

Baptist University of the Americas
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2017-2018 STUDENT HANDBOOK

The 2017-2018 Student Handbook outlines the policies, procedures and resources established to promote a positive Christian environment and community at the Baptist University of the Americas. Upon registration, students acknowledge their understanding and acceptance of said policies, procedures and resources. The Student Handbook can also be found at www.bua.edu

The provisions of this document do not constitute a contract, express or implied, between Baptist University of the Americas and any applicant, student, student's family, or faculty or staff member.

BUA reserves the right to amend, delete, supplement or otherwise alter the provisions of this document at the university's sole discretion. Such changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. The Student Handbook contains general information only, and it is not intended to nor does it contain all regulations that relate to students.

The Student Handbook and other student-related publications may be revised semester to semester, thus, it is the responsibility of the student to view revisions online or to obtain revisions from the Student Services office.

Inquiries concerning the information referenced in this handbook should be addressed to the Vice President of Student Services/Enrollment Management Student Services at 210.924.4338 x 202 or mary.ranjel@bua.edu

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Preface

Dear Students:

We want to welcome you all to the new academic year, especially those of you who are beginning your first year at BUA. You are about to embark on a very exciting adventure. It's a new academic year, it's a new adventure and it's a new, exciting journey!

We are glad that you have joined our student body and considered BUA as your college of choice for your Christian education. We pray that the years you spend with us are a time of spiritual, emotional, and intellectual growth. You are joining a community of faith, and you will enjoy certain privileges that every member can expect. I urge you to take advantage of the many opportunities that will be offered to you during the upcoming year and challenge you to grow in new ways and great experiences.

It is important that you take time to familiarize yourself with this Handbook. It is the student's responsibility to be aware of, and comply with all regulations, policies, procedures, and deadlines.

We offer our very best wishes for a wonderful year.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary I. Ranjel". The signature is fluid and cursive, with the first name "Mary" and last name "Ranjel" clearly distinguishable.

Ms. Mary I. Ranjel
mary.ranjel@bua.edu
Vice-President of Student Services/Enrollment Management

Mission & Commitment

STATEMENTS OF MISSION AND PURPOSE

The mission of Baptist University of the Americas, as an institution of higher education, is the formation, from the Hispanic context, of cross-cultural Christian leaders.

The University seeks to fulfill its mission by providing:

General education studies courses;

Lower division academic offerings;

Upper division academic offerings;

Flexible and responsive continuing education programs;

A Learning Resources Center to assist students, faculty and alumni in research, ministry and personal development;

A qualified, competent faculty, staff, and administration;

Student and educational support services;

Systematic, broad-based research, planning and evaluation processes;

Adequate physical, financial and relational resources to accomplish the mission of the institution.

STATEMENTS OF PHILOSOPHY AND COMMITMENT

The University provides quality educational opportunities to all who wish to avail themselves of its services. The University is aware of the complex challenges facing members of the global community, and pledges the commitment of its Board of Trustees, administration, faculty, and staff to an educational program of excellence and flexibility for a constituency with diverse needs and backgrounds. The University is dedicated to offering students the opportunity for improving the quality of life through the provision of dynamic, responsive, and quality services.

The University seeks to treat each member of the community as a unique individual, and to provide an encouraging, success-oriented environment. University policy and practices are intended to protect the rights and development of each individual. Protection from unlawful discrimination, including conduct that constitutes sexual harassment and freedom to develop as an individual are promoted.

The University is committed to meet its responsibilities with fairness, accountability, and integrity. The University applies the highest ethical standards in achieving its mission and managing its resources efficiently and effectively to achieve its goals and objectives, as reflected in its code of ethics for Board members, administration, staff, and faculty.

The University is committed to excellence in the formation, from a Hispanic context, of cross-cultural Christian leaders. The University provides spiritual, academic, and extracurricular activities that benefit the student in a holistic manner. University offerings emphasize the practical application of skills necessary in diverse fields of ministry. Through a Christian-based educational and mentoring program, the University remains responsive to the needs of individuals, families, the church, and the community.

Denominational Relationship & Support

The Texas Higher Education Coordinating Board has granted a certificate of authority to Baptist University of the Americas to award the following degrees:

Associate of Arts degree with a major in Cross-Cultural Studies

Bachelor of Arts with majors in Biblical/Theological Studies, Business Leadership, Human Behavior, Music and Spanish Language and Literature.

Questions or complaints about this institution should be addressed to:

Texas Higher Education Coordinating Board
Box 12788, Capitol Station
Austin, Texas 78711
Telephone: (512) 427-6225

Baptist University of the Americas is accredited by the Commission on Accreditation of the Association for Biblical Higher Education, 5575 South Semoran Blvd., Suite 26, Orlando, Florida 32822-1781, 407-207-0808 or www.abhe.org on the internet.

Denominational Relationship & Support

BAPTIST INSTITUTION

The University is a nonprofit corporation governed by a Board of Trustees, a majority of whom are elected by the Baptist General Convention of Texas.

FINANCIAL SUPPORT

The Baptist General Convention of Texas (BGCT) is the principal source of financial support for the University. Through the auxiliary component of the BGCT, the Texas Woman's Missionary Union, and the Mary Hill Davis offering for state missions, the University receives scholarship funding distributable to eligible students. Funds from the Cooperative Program are used to assist students, as well. The generous support of the BGCT allows the University to provide quality education at very low cost to the student.

In addition to direct support from the BGCT, friends of the University, partner institutions, and cooperating local churches also contribute scholarship funds. The Hurley Foundation, Cooperative Baptist Fellowship, and Christ Is Our Salvation, a charitable trust, are examples of organizations that have assisted the University with scholarship support.

For a complete list of scholarships available, please visit the Financial Aid Office on campus or visit the BUA website at financial.aid@bua.edu

Non-Discriminatory Policies

WHO MAY ATTEND THE UNIVERSITY?

Baptist University of the Americas is committed to providing the opportunity for higher education to persons desiring to serve Christ in a multicultural context. The University offers degree programs for Christian individuals who consider their vocation as their ministry in the world. By enrolling in a degree program at Baptist University of the Americas students will acquire the knowledge, attitudes, and skills associated with the primary focus of that program. In addition students will develop a biblical and theological foundation that will prepare them for ministry through their professional activity whether in a church or outside-the-church work environment.

NON-DISCRIMINATION

The University does not discriminate illegally in its programs or activities on the basis of race, color, national origin, sex, religion, disability, age, or status as a veteran or disabled veteran.

Ms. Mary I. Ranjel, Vice-President of Student Services/Enrollment Management, who may be reached at 8019 S. Pan Am Expressway, San Antonio, TX 78224-1336; TEL (210) 924-4338, has been designated to handle inquiries regarding the University's non-discrimination policies.

The University is governed by a Board of Trustees comprised entirely of men and women who are members of Baptist churches, and the University operates in accordance with Baptist ideals.

The University is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches, which elects a majority of the members of the Board of Trustees.

As a faith-based educational institution, the University exercises its statutory and constitutional rights to discriminate on the basis of religion in the fulfillment of its purposes.

Students & Student Development (II Timothy 3:17)

The *Student Handbook* supplements information contained in the *BUA Catalog*. Students seeking further information should refer to the official source publications.

OFFICE OF STUDENT SERVICES & ENROLLMENT MANAGEMENT

The Office of Student Services/Enrollment Management is committed to:

- Providing all services needed for BUA students to fulfill their academic and
- Christian calling while at BUA;
- Serving the BUA community through the planning and implementation
- of student activities conducive to the mission of the University;
- Serving the local churches in their necessities through the ministries
- provided by our students;
- Serving the community surrounding BUA, including our neighborhood, city,
- region, and the world, through the ministries provided by our students;

By serving our students, we want to promote the establishment and expansion of God's kingdom from a multi-lingual and cross-cultural perspective within a Hispanic context.

ACADEMIC ADVISEMENT

The Registrar's Office maintains an advisory assignment list. Most students retain the same advisor throughout the program of study. Each advisor is given a file containing the information needed to advise the student, including THEA (ACCUPLACER) and TOEFL requirements. Students who have not passed all sections of the THEA (ACCUPLACER) test are directed to see the Developmental Studies Advisor before seeing an academic advisor. After the Developmental Studies Advisor assigns necessary developmental courses, the student is cleared to see the academic advisor.

Advisors are encouraged to get to know the students they advise. The goal for each advisor is to help the student formalize educational and vocational objectives, assist in the admission process, and provide academic information for use in course selection and other issues.

