

Baptist University of the Americas  
7838 Barlite Blvd.  
San Antonio, TX 78224  
Fax (210) 924-2701  
[www.bua.edu](http://www.bua.edu)



# 2018-2019 STUDENT HANDBOOK

The 2018-2019 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](http://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 Dean of Student Services/Enrollment Management at 210.924.4338 or [gabriel.cortes@bua.edu](mailto:gabriel.cortes@bua.edu).

Published by:  
Office of Student Services/Enrollment Management  
Baptist University of the Americas  
7838 Barlite Blvd.  
San Antonio, Texas 78224

Updated January 14, 2019

Directory of Administration

Abraham Jaquez, B.B.A., M. Div., Ed.D.  
President & CEO

Gabriel E. Cortes, B.S., M. Div., D.Min  
Chief of Staff  
Interim Dean for Student Services/Enrollment Management

Mario Ramos, B.A., M. Div., D.Min  
Dean of Academic Affairs

Danny Cancino, B.B.S., M.B.A. P.h.D. (Candidate)  
Director of Administration and Finance - CFO

STUDENT SERVICES DEPARTMENT

Dr. Gabriel Cortés  
Interim Dean of Student Services/Enrollment Management

Mary I. Ranjel  
Director of Admissions & PDSO, Primary Designated School Official  
Director of International Office  
Title IX Coordinator

Araceli Acosta  
Director of Financial Aid

María Díaz  
Registrar

Luis Juarez  
Coordinator of Ministry Engagement Projects/Activities

## Table of Contents

Preface	4
Mission and Commitment	5
Denominational Relationship & Support	6
Non-Discriminatory Policies	7
Office of Student Services	7
Ministry Opportunities	11
Student Activities	13
Housing	15
Miscellaneous Policy and Information	18
Christian Testimony	20
Student Conduct	22
Academic Integrity	23
Student Grievance and Appeals Process	25
Christian Service Program	27
Stewardship Policies Regarding Mission-Supported, Non-Sponsored Events	28
Campus Safety and Law Enforcement	28
Emergency Contacts and Procedures	29

## PREFACE

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,

Dr. Gabriel E. Cortés

[gabriel.cortes@bua.edu](mailto:gabriel.cortes@bua.edu)

Interim Dean of Student Services/Enrollment Management

## MISSION & COMMITMENT

### Statement 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 engage 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 protection from 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.

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.

## ACCREDITATION

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 in Biblical/Theological Studies
- Bachelor of Arts in Business Leadership
- Bachelor of Arts in Human Behavior
- Bachelor of Arts in Music

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  
[www.abhe.org](http://www.abhe.org)

## DENOMINATIONAL RELATIONSHIP & SUPPORT

### BAPTIST INSTITUTIONS

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 a 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, 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](mailto:financial.aid@bua.edu).

## NON-DISCRIMINATORY POLICIES

### WHO MAY ATTEND THE UNIVERSITY?

Baptist University of the Americas is committed to providing higher education to those desiring to serve Christ in a multicultural context.

When enrolled at Baptist University of the Americas, students will obtain the knowledge, and skills associated with their area of study. In addition, students will receive a biblical and theological foundation that will prepare them for full-time ministry or the marketplace.

### NON-DISCRIMINATION

Baptist University of the Americas does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or status as a veteran or disabled veteran. The Dean of Student Services/Enrollment Management is the primary contact for any questions on the University's non-discrimination policy and may be reached at 7838 Barlite Blvd., San Antonio, TX 78224-1336, 210.924-4338.

The University is governed by a Board of Trustees composed of men and women who are members of Baptist churches. The University operates according to Baptist ideals.

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

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

Baptist University of the Americas desires to promote the establishment and expansion of God's kingdom from a multi-lingual and cross-cultural perspective within a Hispanic context.

