities provides an opportunity for students to engage in and assist in creating a campus community that serves as their "home away from home". Students have an opportunity to engage in spiritual, social, cultural, and athletic, including intramurals, recreational and self-expressive activities.

The staff strives to develop and offer activities that promote spiritual growth and development and at the same time afford a memorable collegiate experience for each student. The Phillips Student Center houses the ultimate dining experience for our students and many guests from the local and surrounding communities. Located on the top floor is the Lake Side Grill with a walk–out patio to enjoy a view of Jones Lake. The downstairs dining area offers a smorgasbord of different cuisines. See your quick reference guide for dining operating hours. In the Phillips Student Center, you will find the game room, several seating areas to enjoy gaming, the Fan Store, the post office, several meeting rooms and the President's dining room.

If you have an interest in participating in or starting a Student organization, please check with the Student Activities office located in the Phillips Student Center.

Lake Regulation

Throwing, tripping, pushing, or otherwise enticing anyone into the lake is forbidden. Danger of drowning, snakebite, and lacerations could result. No swimming in the campus lake.

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 permitted by the President

No fishing is allowed from the dock.

Any student wishing to place a boat in the lake must secure permission from the Student Development Department. 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.

Pool Regulations

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

All swimmers must adhere to the following:

1. Students, campers, employees, and Brewton- Parker Christian University graduates must show Brewton-Parker Christian University ID upon request of the lifeguard.
2. Students may not use the pool unless a lifeguard is present.

3. The families (spouses and children ONLY) of employees and Brewton- Parker Christian University graduates may use the pool.
4. An adult must accompany children under age twelve.
5. Employees may periodically bring guests to the pool, but must accompany their guests.
6. Everyone must shower before entering the pool and after each time sunscreen or tanning oil is applied.
7. Running in the pool area is prohibited.
8. No one other than the lifeguard is allowed on the guard stand.
9. Tossing, dragging, or pushing anyone in the pool is prohibited.
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.
15. All pool floats must be removed from the pool upon leaving, either by the lifeguard or swimmers.