PASTORAL COUNSELING

The university considers the students' spiritual development a major priority in student life. Students who need personal, family and/or vocational counseling are referred to a Christian counselor. The Dean of Student Services serves as Chaplain. Students needing professional counseling will be referred to a licensed professional counselor. The University provides a counselor on campus two days a week for students wishing to take advantage of cost free counseling. To schedule an appointment, visit the Student Services Department or email at admissions@bua.edu

CAREER PLANNING

The Office of the Academic Affairs administers the Birkman Inventory, used to assist students in determining areas of ministry in which they are more apt to be successful. A Birkman-certified counselor is available to evaluate the results. Students are encouraged to participate in internship ministry experiences and explore a varied range of opportunities for future ministry.

CAREER ASSISTANCE

The University provides career services through the Office of External Affairs to help students find part-time employment in local churches and other ministries. Contact the Luis Juarez at luis.juarez@bua.edu

The Office of Student Services assists students wishing to continue their education in exploring graduate study opportunities.

The Registrar's Office serves as the information center for the Test of English as a Foreign Language (TOEFL), Texas Higher Education Assessment (THEA), and the General Education Development Test (GED).

SPIRITUAL FORMATION

Students will find a number of activities and programs to help them grow in their spiritual journey. Students enjoy a campus environment where fellow Christians study, dine together, participate in intramural sports, share in classroom instruction and dialogue, and engage in daily fellowship with other students, faculty, and staff. Students are provided opportunities to participate in evangelism efforts, the Rollins Lecture Series, serve in missions projects in the San Antonio area and leadership roles in local churches, and participate in worship services celebrated during the chapel hour.

CHAPEL ATTENDANCE

To graduate, every student must comply with the Chapel requirement. Every student must register for Chapel during the 2017-2018 academic year. Starting in 2011, students must register for a minimum of 4 semesters of Chapel.

HEALTH SERVICES

Beginning the fall semester of 2013, every student attending Baptist University of the Americas should have health insurance. It is the obligation of each individual student to purchase this on his/her own. There are local clinics in the San Antonio area that treat students and their families at a reduced cost for those students that opt out of insurance. For more information or locations of these clinics, visit the Student Services Office.

STUDENT ACTIVITIES CENTER

The Student Activities Center is located on the second floor of the BUA Baugh Campus building, room # 290. The Center is open Monday through Friday for students to enjoy time together in a relaxed atmosphere. Unattended children are NOT allowed in the Student Activities Center.

FITNESS CENTER

The University provides a fitness center located at the Piper Village Student Housing Complex, apartment # 5105, as a place with facilities and equipment for students to maintain or improve their physical fitness. The Fitness Center is equipped with a full array of fitness machines, weights and upright stationary bikes, treadmill and elliptical.

* Hours:

Monday - Saturday
7:30 a.m. – 12:00 noon

Sunday

Closed

*Fitness Center hours are subject to change. The Fitness Center is closed during winter break, summer break and holidays.

AGAPE RESOURCE CENTER – FOOD AND CLOTHING

The Agape Resource Center is located in the Piper Village Student Housing Complex in apartment # 302. A free breakfast for all students is provided Monday through Friday from 7:30 a.m. – 9:00 a.m. in the Piper Village Student Housing Complex Club House. Clothing and food items are available free of charge. For hours, please check with the Dean of Student Services at pabloa.juarez@bua.edu

LIBRARY/LEARNING RESOURCES CENTER

The LRC houses a comprehensive collection of books, periodicals, and audio/visual resources. The LRC also provides remote access to electronic resources and the Internet (including the American Theological Library Association (ATLA) serials). Other electronic databases include Academic Search Elite and Business Source Elite. Our full service library offers numerous services comprising of: reference service, Interlibrary Loan service using WorldCat, and tailored individual or group bibliographic instruction sessions. A number of media viewing and listening devices are available for checkout. Open stacks, a public access catalog, interesting and informative displays, and study areas provide a calm and

welcoming environment for study and research. Normal hours of operation are: Mondays, Tuesdays, and Thursdays from 7:30 a.m. to 10:00 p.m.; and Wednesdays, 7:30 a.m. – 9:00 p.m.; Fridays, 7:30 a.m. to 5:00 p.m.; and Saturdays from 10:00 a.m. to 3:00 p.m. The LRC is closed for chapel on Tuesdays and Thursdays from 10:50 a.m. to 12:00 noon. Hours are subject to change due to weather or university-wide special events.

WORK-STUDY

Eligible students may arrange to work on campus doing a variety of jobs. Earnings from work-study scholarships will be applied to the students' accounts. Students may not work more than twenty hours per week in the program while classes are in session. Students may work up to forty (40) hours per week when classes are not in session.

CAMPUS MAIL

Students may receive and send mail daily. Student mail is private and personal; it is a violation of federal law to tamper with the mail. Under no circumstance should a student read or take mail that is not theirs. Mail is distributed from the Business Office located on the second floor of the Baugh Campus.

WEBSITE

The University website is currently developing an array of capabilities to assist students and alumni with career services and can be viewed at www.bua.edu

E-MAIL

All students are provided with a BUA e-mail account once admitted to the university. This then becomes the main means of communicating official BUA business. It is imperative that students check their BUA e-mails on a routine basis. For assistance with e-mail including directions on how to point your BUA e-mail to another e-mail account contact the Information Systems Department by calling 210.924.4338 x 349 or email info.sys@bua.edu

SOCIAL MEDIA

Internet services such as Twitter, Facebook, Instagram, etc., enable individuals to interact with a universe of people as well as connect with family and friends. While BUA encourages and supports individual freedom of expression, it is also concerned with the safety and well-being of its students as well as faculty and staff.

Postings on personal profiles, groups and chat rooms are often seen by the public and are easily accessible by anyone. You are expected to monitor your own social media, and post (or refrain) from posting any information and images that do not appropriately represent the University and its Christian standard. You should promptly remove anything posted by someone else which violates this policy.

Before participating in social media sites:

1. Understand that anything posted online is often available to anyone in the world.
2. Do not post your personal information such as your home address, phone number, birthdate or other personal information that could lead to unwanted attention, stalking, identity theft, etc.

3. Do not post or permit any information such as photos or other items online that could embarrass you, your family, or any other student at BUA.
4. Only add friends that you actually know.

MONITORING

Social network sites may be regularly monitored by the Office of Communications. Any violation of law or the University's policy about social media usage or Student Code of Conduct is subject to disciplinary action on the part of the University.

ID CARDS

Identification cards are issued to students at registration. The card is used for checking materials out of the Learning Resources Center, access to computer labs, and campus check-cashing privileges, and should be carried at all times. Cards become void upon withdrawal or graduation. ID cards are available through the BUA Communications Office.

ACENTOS CAFÉ

The Acentos Café is located in the Student Union area, first floor of the Baugh Campus. Acentos Café has a modern, sleek look with BUA's wonderful coffee, sandwiches, and delicious pastries to accompany it.

COMPUTER LAB

A computer lab is located in the Learning Resources Center.

DISABILITIES

In compliance with University policy, the programs and activities of the University are conducted in a manner so that no otherwise qualified disabled individual will, solely by reason of disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any such program or activity. Notification and inquiries concerning student services for the disabled should be directed to the Vice President of Student Services/Enrollment Management. All information provided is strictly voluntary. Accommodation letters are available on the University website or through the Office of the Vice President for Student Services at mary.ranjel@bua.edu

Handicap parking is provided in specific locations throughout the campus.

MILITARY WITHDRAWAL

Upon student withdrawal from the University as a result of being called into active military service, the University will, at the student's request:

Refund the tuition paid by the student for the semester in which the student withdraws;
Grant a student (who is eligible under applicable college guidelines) an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Opportunities for ministry

(ACTS 1:8)

The University is located in San Antonio, a city rich in history involving many ethnic groups. The city and its environs are home to over 220 Baptist churches and missions, including approximately 64 Hispanic congregations, and 15 Baptist agencies involved in health, education, children's ministries, retreats, and benevolences. University students have many opportunities to serve within the Baptist family in San Antonio.

EQUIPPING FOR MINISTRY

(EPHESIANS 4:11)

The New Testament speaks of the different types of ministries that the servant of God may pursue during the earthly journey. Every child of God has a special purpose in life, and the Father has blessed each with gifts to carry out that purpose. In searching for God's will for your life, consider the following list of prospective ministries as you prepare to serve:

Pastor	Education Minister	Church Administrator
Church Planter	Youth Minister	Christian School Administrator
Missionary	Music Minister	Recreation Ministries
Evangelist	Children's Minister	Music and Drama Ministries
Editor	Christian Educator	Minister to Social Needs
Hospital Chaplain	Prison Chaplain	Business Chaplain

CHRISTIAN SERVICE PROGRAM

(See the Christian Service Program Section)

To graduate, every student must demonstrate one ministry service unit per semester as certified by the Office of Christian Service Program. A unit is defined as 10-12 ministry service experiences (normally one hour per week) per semester for full-time students. Students taking less than nine hours are awarded a unit if they have 5-6 ministry services experiences in a semester. All students are to be active in a local church. Students are to submit regular reports to their Christian Service Mentor on their involvement in the church and other ministries. This responsibility is a University requirement and may or may not be compensated.