## ACADEMIC ADVISEMENT

Each student will be assigned an advisor that will be the same throughout the student's study at BUA. The Registrar's Office maintains this advisory assignment list. Each advisor will be provided information on the student to be advised that will include THEA (Texas Higher Education Assessment), **Next Generation ACCUPLACER** and TOEFL (Test of English as a Foreign Language) requirements. Students who have not passed all sections of the THEA, **Next Generation ACCUPLACER** test are directed to see the Dean of Academic Affairs 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 acquainted with the student to whom they are assigned. The goal for each advisor is to assist their assigned student in forming educational and vocational objectives, assist in the admission process, and provide academic information for course selection.

## PASTORAL COUNSELING

Baptist University of the Americas considers each student's spiritual development a major priority in their life. Students who need personal, family and/or vocational counseling are referred to a Christian counselor. The Dean of Student Services serves as Chaplain for Baptist University of the Americas. Students needing additional professional counseling will be referred to an outside licensed professional counselor. Baptist University of the Americas provides a no-cost counselor on campus two days a week for students. To schedule an appointment, visit the Office of Student Services or email them at [admissions@bua.edu](mailto:admissions@bua.edu).

## CAREER PLANNING

Baptist University of the Americas Office of the Academic Affairs administers the Birkman Abilities Inventory (BAI), a general reasoning assessment that enables you to predict how well someone might identify and solve business-related problems. It can be used across a variety of non-clinical applications including hiring and selection, executive coaching, succession planning, and leadership development. The BAI helps assist students determine 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

Baptist University of the Americas provides career services to help students find part-time employment in local churches and other ministries. For assistance contact the Office of Student Services/Enrollment Management. The Office of Student Services also assists students wishing to continue their education in exploring graduate study opportunities.

## 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, lectures (Rollins Lecture Series), mission projects, leadership roles in local churches, and participate in worship services celebrated during the chapel hour.

## CHAPEL ATTENDANCE

In order to graduate from Baptist University of the Americas, students must present a certificate of chapel attendance attesting to at least 85% attendance each semester. Only four chapel sessions missed are allowed per semester. Students are required to register for four semesters of chapel during their course of studies at Baptist University of the Americas. The Dean of Academic Affairs maintains chapel attendance records and provides a record of individual chapel attendance at the end of each semester.

## HEALTH SERVICES

Every student attending Baptist University of the Americas is encouraged to have health insurance. Students should purchase health insurance on their own. There are local clinics in the San Antonio area that provide medical treatment for students and their families at a reduced cost. For information on finding a clinic location, visit San Antonio Metropolitan Health District at [www.sanantonio.gov](http://www.sanantonio.gov).

## 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. Please visit BUA website for operating hours.

## AGAPE RESOURCE CENTER – FOOD AND CLOTHING

The Agape Resource Center is located in the Piper Village Student Housing Complex, apartment #302. Clothing and food items are available free of charge. For hours, please visit [www.bua.edu/en/join-an-agape-team/](http://www.bua.edu/en/join-an-agape-team/).

## LIBRARY/LEARNING RESOURCES CENTER

For LRC operating hours, please visit [www.bua.edu/en/academics/](http://www.bua.edu/en/academics/) and click the “Pace Learning Resources Center” button.

## 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

Baptist University of the Americas students may receive and send U.S. mail daily. Mail is distributed from the Business Office located on the second floor of the Baugh Campus. Student mail is private and personal; it is a violation of federal law to tamper with United States mail. Mail tampering will not be tolerated by anyone.

UPS, Fed-Ex, Amazon, and other delivery services should be directed to Baugh Campus for students living at Piper Village Student Housing. No deliveries are accepted at Piper Village Student Housing.

## 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](http://www.bua.edu).

## E-MAIL

Baptist University of the Americas students are provided with a BUA e-mail account once admitted into the university and is the sole and official communication vehicle used for official BUA business. It is imperative that students check their BUA e-mails on a regular basis. For assistance with e-mails, including directions on how to forward 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](mailto:info.sys@bua.edu).