EMPLOYMENT WHILE ATTENDING THE UNIVERSITY

We encourage students not to let employment, whether at a church or secular institution, adversely affect academic performance, or spiritual and personal well-being. The priority in life at this time should be training for Christian service, and academic requirements should govern the time spent in employment. We recommend that a student carrying 15 or more semester hours limit employment to no more than 20 hours per week.

The Office of External Affairs will receive and post any employment and service opportunities from area churches and businesses on the bulletin board located in the administration building hallway or by student email. For more information, please contact the Office of External Affairs at 924.4338 x 364..

Students are going to be absent from their employment for many reasons. Responsibility and courtesy dictate that the students notify the employer as soon as possible.

Student Activities

The primary purpose of the University is to prepare students for ministry. Extracurricular activities are an integral part of developing comprehensive personal skills during the student years. Students participate in a number of activities within and outside the campus.

NEW AND RETURNING STUDENT ORIENTATION

Students enrolling for the first time at the University are required to attend orientation sessions at the beginning of their first semester of study. There is a \$50.00 fee for this activity and all new, incoming students are strongly encouraged to attend the new student orientation sessions. These sessions will be led by administrative and staff personnel and will cover a variety of topics related to the University program. In addition to the New Student Orientation, all students participate in a general orientation session (general assembly) at the beginning of each semester.

REGISTRATION

New and returning students must be completely registered with the University in order to attend classes. Registration for new students occurs during the New Student Orientation at the beginning of each semester. Students enrolled at the University may participate in early registration usually offered at the end of each semester or may register during the registration week at the beginning of each semester. Early registration and registration week times are posted in the Academic Calendar published yearly in the University Catalog, the Student Handbook, and the University Website.

NOTICE: Students will not be considered properly registered and will not be admitted to classes until they have been approved by the Business Office on the status of their financial account. Students will not be able to enroll if they have outstanding debts in their accounts.

NEW STUDENT AND RETURNING STUDENT FELLOWSHIPS

The University family looks forward to receiving new and returning students in an annual fellowship event that includes food, get-acquainted activities, and fun.

SPORTS

Students participate in sports such as basketball, soccer, volleyball, softball, and ping-pong.

STUDENT ORGANIZATIONS

STUDENT ORGANIZATIONS

The purpose of student organizations at Baptist University of the Americas is to provide opportunities for the enhancement of academic, cultural, social, spiritual, and recreational aspects of student life through participation in group programs and activities. Every BUA student has the opportunity to become involved in campus organizations.

The Dean of Student Services oversees student organizations from the creation of the organization. The Dean of Student Services is responsible for assigning mentors to these organizations. Mentors can come from faculty or Staff. The role of the mentor is to facilitate the student organization with logistics and counsel when required.

Students Involved in Student Organizations Experience Some of the Following Benefits¹:

- Behavior, they have reduced behavior problems
- Higher grades and positive attitudes towards school
- Graduate: These students are less likely to drop out and more likely to have higher academic achievement.
- Experience: Students have the opportunity to practice those leadership lessons they learn in the classroom.

Student Organizations provide great opportunities for students and enables them to full potential.

Student Leadership Council (SLC)

The Student Leadership Council (SLC) is formed by the presidents of every student organization with the purpose of planning activities and making sure that one organization is not in conflict with another organization's activities. It is careful to make sure not to overwhelm students with too many activities. The SCL is supervised by the Dean of Student Services. The SCL meets regularly during the semester.

The University encourages students having common interests to organize and seek official recognition as a student organization. To establish a University-recognized student organization, students must adhere to the following process:

- A written request must be submitted to the Dean of Student Services
- The organization must have a staff member to serve as advisor;
- The organization is willing to conduct its activities in accordance with University policy;
- The organization must submit a list of authorized and eligible officers or representatives;
- Approval by the Dean of Student Services will allow the organization to be officially recognized.

RISK MANAGEMENT

A risk management training program is required for designated student organizations leaders and advisors. Possible sanctions for an organization found to be in violation of University policy include:

Probation: Probation of an organization is a formal censure by the Office of Student Services which governs campus organizations. During this time a group must adhere to all University policies pertaining to organizations and its members. Any noncompliance with these regulations will be viewed seriously and may lead to the suspension of the organization.

Suspension: Suspension of a University organization due to flagrant violations of policy may last from one semester to a permanent suspension. Suspension will remove the group from all University listings, prevent meetings and activities of the group and freeze University financial accounts. If the suspension is a permanent one, the organization will be disbanded.

Risk Management will address the following topics:

1. Alcohol and illegal drugs – possession, use, and penalties
2. Hazing

3. Sexual abuse and harassment
4. Fire and other safety issues, including possession/use of firearms, weapons, explosives
5. Group travel outside the surrounding area
6. Behavior at school sponsored events

Approval by the Dean of Student Services is required for all meetings conducted by student organizations that are not officially recognized, whether religious, secular, or instructional, and for all programs, presentations, and plans for outside speakers.

Student Government: A Student Government representing the student body is elected annually. Each member serves for one year and is subject to reelection for a second term. The Student Government assists the Dean of Student Services in planning activities to enrich the lives of students and their families. Officers elected by members include a president, vice president, a general student body representative, and class representatives.

Drama Teams: Students organize drama teams that teach the use of drama in worship and outreach.

The Jimenez-De La Cruz Missions Society: Students at the University have organized the Jimenez-De La Cruz Missions Society, a Missions Club that promotes local, regional, national, and international missions activities. The Missions Society assists students plan and conduct missions projects such as service to the community, missions trips, and collaboration efforts with missionary organizations. For more information about the Missions Society, contact the External Affairs Office at external.affairs2@bua.edu

BSM – Baptist Student Ministry: This ministry seeks to follow the vision of I Thessalonians 2:8, summed up in saying that we will share the Gospel and our lives with those around us. The ministry is divided into three main areas of focus: Missions/Evangelism, Prayer/Discipleship and Worship/Church Life.

Praise Teams: Praise teams serve by leading worship during chapel services. Students with musical talent are encouraged to audition. Praise teams and evangelistic teams work together in community outreach efforts. For more information contact Maria Monteiro at maria.monteiro@bua.edu

Soccer Team: The University promotes soccer as a club sport and encourages the soccer team to participate in local tournaments during the year. The primary purpose of the team is to witness the life-changing power of Jesus Christ. For more information, contact the Dean of Student Services.

Housing

The University provides on-campus housing at Piper Village for single students, married couples, and families. Piper Village comprises three buildings, each with eight one-bedroom and eight two-bedroom apartments for married couples and families; and two buildings, and each with eight four-bedroom apartments for single students. Students enrolled for full-time studies are given preference for housing assignments, and married couples are given preference when both spouses are enrolled for full-time studies. Beginning the spring of 2016, background checks will be required for all applicants wishing to live in on campus housing. Negative background checks will not deter the applicant from studying at the University but may determine whether or not the applicant will be authorized to live on campus.

When hosting non-students, a written request must be submitted for approval to the Housing Assistant at housing.assistant@bua.edu. A student hosting a non-student without prior authorization from the Housing Department will incur disciplinary actions for violation of school housing policies.

Daily non-student visitation is *not permitted* unless it is due to emergency or other justified reason. For information about housing or housing guidelines contact housing.assistant@bua.edu

HOUSING DEPOSIT AND ROOM AND BOARD

Dormitory Deposit (one-time) \$300 (Singles)

Married Housing – Deposit is the first month's rent

Please check with the Office of the Housing Assistant at housing.assistant@bua.edu for cost, deposit and rental agreement. Beginning January 1, 2016, all new, incoming students requesting to live in student housing must give permission to run a background check. The results of the background check will determine eligibility for living on campus but will not deter a student from studying at the University.

Room costs are determined for regular school days only. Students will be charged for those days not part of the University calendar, including early and late occupancy.

Rooms must be kept clean, and damages to residence facilities are the responsibility of the student resident. Failure to comply will result in forfeiture of the entire room deposit. A student who moves into campus housing and subsequently moves out prior to the end of the semester forfeits his/her deposit..

Refunds are available only to students who officially withdraw from the University through the Registrar's Office.

On-campus apartments for full-time married students are available on a first-come first-serve basis. The deposit is refundable upon vacancy of the housing apartment if no damage or unusual wear and tear is found. Rent is due on the first business day of the month. Prospective students should NOT expect housing to be available without written confirmation from the housing department. The University reserves the right to determine who will occupy housing facilities.