## SOCIAL MEDIA

Social networking platforms such as Twitter, Facebook, Instagram, Snapchat etc., enable individuals to connect with family, friends, and a diverse group of people across the world. Baptist University of the Americas encourages individual freedom of expression and is concerned with the safety and well-being of students, faculty and staff. As a Christ-centered institution, BUA is committed to maintaining a positive public presence and Christian testimony.

Postings on personal profiles, groups and chat rooms can be seen by the public and is easily accessible by anyone. Baptist University of the Americas students are expected to monitor personal social media and refrain from posting any information and images that do not appropriately represent Baptist University of the Americas and its Christian values. You must promptly remove anything posted by someone else which violates this policy.

### Social Media Best Practices:

1. **Be Mindful, You Represent BUA:** While you are not permitted to speak on behalf of the University, as a student of BUA, what you say matters and will be affiliated with the school. Always disclose that you are expressing your own opinions when engaging online about the University.
2. **Be Professional:** Do not post or permit any information such as photos or other items online that could embarrass you, your family, or students, faculty and/or staff at BUA. Avoid promoting politically or emotionally-charged posts. Engage in respectful dialogue instead of heated debates, shouting, and arguments. Never belittle others, use explicit language or images, or post racial, sexual, religious, or political slurs. If you ask yourself, "Should I be posting this?", you probably should not post it.
3. **Keep it Private:** 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.

4. **Know that Others are Watching:** Understand that anything posted online is often available to anyone in the world. Even if your accounts are private, your data can always be compromised or hacked.

## MONITORING

Social network sites will be regularly monitored by the Office of Communications. Any violation of law or Baptist University of the Americas policy about social media usage or Student Code of Conduct is subject to disciplinary action.

## ID CARDS

Baptist University of the Americas identification cards are issued to admitted students at registration. The BUA student identification card is used to access the Baugh Building main campus, Learning Resources Center materials, computer labs, campus check-cashing privileges, and to record chapel attendance. The BUA identification card should be carried at all times. BUA identification cards are voided upon withdrawal from Baptist University of the Americas or graduation. BUA identification cards are available for only admitted/enrolled students. If you need a new identification card, please see the Business Office for issuing department.

## ACENTOS CAFÉ

The Acentos Café is a beautiful area that provides BUA's wonderful coffee, sandwiches and delicious pastries to accompany it. The Acentos Café is located in the Maciel Student Union area, first floor of the Baugh Campus.

## COMPUTER LAB

The computer lab (#165) is located in the Learning Resources Center.

## DISABILITIES

The programs and activities of the Baptist University of the Americas do not exclude or discriminate disabled individuals based on their disability. Notification and inquiries concerning student services for the disabled should be directed to the Admissions Office. All information provided is strictly voluntary. Accommodation letters are available on the University website at [www.bua.edu](http://www.bua.edu) or through the Office of Admissions at [admissions@bua.edu](mailto:admissions@bua.edu).

Handicap parking is provided in specific locations throughout the campus.

## MILITARY WITHDRAWAL

If a student must withdraw from Baptist University of the Americas due to military service, BUA 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.

### **MINISTRY OPPORTUNITIES (Acts 1:8) & EQUIPPING FOR MINISTRY (Ephesians 4:11)**

Baptist University of the Americas is located in San Antonio, Texas, a city rich in history involving many ethnic groups. San Antonio is home to hundreds of Baptist churches and missions, including Hispanic congregations. There are also various Baptist health agencies, education, children's ministries, retreats, and benevolences. Baptist University of the Americas students have many opportunities to serve within the Baptist family in San Antonio.

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

Pastor	Education Minister	Church Administrator	Evangelist
Church Planter	Youth Minister	Christian School Administrator	Editor
Missionary	Worship Pastor	Recreation Ministries	Hospital Chaplain
Music Teacher	Worship Leader	Prison Chaplain	Counselor
Social Worker	Children's Minister	Minister to Social Needs	Entrepreneur
Case Manager	Christian Educator	Business Chaplain	Choir Director

### **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 Enrollment and Student Services 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 Enrollment and Student Services at 924.4338, x 409.