STUDENT HOUSING GROUND RULES

Curfew: The University does not have a formally established curfew for students. For students living at Piper Village, on the Baugh Family Campus, the University requires that they obey visiting hours (4:00–11:00 p.m.), and establishes a noise curfew. The noise level of all stereo equipment, musical instruments, and TVs must be restricted by 11:00 p.m. daily. Restricted noise levels mean individualized use for stereo equipment and musical instruments, and TV usage that would not disturb sleep or studying activities in the apartments. Lights may remain on if quiet is maintained. Non-compliance is subject to disciplinary action.

Apartment Inspections: Students must maintain their living areas clean and livable. Apartments will be inspected regularly. A complete inspection will be conducted at the time of check-in when students will complete an inspection checklist. That checklist will be used at the checkout time prior to summer recess. Students are financially responsible for any damages to the apartments, appliances, and furniture.

Living Together on Piper Village: Each single housing unit at Piper Village will house up to eight students (two per bedroom). Students in an apartment will share two bathrooms, a kitchen, and a living area. Students must apply the RESPECT ground rules for their sharing a living space at Piper Village.

Students may not use TV, stereo systems, or musical instruments after 11:00 p.m. unless with individual hearing devices in order not to interfere with sleeping/studying time of roommates and apartment mates. Students must use individual desk lamps when studying in their room past 11:00 p.m.

Residence Assistants, (RA's) will be responsible for providing immediate support to student needs, requests, and community living at Piper Village. For emergencies the first contact is the RA who may need to contact the Dean of Student Services depending on the emergency. In case of a medical emergency or fire call 911.

The Club House at Piper Village is available to students between the hours of 7:00 a.m. and 2:00 a.m. every day. The Club House is not reserved for private parties such as birthday parties, showers, nor club meetings. It is available for general use to students who wish to fellowship, study, eat, watch television, read or relax. Children of students are not allowed in the Club House unless accompanied by a parent. The University reserves the right to limit the use of the Club House at Piper Village for the use of students only.

Gender Relations: Students are expected to relate with the utmost respect toward each other, especially toward members of the opposite sex. Students living at Piper Village are allowed to host members of the opposite sex in their apartments during the hours of: Monday – Thursday from 5:00 p.m. – 10:00 p.m., Friday from 3:00 p.m. – 11:00 p.m., Saturday from 12:00 p.m. – 11:00 p.m. and Sunday from 12:00 p.m. – 10:00 p.m. Students are not allowed to visit the BEDROOMS of other students of the opposite sex. Romantic relationships must be conducted with decorum and in appropriate Christian conduct. Visitation should be limited to the living room area.

Families on Campus: A significant number of BUA students are married and many of them live on Piper Village with their children. Students must respect and care for each other as members of a Christian community. Parents must supervise their children at all times and make sure that they are safe and safely and respectfully behaving on campus. Single students must respect the families on campus and behave in ways to uplift their lives at BUA.

Piper Village has a playground for children 12 years-old and younger. No children older than 12 years of age and no adult must play in the playground. Children must have adult supervision at all times.

Fire Safety: Students may utilize outside grills for cooking but must be kept at least 20 feet away from the buildings. However, they must take all necessary precautions towards preventing fires. In case of fire, please refer to the fire safety plan outlined in the Emergency Contacts and Procedures section of this handbook.

RESPECT GROUND RULES FOR COMMUNITY LIVING

Respect each other
Sleeping times
Silence
Personal and group spaces

Enjoy Bible study together
Attendance

Participation

Share common resources
Use of microwave and refrigerator
Bathroom supplies
Common lounge area

Pray for each other
Identification of individual needs
Prayer times in the morning
Spontaneous prayer for each other

Exercise kindness toward each other
Spontaneous services to each other
Kind words and gestures

Clean your individual and common spaces
Bedrooms
Bathrooms
Lounge
Hallways
Campus

Transform your environment into God's kingdom's show room
Live out the golden rule (Matthew 7:12)
BE Christ to each other
SERVE! SERVE! SERVE!

Miscellaneous Policy and Information

AUTOMOBILES

Students with automobiles are provided on-campus parking space, for a nominal fee. Parking permits are available through the BUA Business Office. Students are to park in the designated areas. Failure to do so may result in disciplinary procedures. Cars parked in fire zones will be ticketed by campus security, and towed away at the owner's expense immediately. Non-working cars must be removed from the University property within 24 hours or will be towed at the owner's expense.

Speed limit on campus is five (5) miles per hour. Car washing on campus is limited to the use of buckets of water. Residence hall cleaning equipment may not be used. Auto repairs and oil changes are not permitted on campus. Non-working or wrecked cars will not be allowed on campus and will be towed at the owner's expense within 24 hours.

CELL PHONES

Cell phones must be turned off during chapel and class periods.

CHANGE OF ADDRESS, NAME OR TELEPHONE

Any change of home address, name or telephone number should be reported to the Business Office and to the Registrar's Office as soon as there is a change in your contact information

CHILDREN

Children must be accompanied by an adult parent at all times while on University premises.

COMMUTER STUDENTS

Commuter students are subject to campus rules while on campus and at University functions. Commuter students are permitted to make short visits to the residence halls (extended permission must be obtained from Housing, through housing.assistant@bua.edu). Out of respect for privacy and property, a student is not to enter a resident's room without permission.

FINANCES

Full payment is expected before the first day of classes each semester. An interest-free monthly payment option is available through the Business Office. The enrollment fee is one-fourth of the total tuition and fees, and must be paid at registration. Failure to keep the terms of the payment plan may result in being withdrawn from classes. For more information contact Sylvia Trujillo at Sylvia.trujillo@bua.edu in the Business Office at 210 924-4338 x 206.

LAUNDRY ROOM

Laundry facilities with coin-operated washers and dryers are provided for campus residents. Please check the posted hours on the door of the laundry room. There are designated laundry facilities for married students as well as single students. Singles students as well as married students should use their designated laundry area.

LOST AND FOUND

Students should notify the Business Office when items are lost and found.

MUSICAL INSTRUMENTS

The University-owned instruments are available for use only with permission from Maria.Monteiro@bua.edu, Assistant Professor of Music.

SELLING AND SOLICITING

By Students—The sale or solicitation of goods or services by a student to other students must be approved by the Dean of Student Services. Requests for the privilege should be made in writing. A student organization fundraising approval form must be submitted at least two weeks prior to the proposed fundraising event. A copy of the approved or denied form will be sent back to the primary contact person once the fundraising project has been reviewed. Potential donors must

not be contacted before fundraising approval is granted. Space must be reserved for every on-campus fundraiser through the Activity Request Form.

The following guidelines must be followed for all student organization fundraising:

1. Any donations, goods, money, or services must be reported to the Dean of Student Services
2. Funds should be raised for the organization, not for individual students.
3. To raise funds on behalf of the University, students should carry a letter from BUA giving the student permission to solicit. This letter can be signed by the Dean of Student Services.
4. Fundraising should not be self-serving
5. The student organization is responsible for sending thank-you notes or letters to each donor once funds are received.

By Outsiders—For your protection, solicitation of any nature, commercial or otherwise, is not permitted on campus without approval by the Dean of Student Services. It is possible that salespeople might enter resident halls without permission, under the guise of a guest. Solicitors or suspicious persons should be reported to Campus Watch at 210-364-9615, and the Resident Assistant.

TELEPHONES

Telephone jacks are provided in each apartment. Students residing in campus apartments are responsible for obtaining and paying for telephone service. Faculty and staff telephones are not to be used by the students without permission.

VEHICLES AND UNIVERSITY TRIPS

Students are not allowed to drive University vehicles without approval. Any driver of a University vehicle who receives a traffic violation is responsible for the consequences of the violation. Persons driving University vehicles must first pass a background check. University vehicles should always be locked when unattended. The University will not assume responsibility for personal property left in University vehicles or taken on University trips (athletics, music, summer missions, etc.). Requests to drive University vehicles should be directed to facilities.assist@bua.edu Student Conduct

BEHAVIOR

Student behavior should at all times be in keeping with standards of appropriateness. The University's expectations regarding behavior commence when a student is initially accepted by the University. They apply to the student's conduct wherever the student may be, on or off the campus, when the student is engaged in University-related activities and when the student is not.

DRESS AND APPEARANCE

The evidence of a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other academic pursuits about the campus. The student is expected

to maintain standards of dress and personal grooming that are appropriate for a Christian academic environment. Specific policies or rules regarding dress and personal grooming are difficult to draft and enforce. For this reason, considerable discretion must be vested in the Office of Student Services to maintain these standards. Obvious violations of these standards such as failure to wear to cover the midriff adequately, etc., in University offices, and at other appropriate places and times, may be subject to disciplinary action. Refusal to comply with reasonable requests will be grounds for disciplinary action.

Christian Testimony

Every student is expected to conform to the highest Christian standard of conduct. The rule to live by is that of a dedicated student, striving for the approval of God and having a constant concern for one's Christian testimony. University policy disapproves of conduct frequently found in a secular setting, but not entirely out of the realm of temptation for the Christian. Students are to obey the law, show respect for properly constituted authority, and observe correct standards of conduct. The following types of behavior are prohibited:

SEXUAL HARASSMENT

In the matter of sexual harassment, the University will not tolerate misconduct of this nature. Immediate disciplinary action will be taken with respect to anyone discovered to have committed an infraction of this type. Disciplinary action may include dismissal.

What is Sexual Harassment? Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature directed toward another student or University employee. Sexual harassment includes:

- Obscene or suggestive sexual remarks directed at a person, even if meant jokingly;
- Physical contact that would be reasonably construed as sexual in nature;
- Any type of sexual advance which suggests that an individual submit to a request that would place the person in an embarrassing or compromising situation;
- Sexual assault to any degree;
- Engaging in sexually-oriented conversations for purposes of personal sexual gratification;
- Telephoning a student or employee to solicit inappropriate social relationships;
- Enticing or threatening a student or employee in exchange for benefit; and
- Any other behavior that may be construed as sexually inappropriate and may affect one's ability to carry out his/her academic or job-related activities.

What Laws Address Sexual Harassment of Students? Sexual harassment or abuse of students by University employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination).

What Will the University Do When It Learns of Sexual Harassment of a Student? Any University personnel receiving a report that a student is being sexually harassed or abused will immediately notify the Vice President of Student Services, who will investigate and take prompt action to intervene.

What Do I Do If I Have Been Sexually Harassed at the University? A student with a complaint alleging sexual harassment by another student or an employee may request a conference with the Vice President of Student Services, who serves as the Title IX coordinator. The conference will convene as soon as possible, but within seven calendar days. Oral complaints should be reduced to writing to assist in the

investigation. If a complaint about sexual harassment arises, the process outlined in Section IX: Student Grievance and Appeals Procedures will be followed. A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, TX 75201
TEL: (214) 880-2459
FAX: (214) 880-3082 TDD: (214) 880-2456

Who Is the Title IX Coordinator? The Title IX Coordinator is Ms. Mary Ranjel, Vice President of Student Services/Enrollment Management. (TEL: 924-4338, ext. 202).

Will My Complaint Be Confidential? To the greatest extent possible, complaints will be treated confidentially. Limited disclosure may be necessary in order to complete a thorough investigation.

What If I am not satisfied with the University's Resolution of My Complaint? A student dissatisfied with the University's initial response to the complaint has seven calendar days to request a conference with the President or designee. Prior to or at the conference, the student must submit a written complaint signed by the student containing a statement of the complaint, any evidence to support the complaint, and the resolution sought.

A student dissatisfied with the resolution of the complaint may request that the Board of Trustees hear the complaint at its next regular meeting, in closed session. The Board will decide on action it deems appropriate upon conclusion of the hearing.

SEXUAL IMMORALITY

Any act of sexual immorality involving an individual associated with the University is unacceptable and is cause for immediate disciplinary action and will not be tolerated.

DRUGS, ALCOHOL, TOBACCO

The use of intoxicating beverages, controlled substances or harmful drugs, and any type of tobacco item is prohibited, and subject to immediate disciplinary action. The illegal use, possession, or sale of a drug or narcotic, as those terms are defined in the Texas Controlled Substances Act, will be reported to the appropriate authorities for prosecution. Use of drugs, alcohol or tobacco is unacceptable and will not be tolerated. Baptist University of the Americas prohibits the use of illegal drugs both on and off campus because they are detrimental to the physical, psychological, social, and spiritual well-being of the individual.

(See Drug Free Campus Policy, BUA website at www.bua.edu/.....)

WEAPONS

Baptist University of the Americas is a drug free, tobacco free and gun free zone. Violations may result in arrest and/or suspension from the University.

INAPPROPRIATE STUDENT DRESS AND APPEARANCE

Students are expected to dress modestly and have a neat and clean appearance. Appropriate attire is required at all times. Modest shorts may be worn. “Tank” shirts are prohibited. Men are not to wear caps in chapel. Women are expected to wear appropriate dress and modest outfits. Short shorts are prohibited on campus. Hair will be groomed in an appropriate style and acceptable appearance. Extreme appearance is not acceptable, whether in dress, hairstyle, or cosmetics.

UNSUITABLE LANGUAGE (PROFANITY)

Christians should be known for their distinctive lifestyles. The use of words, which reflect the thoughts of the inner person, should be stated in a way that reflects love, joy, peace, gentleness, and truth. Foul and offensive language has no place in the life of a child of God, especially in an institution of Christian higher education. Profanity will not be tolerated.

HAZING

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for means of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. All forms of hazing are prohibited and will not be tolerated.

SOLICITATION

No commercial enterprise is allowed to operate on campus without prior approval by the Dean of Student Services.

VANDALISM

Students who deface or damage University property or property other than personal property will be required to pay the full cost of damages and may be subject to disciplinary action. Persons committing acts of vandalism are subject to criminal prosecution.

GOSSIP AND UNTRUTHS

The University family is a community of Christian believers, and there is no place for gossip or falsehoods about others within the community. On the contrary, “whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” *Philippians 4:8*. The conversations of students, faculty, staff, and administrators should at all times reflect the depth of relationship of a follower of Christ.

Students must comply with all written and verbal requests and instructions from University officials. Failure to comply may result in disciplinary action.

STUDENT CONDUCT: DISRUPTIONS; PHYSICAL VIOLENCE

Disorderly conduct includes any of the following activities occurring on University property or at University-sponsored functions:

- Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists;
- Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance;
- Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired;
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights;
- Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance;
- Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in an assembly or meeting when there is reason to believe that the conduct will cause or provoke a disturbance;
- Willful disruption of the classroom learning process;
- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or passageway in a University building to the extent that employees and other persons, including visitors, having business at the University are denied entrance into, exit from, or free passage.

VIOLATIONS

Students participating in a violation of conduct standards found under the Christian Testimony section of the Student Handbook may be subject to suspension or expulsion from the University. In these situations, the President or designated representatives have the responsibility to determine when conditions cited above prevail, and they will have the authority to take steps as deemed necessary and reasonable to quell or prevent such disruption.

The Vice President of Student Services or the President may take immediate disciplinary action, including suspension, against a student for policy violations if the student's continued presence poses a danger to persons or property or is an ongoing threat of disrupting the academic process.

Any student failing to comply with the official and proper order of a designated University official, acting within the scope of his or her employment, will be subject to immediate suspension from the University. If immediate disciplinary action is taken, the student will be summoned to a conference with the Vice President of Student Services who will proceed accordingly.

ACADEMIC INTEGRITY

The University expects the highest degree of integrity from all students in all aspects of their lives. The Student Council developed a Student Honor Code that has been approved by the faculty and administration. Students are expected to abide by the Honor Code.

The University regards the following as illustrations of misconduct by individuals or groups which may result in review by the appropriate disciplinary actions:

Academic cheating or plagiarism.
Furnishing false information to the University.

The Honor Code

The Honor Code represents the ethical and behavioral standard that the students themselves have chosen. The Honor Code is an outward expression of the inward commitment to the character for which BUA students want to be known. The BUA student body wants to develop a Christ-honoring reputation that will be widely recognizable and joyfully accepted by current students and alumni alike as a referendum on their character. The Honor Code is a covenant that students make with one another, with the school, and with God. It is a sacred pledge to hold each other accountable to become a people whom God has transformed to take the transforming word to the world.

“Before our Lord Jesus Christ, I, as a student of Baptist University of the Americas, pledge to honor God, my fellow students, and my school, with my mind, body and soul by reflecting Christ-likeness in academics and my relationships, committing to the values of integrity, honesty, trust, fairness, respect and responsibility.”

Brief statements below give further explanation of the Honor Code adopted by the student Honor Code Committee.

- We pledge to strive for excellence in academics, to keep our bodies holy and healthy as the temple of the Holy Spirit, and to pursue a growing relationship with Jesus Christ, our Lord.
- We pledge to protect the reputation of BUA and honor the name of Jesus Christ, for we are His witnesses.
- We pledge to be a people of honesty, for honesty is the foundation of academic integrity.
- We pledge to be a people of trust, allowing for free exchange of ideas and academic freedom.
- We pledge to be a people of fairness to insure against discrimination on the basis of gender, age, ethnicity, and disabilities by fellow students, faculty and staff.
- We pledge to be a people of respect for everyone is made in the image of God. Respect among students, faculty, and staff insures the proper climate for learning and living.
- We pledge to be a people of responsibility, for everyone must hold oneself accountable to God and to others.