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 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 which includes refreshments and meals. These sessions will be led by administrative and staff personnel and will cover a variety of topics related to the University program.

### **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 WELCOME**

The University family looks forward to receiving new and returning students by hosting an annual New Student Welcome that includes food, get-acquainted activities and fun.

### **SPORTS**

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

### **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 Office of Student Services oversees student organizations from the creation of the organization. The Dean of Student Services is responsible for assigning advisors to these organizations. Advisors can come from faculty or staff. The role of the advisor is to facilitate the student organization with logistics and counsel when required.

According to NASPA (National Association for Student Administrators) and Student Affairs Administrators in Higher Education, students involved in Student Organizations experience some of the following benefits:

- Higher grades and positive attitudes towards school.
- More likely to graduate. These students are less likely to drop out and more likely to have higher academic achievement.
- Better career planning.
- Better interpersonal relationships

Student Organizations provide great opportunities for students and provide a path to develop their strengths.

#### 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. The SLC is careful in not overwhelming students with too many activities. The SLC is supervised by the Office of Student Services. The SLC meets regularly during the semester.

The University encourages students that have a common interest 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 faculty or staff member to serve as its advisor
- The organization must be willing to conduct its activities in accordance with University policy
- The organization must submit a list of authorized and eligible officers and/or representatives
- Approval by the Dean of Student Services will allow the organization to be officially recognized

#### RISK MANAGEMENT FOR STUDENT ORGANIZATIONS

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. 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 re-election for a second term. Officers elected by members include a president, vice president, a general student body representative, and class representatives.

## 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 in planning and conducting 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 Office of Student Services.

## BSM – BAPTIST STUDENT MINISTRY

This ministry seeks to follow the vision of I Thessalonians 2:8, to 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.

## 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 Office 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. Full-time students will be given priority consideration for housing

assignments. Married couples will be given additional priority consideration when both spouses are enrolled for full-time studies. 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-student guests, a written notification must be submitted to the housing department prior to arrival for safety and security purposes. Please see residential guidelines for details and contact information.

A student hosting a non-student without prior notification to the Housing Department may incur disciplinary actions for violation of University student housing policies.

For information about housing or housing guidelines contact [housing.assistant@bua.edu](mailto: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 Housing Department at [housing.assistant@bua.edu](mailto:housing.assistant@bua.edu) for additional costs, deposit and rental agreement information. 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 be used to 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 may 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 and also complete the appropriate residential agreement requirements.

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 and contingent upon the facilities exit review 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.

## LAUNDRY ROOM

Laundry facilities with credit card operated washers and dryers are provided for Piper Village student housing residents.

## FITNESS CENTER

The University provides a fitness center for students living at the Piper Village Student Housing Complex.

The Fitness center is offered to student residents with the goal of maintaining or improving their physical fitness.

The Fitness Center is equipped with a full array of fitness machines, weights and upright stationary bikes, treadmill and elliptical.

\*No unaccompanied children under the age of 17 allowed in the fitness center.

## STUDENT HOUSING GROUND RULES

**Curfew:** The University does not have a formally established curfew for students. 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 university student housing. Lights may remain on if quiet is maintained. Non-compliance is subject to disciplinary action.

**Student housing 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 exercise respect in 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 Director of Resident Life depending on the emergency. In case of a police or medical emergency, or fire, call 911.

The Club House at Piper Village is available to students 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. Romantic relationships must be conducted with decorum and in appropriate Christian conduct.

Families on Campus: A significant number of BUA students are married and many of them live at 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 may 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.