The Honor Code insures academic integrity and will not tolerate academic misconduct. Academic misconduct includes, but is not limited to cheating, plagiarism, stealing, collusion, disrespectful conduct toward fellow students or instructors, inappropriate use of the Internet, and the unethical use of research papers without regard for intellectual property. All copied or paraphrased references will be cited and credit given according to the form a syllabus requires.

Violations of the Student Honor Code

The following steps delineate the procedure to follow for violation of the Student Honor Code:

- The instructor will first confront the student regarding his/her suspicions. The instructor has the authority to fail the student for the assignment, the exam or the class.
- The student may appeal his/her case to the Honor Code Committee by written request. The Honor Code Committee is composed of three appointed members chosen by and from the Student Council.
- Within two weeks of receiving the written request, the Honor Code Committee will hold a hearing with testimony from both the student and the instructor. Each may bring witnesses or any other material pertinent to the hearing.
- The Honor Code Committee will make a recommendation in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs may investigate further. Within two

weeks of receiving the written request, the Vice President for Academic Affairs will issue a decision on the case.

- The student or the instructor may appeal in writing to the President of the University. Within two weeks of receiving the written request the President, will issue a decision.
- The final appeal is to the Board of Trustees. A written request by the student or the instructor may be made to the Chairperson of the Board of Trustees. Within two weeks of receiving the written request, the Chairperson of the Board of the Trustees will respond to the request and inform how the Board will proceed with the request.

As consequences of violations to the Student Honor Code, the Honor Code Committee may issue recommendations to the Vice President for Academic Affairs that may range from reprimands to probationary status, suspension, and or expulsion according to the seriousness of the violation. The ultimate purpose of upholding the Honor Code is to live a life that honors God, His Church, one's fellow students, and Baptist University of the Americas.

SUSPENDED OR EXPELLED STUDENTS

Students suspended or expelled from the University for disciplinary reasons forfeit their privilege of living in student housing and will be asked to vacate student housing on the timeline provided. Typically this will be immediately. A change to non-student status shall not abrogate the requirement that the individual cease residing in student housing as directed (i.e. the disciplined individual will not be allowed to remain in student housing as a dependent, employee, etc.).

DISCIPLINARY RECORD

The University maintains a written disciplinary record for students who have been charged with serious misconduct at the University. The record reflects the nature and disposition of the charge, penalty assessed, and other pertinent information. The disciplinary record is separate from the student's academic record and treated as confidential; the contents will not be revealed except upon request of the student or in accordance with law. The disciplinary record is normally retained for five years following the student's graduation or withdrawal from the University. Probationary letters may be removed upon written request of the student after terms of the probation have been completed.

Student Grievance and Appeals Process

STUDENT RIGHT TO FILE GRIEVANCES, COMPLAINTS, AND APPEALS

University students have the right to file grievances, complaints, and/or appeals regarding disciplinary actions and/or other circumstances related to student life at Baptist University of the Americas. Students are encouraged to address the complaint directly with the person/people involved in the situation if at all possible. However, if the situation is not resolved or if a student wishes to review or file a complaint regarding the action of an individual or an administrative unit (Academic Affairs, Student Services, Advancement, and Administration and Finances) of the University, the student should direct his/her questions to the person responsible for supervision of the individual or unit. Procedures for specific problems are outlined below.

DISCIPLINE HEARING PROCEDURE - SUSPENDED OR EXPELLED STUDENTS

Accused students subject to suspension or expulsion may appeal the decision of the Vice President of Student Services/Enrollment Management to the Disciplinary Committee. The appeal must be submitted

in writing within seven days of the disciplinary action. No other disciplinary action may be appealed to the committee.

The Disciplinary Committee will provide the student with a hearing at which the student is afforded due process, to include the following:

- Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation;
- Right to a full and fair hearing before the Committee;
- Right to a representative or legal counsel;
- Opportunity to testify and present evidence and witnesses in his/her defense;
- Opportunity to examine the evidence presented by the University administration and to question the administration's witnesses;
- Right to challenge the impartiality of the members of the Committee. (Impartiality is defined as a person who has no personal stake in the outcome of the proceedings and who is not a witness to the events.); and
- Right to make a record of the hearing at his/her own expense.

The Vice President of Student Services may suspend, or impose other appropriate penalty, upon a student who fails without good cause to comply with a letter of notice, or the Vice President of Student Services may, at his/her discretion, advise the Disciplinary Committee (the Committee) to proceed with the hearing in the student's absence.

The Committee will render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of fact in support of the charges. Decision will be rendered based on the preponderance of evidence presented, and any penalty will be stated in the decision. The Vice President of Student Services will administer any penalty.

The accused student may appeal the Committee's decision to the President no later than seven days after the hearing. The appeal to the President must be presented in written form.

The President may review the decision of the Committee and upon review affirm, modify, or reverse the decision. The President will notify the student of the decision in writing within fifteen days of receiving the appeal.

DISCIPLINE HEARING PROCEDURE - ACADEMIC MATTERS

Students may appeal the final grade received in any course by the following procedure:

- Collect tests, papers, daily assignments, class notes, and other relevant materials and request a conference with the instructor in question;
- Present the case for grade appeal directly to the instructor;
- If the student is dissatisfied with the decision of the instructor, appeal may then be made to the Vice President for Academic Affairs;
- If the student is dissatisfied with the decision of the Vice President for Academic Affairs, appeal may then be made to the President. The President will only consider an appeal if each step in the process has been explicitly followed; and
- If the student is dissatisfied with the decision of the President, appeal may be requested before the Board of Trustees.

DISCIPLINE HEARING PROCEDURE - STUDENT LIFE

Students may appeal issues related to student life to the Vice President of Student Services for resolution. If dissatisfied with the decision of the Vice President of Student Services, appeal may be made with the President. If dissatisfied with the decision of the President, appeal may be made with the Board of Trustees.

DISCIPLINE HEARING PROCEDURE - FISCAL AFFAIRS

Students may appeal issues related to fiscal affairs to the Vice President of Student Services for resolution. If dissatisfied with the decision of the Vice President, appeal may be made with the Vice President for Administration & Finance. If dissatisfied with decision of the Vice President for Administration & Finance, appeal may be made with the President.

APPEAL TO THE ASSOCIATION FOR BIBLICAL HIGHER EDUCATION

Any student completing the appeals process who believes the institution did not provide a fair hearing may appeal to the Association for Biblical Higher Education (ABHE):

Association for Biblical Higher Education
P. O. Box 780339
Orlando, FL 32878-0339
TEL: (407) 207-0808 FAX: (407) 207-0840 EMAIL: exdir@abc.org

Questions or complaints about this institution should be addressed to :

Texas Higher Education Coordinating Board
Box 12788, Capitol Station
Austin, Texas 78711
Telephone : (512) 427-6225
RESOLVING GRIEVANCES AMONG STUDENTS

The University recognizes that misunderstandings and/or differences of opinion may arise within the context of student life. It is the policy of the University to try to resolve conflict in the fairest, most equitable manner possible, to the satisfaction of all parties involved, with the assurance that the student registering the complaint need not fear any retribution for doing so. Students must take the following steps in the order in which they are outlined:

Step 1. The wronged student should first follow the biblical injunction of Matthew 18:15 to approach the offending party personally, in all sincerity, seeking reconciliation, resolution, and understanding. Biblically and culturally appropriate conflict resolution strategies are strongly encouraged.

Step 2. In the event this first step does not bring about a satisfactory solution to the problem, the offended student should then bring the matter in written form to his/her faculty adviser to help resolve the matter. If the problem is with another student, the offended student's faculty adviser will contact the faculty adviser of the offending student so that both may be involved in trying to reach a resolution. The offender, the offended, and the two faculty advisers should meet together for discussion of the issue. If the two students have the same faculty adviser, the adviser should call in an unbiased party from the remainder of the faculty to serve in the place of a second adviser.

Step 3. If a satisfactory resolution still has not been reached after the second step, the offended student may present a written statement of his/her grievance to the Vice President of Student Services. The Vice President of Student Services, at her discretion, has the option of appointing a committee of three members of the faculty, not to include the two already-mentioned faculty advisers, to serve together with the Vice President of Student Services to resolve that one situation. The committee will hear presentations and arguments, as it deems appropriate, and decide the outcome of the dispute according to the facts and applicable University policy. The decision of the Vice President of Student Services or of the appointed committee will be final.

Notes

It is understood that both the offended student and the accused offender will be active participants in all necessary steps toward resolution of the grievance. The procedures for conflict resolution are intended to resolve all complaints in the context of a Christian spirit and dialogue. Conflict provides an opportunity for everyone involved to model conflict resolution in a constructive way that exemplifies Christian love, mercy, and peace.

CHRISTIAN SERVICE PROGRAM

PHILOSOPHY

University leadership believes ministry training is maximized when the student is active in a local congregation where the principles learned in the classroom can be put to practice. The purpose of the Christian Service Program is to enable students to integrate classroom learning with personal life and practical ministry experience. The following objectives support that stated purpose. For more information, contact Mario Ramos at mario.ramos@bua.edu

Objectives

- That the students adopt a lifestyle of service in Jesus' name by meeting human and organizational needs.
- That the students discover their spiritual gifts and abilities useful for ministry.
- That the students apply biblical principles in the context of ministry.
- That the students learn to work in cross-cultural settings.
- That the students develop leadership abilities and leadership styles for different ministry settings.
- That the students learn to reflect on their ministry experiences.

Requirements

In order to graduate, every University student enrolled for nine or more hours in a semester must demonstrate one ministry service unit, as certified by the Office of Christian Service Program. A unit is defined as 10-12 ministry service experiences (normally one hour a week) in a semester. Students taking less than nine hours are awarded a unit if they have 5-6 ministry services experiences (normally one hour a week) in a semester.

New students must be active in a local congregation within the first three weeks of the semester. (Special Exemption: First-time students are to become active in a church within the first five weeks of their first semester.)

If students cannot find for themselves places to minister, the Director of Christian Service Program will assign a church in which to minister.

Students will be assigned a mentor who will serve as advisors for their Christian Service requirement. Students are to provide the Director of Christian Service Program with regular reports on their involvement in the church and other ministries. These reports will be turned in to the instructors of specific courses during the semester. The procedure for reporting is described below.

We understand that students will incur absences due to sickness and emergencies. For that reason we allow the student to be out no more than two weeks per semester and still receive credit. Consult the Director of the Christian Service Program should absence extend beyond two weeks.

Code of Conduct

Students ministering in local congregation or other organizations represent our Lord Jesus Christ, the church, the University, and himself/herself. It is imperative that students conduct themselves in a manner reflecting the character of God. We strive to maintain a reputation for excellence in the community, and we want to be an institution that churches will be calling for church leaders. The following code of conduct is required of all students:

- Be prayerful.
- Dress appropriately.
- Be punctual.
- Be submissive to those in authority over you.
- Have a cheerful disposition.
- Be enthusiastic.
- Be humble.
- Be loving.
- Follow the proper chain of command when disagreements or conflicts occur.
- Report problems that interfere with the student's ability to fulfill his/her ministry to the Director of Christian Service Program.

Procedure

The student should take the initiative to find a place of ministry and ensure that a mentor is willing to supervise the student's ministry during the semester and submit an evaluation report.

The student is to turn in a signed Mentor's Agreement.

At the beginning of the semester the student will submit the Christian Service Program Information sheet on their ministry. This form will be collected in class and turned over to Dr. Mario Ramos, the Director of the Christian Service Program, for the students' files.

The student will submit three Faith & Service Reports (formerly called the Ministry Activity Reports) during the semester:

The report will consist of a one-page, single-spaced, 300 to 400 words. Reports are due on the class day designated. The weekly report will include the student's name, date, course, ministry activity and place of ministry and reflection. These assignments will be sent electronically via email with or without attachments. Send this report to his/her teacher and a copy to mario.ramos@bua.edu. There are three parts to this assignment:

Describe your ministry activity.

What issues did you deal with?

Personal reflection/application. (If applicable: What are your thoughts that resulted from personal reflection based upon the assigned reading? What other lessons or insights you considered important?)

If the student is taking more than one designated CSP class in current semester, he/she may be allowed to turn in the same report in both classes.

At the end of the semester the student will submit the Christian Service Program Weekly Report.

At the end of the semester the student will submit the Mentor Evaluation. The Mentor will report on how the student did that semester. This can be submitted after the 11 weeks or when the student completed at least 10 ministry activities for full-time students or 5 ministry activities for part-time students (less than 12 hours).

Once you have identified a mentor, you must submit to him/her the following information:

Information for Mentors

“And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others” (2 Timothy 2:2).

We are thankful that you have agreed to be a mentor of a BUA student. As you know, there is much in ministry that cannot be taught and learned in the classroom. Students need mentors to teach them how to serve in Jesus’ name in the world. Every Timothy needs a Paul. As volunteering to be a mentor there are a number of responsibilities listed below. If you cannot adhere to these commitments, please let your student know as soon as possible, so they can find another mentor. Thank you.

Mentor’s Agreement

The mentor agrees to supervise the student to insure that the student fulfills his or her responsibilities. The mentor agrees to report on the progress of the student at the end of each semester by a form provided by the BUA. The Director of Christian Service Program will give the student the form to give to his/her mentor.

The mentor agrees to meet with the student on a regular basis to assist the student understand and apply skills and attitudes necessary for a successful ministry.

The mentor understands that “...Students are to be active in local churches and engaged in ministry service. To graduate, students must accumulate eight ministry service units, as certified by the Director of Christian Service Program. Transfer students must accumulate one ministry service unit for each semester of enrollment at the University on a full-time basis, and one-half unit for each semester of enrollment on a part-time basis. A unit is defined as 10-12 ministry service experiences during a semester (normally one hour per week), and one-half unit consists of 5-6 ministry service experiences during a semester. Students are to submit regular reports to the Director of Christian Service Program noting their church involvement and ministry service. The Christian Service Program is a University requirement and may or may not be compensated (see *BUA Catalog*, p. 51, under “Graduation Requirements and Process”).

What Mentors Can Do for Their Student

Pray for them.

- Give them practical advice regarding their spiritual development.
- Counsel them in the areas of decision-making and interpersonal relationships.
- Impart skills.
- Impart confidence and understanding in those skills.
- Motivate the student to bring out the best in him/her. Stretch them to achieve more than they expect they can do.
- Model the importance of learning the basics of the skill.
- Help the student find other resources to improve themselves.
- Observe the student in action.
- Evaluate the student and give them feedback to enhance self-learning and development.

(Numbers 4-10 are taken from the book “*Connecting: The Mentoring Relationships You Need To Succeed in Life*” by Paul D. Stanley and J. Robert Clinton, NavPress, 1992).

Stewardship Policies Regarding Mission-Supported, Non-Sponsored Events

Mission-supported, non-sponsored events are any events, projects or activities that support and enhance the mission of Baptist University of the Americas but are not officially sponsored by the university through budgeted expenses, classroom assignments, specific requirements of staff job descriptions, or trustee-appointed tasks. BUA encourages these events, but reserves the right to grant their final approval and support. The primary events to which these guidelines refer are mission trips initiated and led by students and/or staff.

The students/staff involved in the event maintain 100% of the responsibility for raising the necessary funding required for the project. A detailed project description and budget should be submitted through the BUA Missions Club to the Vice President of Student Services (VPSS) and the Vice President for Development (VPD) no less than six months in advance of the project (should we advise to contact External Affairs too??). The VPSS and VPD will receive timely updates on the progress of all aspects of the project, and BUA retains the right to terminate any projects that do not align with our mission, core values and strategic plan, or any projects that are not funded on a timely basis.

A very limited amount of funding assistance may be available through the BUA Missions Club. Priority of access to this funding will be given to students involved in the BUA Missions Club.

The Office of Development (OD) may serve as a resource of information and expertise regarding issues of stewardship and fundraising, but will not assume any responsibility for the raising of funds for mission-supported, non-sponsored events. The OD will provide:

Counsel

Limited church contact information (all contacts must be approved by the OD in advance)
 Certain minimal expenses, such as postage (advance approval required)
 Accounting and maintenance services of gifts received

The OD will NOT provide:

Administrative staff support, including but not limited to writing, phone calls, copying, printing, mailing services, and follow-up

Credit for future fundraising activities (i.e. no expenses will be approved until funds are available)

The key to successful fundraising—like successful evangelism and missions—is relationship. People who know you are much more likely to give to your project. Therefore you should start with who you know, regardless of what you think their capacity for giving might be. Start with...

Family

Friends

Home Church

Churches you've served in or spoken to

Acquaintances and neighbors

Only when you have exhausted these relationships will the OUA consider solicitation of other churches and/or donors. Students or staff involved in the project should know that the OUA will not jeopardize current giving to BUA to raise funds for mission-supported, non-sponsored events (robbing Peter to pay Paul), but under certain circumstances determined by the Vice President for Development, the OD will allow solicitation of select churches and/or donors. The OUA retains final approval on all solicitations and methods.