## COMMUNITY LIVING: RESPECT FOR YOUR NEIGHBOR

Transform your environment

Live out the golden rule (Matthew 7:12)

BE Christ to each other

Respect each other

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

Clean your individual and common spaces

- Bedrooms
- Bathrooms
- Hallways
- Campus

## MISCELLANEOUS POLICY AND INFORMATION

### AUTOMOBILES

Students with automobiles are provided an on-campus parking space for a nominal fee. Parking permits are available through the BUA Business Office. Students are to park in 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 at Piper Village student housing is five (5) miles per hour. Car washing on campus is limited to the use of buckets of water. Minor auto repairs and maintenance may be done with appropriate notification to the housing department. Non-working or wrecked cars will not be allowed on campus and will be towed at the owner's expense.

### CELL PHONES

Cell phones must be turned off during class periods unless permitted by the professor.

## 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.

## 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 the Business Office at [business.office@bua.edu](mailto:business.office@bua.edu) or (210) 924-4338, x 206.

## 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 the Chair of the Music Program.

## SELLING AND SOLICITING

All events and fundraisers must go through a BUA student club and project must be within club boundaries.

- Student Clubs
  - Student clubs should speak to their club advisor to request to host an event or host a fundraiser.
  - A Student Activities Calendar Event Request Form must be completed by the advisor to reserve space and request materials and/or supplies. Form must be submitted at least two weeks prior to the event. The advisor will be notified whether request was approved or denied within a few days. Please do not contact a potential donor to approve this event until approval is granted.
- Individual Students

Student fundraisers for the entire BUA community can only be conducted through a student club. Individual fundraising by individual students needs approval by the Dean of Student

Services and will be considered on a case by case basis. The Office of Student Services reserves the right to deny any fundraising request.

- **Outsiders**

For your protection, solicitation of any nature, commercial or otherwise, is not permitted on campus without approval by the Director of Administration and Finance. It is possible that sales people might enter resident halls without permission, under the guise of a guest. Solicitors or suspicious persons should be reported to Campus Watch at 210-741-1990, and the Resident Assistant.

## 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 must have a minimum of 5 years of driving history. The driver 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 the business office: [business.office@bua.edu](mailto:business.office@bua.edu).

## 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 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. 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 Dean 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 Dean of Student Services and 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:

**Arkansas, Louisiana, Mississippi, Texas**

Office for Civil Rights,

**Dallas Office**

U.S. Department of Education

1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810

Telephone: (214) 661-9600

Facsimile: (214) 661-9587

Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

The Title IX Coordinator is Mary Ranjel.

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. 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.

### 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 located at BUA website under the “Student Life” button.)

### WEAPONS

BAPTIST UNIVERSITY OF THE AMERICAS IS A DRUG FREE, TOBACCO FREE, ALCOHOL 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.

### 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 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 Director of Administration and Finance.

## 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.

## 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 Dean 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 Dean 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 Dean of Academic Affairs. The Dean for Academic Affairs may investigate further. Within two weeks of receiving the written request, the Dean 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.

As consequences of violations to the Student Honor Code, the Honor Code Committee may issue recommendations to the Dean of 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, the 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, Development, Administration and Finance, and Executive Office) 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 Dean 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 Dean 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 Dean 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 Dean 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 Chair of the Program.
- If the student is dissatisfied with the decision of the Chair of the Program, appeal may then be made to the Dean of Academic Affairs;

If the student is dissatisfied with the decision of the Dean of 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.

### DISCIPLINE HEARING PROCEDURE - STUDENT LIFE

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

### DISCIPLINE HEARING PROCEDURE – STUDENT FINANCIAL ACCOUNTS

Students may appeal issues related to student financial accounts (tuition, fees and housing) to the Director of Administration and Finance for resolution. If dissatisfied with the decision of the Director of Administration and Finance, appeal may be made to the President.

### APPEAL PROCESS FOR NON-COMPLIANCE OF ACCREDITATION STANDARDS

Students who believe the university is in non-compliance with accreditation standards, may appeal to:

Association for Biblical Higher Education  
P. O. Box 780339  
Orlando, FL 32822  
TEL: (407) 207-0808

Questions or complaints about this institution should be addressed to :

Texas Higher Education Coordinating Board  
Box 12788  
Austin, Texas 78711  
Telephone: (512) 427-6101

### 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 advisor to help resolve the matter. If the problem is with another student, the offended student's faculty advisor will contact the faculty advisor of the offending student so that both may be involved in trying to reach a resolution. The offender, the offended, and the two faculty advisors should meet together for discussion of the issue. If the two students have the same faculty advisor, the advisor should call in an unbiased party from the remainder of the faculty to serve in the place of a second advisor.

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 Dean of Student Services. The Dean 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 advisors, to serve together with the Dean 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 Dean 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

The mission of BUA includes this very important statement "...formation of cross-cultural Christian leaders." We are committed to living a Christ-centered lifestyle. A foundational characteristic of a Christian is one of service. Ministry training is maximized when the student is active in a local congregation where the knowledge, skills, values, and 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.

**Graduation Requirement:** Every student pursuing a BA degree must fulfill six unearned credits in the Christian Service Program as a requirement for graduation; transfer students earn one unearned credit for each semester up to six unearned credits. Students pursuing an AA degree must fulfill four unearned credits in the Christian Service Program and be an active member of a local church or a community organization.

**Semester Requirement:** Every 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. The following objectives support the stated purpose for students:

1. **Christian Character:** The student is to adopt a lifestyle of service in the name of Jesus Christ by meeting human and organizational needs.

2. Cross-Cultural Competence: The student is to learn to serve everyone regardless of diversity or differences.
3. Content Knowledge and Skills: The student is to exhibit classroom knowledge, skills, values, and principles learned in the classroom in service to others.

The Office of the Christian Service Program will seek to verify the claims made by the students. It is therefore necessary to fill out the contact information of the student and the student's ministry or service supervisor.

During the semester, students are required to complete the CSP survey electronic form. The students will be notified by the Christian Service Program Director during the semester to fill out the survey.

### **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.

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

### **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 University Student Housing town hall meetings.

To aid in crime prevention, the University will notify all students and employees through the emergency alert systems, e-mail, and or bulletin board announcements of any incidents of violent crime.

### **REPORTING CRIMES AND EMERGENCIES**

Students and employees are to promptly report any criminal activity or life-threatening emergencies to the San Antonio Police or Fire Department at 911. A written report of all incidents should be maintained in the Business Office.

## ACCESS TO FACILITIES

All students and employees have access to academic and administrative facilities on campus. Access to university student housing 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 addressed immediately. Safety-related concerns should be reported to Facilities Department.

## EMERGENCY CONTACTS AND PROCEDURES

### NON-LIFE-THREATENING EMERGENCY CONTACTS AND PROCEDURES

In case of non-life-threatening emergencies, call Campus Watch at 210.364-9615.

#### Community Resources Available to Students

- Illness requiring a doctor’s care:

If 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.

## MEDICAL EMERGENCIES

In case of a police or medical emergency, follow the procedures below:

- Call 911 and stay on the line until all the information is obtained.
- Call Campus Watch at (210) 741-1990, 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 will notify the student’s immediate family if emergency care is required.

If counseling is needed, contact the student services office, [mary.ranjel@bua.edu](mailto:mary.ranjel@bua.edu). To make an appointment, contact [admissions@bua.edu](mailto:admissions@bua.edu).

## FIRE EMERGENCIES

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

In the University Student Housing—

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 go downstairs.
- Alert downstairs 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 or parking lot.

#### 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 downstairs) is to go to the nearest exit.
- Move to the soccer field or parking lot.
- 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.

#### ACAMEDIC CALENDAR

For the most recent Academic Calendar, please visit [www.bua.edu](http://www.bua.edu) and click on the Academic Affairs button.