Participants may research denominational agencies, foundations, corporations, etc. that they believe could help and the OD will assist in solicitation strategies and methods.

Participants should have an understanding of the timeliness of their initial contact and follow-up of potential supporters. Churches in particular generally need several months to arrive at a decision to support a project.

All solicitation **MUST** include the following statement:

While the participants of (PROJECT NAME) are students and/or staff of Baptist University of the Americas, this project is not an officially sponsored or funded BUA event. It is an extracurricular activity that supports the mission, core values, and strategic plan of BUA.

Any questions about the above policies may be directed to the Office of Student Services or the Office of Development.

Campus Safety and Law Enforcement

The University strives to provide a safe learning environment. The University does not operate its own campus police department. The Office of Administration and Finance and other administrators work to ensure the safety and security of students. The University works closely with local police regarding any reported crimes at the college.

The University's campus watch force does not have arrest powers but alerts the local police and University personnel of activity that may require their attention. Cooperation with campus watch is expected at all times. Security awareness and crime prevention are encouraged in orientation programs and residence hall meetings.

To aid in crime prevention, the University will notify all students and employees through the emergency alert system, their mailbox delivery and chapel announcements of any incidents of violent crime.

CAMPUS SECURITY - REPORTING CRIMES AND EMERGENCIES

Criminal actions and emergencies are reported to Campus Watch. Administrators will take appropriate action, which may include calling law enforcement. A written report of all incidents is maintained in the Business Office. Students and employees are to report promptly any criminal activity or emergencies to Campus Watch, at 210.364.9615, or to the San Antonio Police Department, at 911.

CAMPUS SECURITY - ACCESS TO FACILITIES

All students and employees have access to academic, recreational, and administrative facilities on campus. Access to residence halls is limited to resident students and their guests. Access by University

employees is on an “as needed” basis. Defective equipment or other situations affecting security and safety are given high priority and are responded to immediately. Safety-related concerns should be reported to Campus Watch.

Emergency Contacts and Procedures

In case of emergency, call Campus Watch at 210.364-9615; or the Dean of Student Services at 210.900.5684

Emergency or dangerous situations, such as accident, illness, injury, violent acts, theft, should be reported immediately to Campus Watch, the Vice President of Student Services, Campus Watch, the Dean of Student Services or other official.

Procedures in case of illness requiring a doctor’s care:

- If the immediate attention is required, contact Centro del Barrio at 922-0103, located at 6315 S. Zarzamora, near the University. Centro del Barrio provides general medical, dental, and prenatal services for those who qualify, at a reduced rate.
- For emergency room assistance, Southwest General Hospital is located at 7400 Barlite Blvd., less than a mile from the University. Telephone: hospital 921-2000; emergency room 921-3535, or University Hospital Medical Center, 4502 Medical Dr., #2, (210) 358-0265. For a list of clinics, please inquire in the Office of Student Services.

In case of medical emergency, follow the procedures below:

- Call 911 and stay on the line until all the information is obtained.
- Call Campus Watch at (210) 364-9615, who will contact the Dean of Student Services.
- Campus Watch will go to the location of the emergency and assist the authorities.

The Dean of Student Services or the Vice President of Student Services will notify the student’s immediate family if emergency care is required.

If counseling is needed, contact the Vice President of Student Services, mary.ranjel@bua.edu or to make an appointment, contact admissions@bua.edu

In case of *fire*, follow the procedure below:

In the Apartments and Dormitories—

Upstairs

If you smell or see smoke, call 911.

- Check door with back of your hand.
- If hot—do not open the door.
- Place a wet towel under the door.
- Go to closed window open shades or blinds so you can be seen.
- Do not open the window (air will feed the fire).
- Wait for the fire department to rescue you.
- If the door is not hot ...
- Alert neighbors and get down stairs.
- Alert down stair neighbors.
- Knock on all the doors, blow whistle or sound horn.
- Move everyone to the soccer field (the designated site).
- Take a head count.
- Notify the firemen of those not accounted for.

Downstairs

- Check door with back of your hand.
- If hot—do not open the door.
- Place a wet towel under the door.
- Move to the farthest point from fire.
- Open the window and get out.
- Close the window.
- Call 911.
- Sound alarm.
- Do not go up the stairs unless it is absolutely safe.
- Move to the soccer field.

In all living areas

- Keep all hallways clear.
- Do not store items in hallway.
- Once you leave the building do not go back in.
- Make one person per building responsible for reporting to the fire department when they arrive at the scene.

Classrooms

- If you see flames or smoke alert sounds.
- Everyone (upstairs or down stairs) is to go to the nearest exit.
- Move to the soccer field.
- Instructors are to count their students.
- Close classroom and office doors on your way out.

Use of a fire extinguisher

- If there is a fire, no matter how small, call 911 first.
- If a fire is small you may use a fire extinguisher.
- If that does not put out the fire, leave immediately and call 911.

Comments from the Fire Department

- If door is hot, do not open it.
- It is not recommendable to use a window ladder.
- Stand in front of a window where you can be seen by the fire department personnel.
- Keep children with parents on the soccer field.
- The closest buildings to the fire should be alerted.

Fall Tem**2017**

Faculty meetings	August 1- 4
Faculty/Staff Advance	August 4
Student housing for new students opens	August 14
Fall registration for returning students	August 14, 15 & 18
CELT testing	August 14, 15 & 17
Accuplacer testing	August 14, 15 & 17
Computer Proficiency Testing (CPT)	August 14, 15 & 17
AA & BA Programs New Student Orientation	August 16-17
BBI Program Welcome	August 16-17
Student housing for returning students opens	August 17
First Day of Fall Semester classes	August 21
Late registration and schedule changes	August 21 – 29
Last day to drop classes with 100% financial reimbursement	August 25
New Student Welcome	August 25
Student Assembly; Student Inauguration of Student Council	August 31
Labor Day (closed)	September 4
First Chapel Service	September 5
No refunds after this date	September 11
Convocation	September 12
Constitution and Citizenship Day	September 19
Transfer of credit equivalence application submission	October 2 – October 30
Board of Trustees Meeting	October 5-6
Founders Day	October 6
Fall Break (no classes-administrative offices open)	October 9 – 10
Courses withdrawn after this date will be recorded as failed	October 13
Rollins Lectures	November 2
Early registration for Spring 2018 Semester	November 13 – 17
Thanksgiving Holidays	November 22 – 24
Last day for removal of incomplete grades	November 27
Last chapel service	December 7
Last day of classes	December 8
Final exam week	December 11 – 15
Student housing closes	December 16
Christmas Holidays for students	December 18 – January 15
Final grade submission	December 18
Christmas Holidays for administrative staff	December 20 – January 2

January Term	2018
Latina Leadership Course	January 4 – 7

Spring Term	2018
Faculty meetings	January 9-12
Student Housing for new students	January 8
CELT Testing	January 8, 9 & 11
Accuplacer	January 8, 9 & 11
Computer Proficiency Testing (CPT)	January 8, 9 & 11
Spring Registration for returning students	January 8, 9 & 12
AA & BA Program new student orientation	January 10 & 11
ESL & BBI Program new student orientation	January 10
Student Housing for returning students opens	January 11
Martin Luther's King (MLK)	January 15
First day of Spring Semester classes	January 16
Late Registration and schedule changes	January 16 – 24
New Student Welcome	January 19
Last day to drop a class with 100% financial reimbursement	January 23
Student Assembly	January 25
First Chapel service	January 30
Transfer of credit equivalent application submission	January 31 – February 28
Graduation application submission deadline	February 16
No refunds after this date	February 13
Spring Break (no classes-administrative offices open)	March 12 – 16
Courses withdrawn after this date will be recorded as failed	March 12
Good Friday (BUA closed)	March 30
TB Maston Lecture Series	April 2 – 3
Early registration for summer classes and Fall 2018 Semester	April 16 – 20
President's Picnic (BUA closed after 12:30 noon)	April 20
Last day for removal of incomplete grades	April 24
Battle of Flowers Holiday (BUA closed after 12:30 noon)	April 27
BUA Scholar Day	May 1
Commissioning Chapel (Last Chapel Service)	May 3
Last day of classes	May 7
Final exam week	May 8 – 15

Final grade submission for graduating seniors	May 17
Board of Trustees Meeting	May 18
Commencement	May 19
Student housing closes	May 21
Final grade submission	May

May Term**2018**

Advanced Theology Class (TBD)	May 2018
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Needs Confirmation/Changed

TBD = To Be Determined

BOLD = Changed

* You may contact Irma Rivera at irma.rivera@bua.edu for any questions or concerns.

