ACADEMIC POLICIES AND PROCEDURES

Class Attendance Policies
Attendance in class is considered a necessary factor in the learning process. Absences for all reasons must be kept to a minimum and should not exceed 25 percent of the total class time. Students are responsible for all academic work required or performed during their absence regardless of the reason for their absences. Students who register late are responsible for work missed.

The policy concerning class attendance for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such a course, seminar, or learning experience. This policy is communicated to the students in each course syllabus, and violations of the policy will be reported to the Registrar in writing.

Chapel Policy
Chapel attendance is a required part of the educational experience at Dallas Baptist University. Chapel programs are presented on Monday and Wednesday at 10:00 a.m. for all students and Friday at 10:00 a.m. for first-year students who have not completed 30 hours or two long semesters (fall/spring) of university course credit at DBU or in transfer (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 30 credit hours). In addition, extra Chapel credit may be given for various programs throughout the year. Each non-exempt student must enroll in the Chapel course each fall and spring semester.

The only students exempt from Chapel are:
1. Students 25 years of age or older by the first class day of initial enrollment.
2. Graduate students.

Credit for the course will be given on a credit/noncredit basis. Students must have their valid DBU student ID with them during Chapel in order to scan their ID at the conclusion of each Chapel service to receive credit for that day’s attendance. First-year students are required to attend 33 Chapel services each semester. All other students must attend 22 Chapel services per semester. Responsibility for making sure the Chapel requirements have been met and duly recorded rests solely upon each student. Students arriving more than fifteen minutes late for Chapel will not receive credit for Chapel that day.

Students who come to DBU as first-year students are required to attend eight semesters of Chapel in order to graduate. Transfer students will receive credit for Chapel according to the scale below. A transfer student is defined as one who has been out of high school for at least one long semester (fall/spring) and has attempted some college or university work for credit.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Semesters of Chapel required</th>
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<tbody>
<tr>
<td>0-14</td>
<td>8</td>
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<tr>
<td>15-29</td>
<td>7</td>
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<tr>
<td>30-44</td>
<td>6</td>
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<td>45-59</td>
<td>5</td>
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<td>60-74</td>
<td>4</td>
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<td>75-89</td>
<td>3</td>
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Academic Conduct Policy
Consistent with the Christian character and values of Dallas Baptist University and in order to encourage and preserve the honor and integrity of the academic community, the University expects its students to maintain high Biblical standards of personal and scholarly conduct.

Faculty members are encouraged to remind students in their classes of the written statement of policies and procedures developed by the University in regard to cheating on examinations, plagiarism, collusion, and other academic-related misconduct.

All instructors or proctors shall have the right to examine materials in the student’s possession during quizzes, examinations, and/or laboratory sessions.

In instances of cheating during an examination or other classroom or laboratory activity or exercise, the instructor shall have the right to suspend the student(s) who is (are) cheating from further work on the examination or exercise and to deny the student(s) credit for the examination or exercise.

Cell Phone and Electronic Device Policy
Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. This includes headphones and Bluetooth devices. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor’s discretion. The use of electronic devices in class is a privilege and should be used by students for course specific work only, not for social networking or any other activities. The professor reserves the right to ban their use at any time.

A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at Dallas Baptist University is not tolerated and may result in expulsion.

Honor Code
It is the purpose of Dallas Baptist University to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the student’s success is the knowledge that God made us in His own image. This reminds us that in the vast universe that reflects God’s glory, humans are uniquely “crowned with glory and honor” (Arthur F. Holmes, The Idea of a Christian College). The Honor Code at Dallas Baptist University expects each student to uphold the integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career. For additional information about the DBU Honor Code, refer to the Rights and Responsibilities section.

Academic Misconduct includes, but is not limited to, the following:
Cheating
Cheating shall be defined as copying from another student’s test paper, laboratory report, other written work, or computer files and listings; using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test, including the sharing of calculator results or information and the unauthorized use of cellular telephones, palm pilots, blackberry devices and other electronic tools to improperly access or share information; willfully cooperating with or seeking aid from another student during a test or laboratory experiment without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

Plagiarism
Plagiarism shall be defined as the appropriation, theft, purchase, memorization, or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. (Appropriation includes the quoting or paraphrasing of another’s work, words, or ideas without giving appropriate citation of the source(s).)

Re-submission of assignments
Re-submission of assignments shall be defined as submitting any work previously submitted by the student for credit in another course. Such action is prohibited unless previously approved by the current instructor.

Collusion
Collusion shall be defined as the unauthorized collaboration with another in preparing work offered for credit. A student is not guilty of collusion if he or she merely discusses with another a matter relevant to the work in question.

Abuse of resource materials
Abuse of resource materials shall be defined as mutilating, destroying, concealing, or stealing such materials.

Computer misuse
Computer misuse shall be defined as unauthorized or illegal use or destruction of computer software or hardware through the DBU Information Technology Department or through any programs, terminals, or freestanding computers owned, leased, or operated by DBU or any of its academic units. Examples of computer misuse are stated in the “University Policies & Procedures” section under the “Internet Policy” subheading.

Classroom Misconduct
Classroom misconduct shall be defined as any conduct by a student during a class meeting which is disrespectful of another person or disrupts the progress and continuation of the class in the judgment of the instructor, regardless of the time and location for the class meeting. This includes texting, surfing the web, earbud/Bluetooth use, etc.
Possible Actions for Academic Misconduct

Any one or more of the actions listed below may be taken with regard to a student who has engaged in academic misconduct.

A. Action by the Faculty Member
   1. Handle as a confidential matter between the student and the faculty member.
   2. Notify the dean that an incident has occurred and has been dealt with.
   3. Assign a grade of "F" (or a zero) for the examination or assignment.
   4. Recommend to the dean that the student be dropped immediately from the course with a grade of "F." This grade cannot be changed by student-initiated withdrawal.
   5. If the alleged incident occurs during a final examination, an "I" (incomplete) shall be given to the student until a decision is made.

B. Action by the Dean
   1. Place a written incident report in the student’s permanent University record.
   2. Uphold the action by the faculty member.
   3. Recommend to the Associate Provost that the student be placed on probation at the University for a specified period of time.
   4. Recommend to the Associate Provost that the student be suspended from the University for a specified period of time.
   5. Recommend to the Associate Provost that the student be expelled from the University.

C. Action by the Associate Provost
   1. Place the student on probation at the University for a specified period of time.
   2. Suspend the student from the University for a specified period of time.
   3. Expel the student from the University.

Academic Appeal and Academic Misconduct Appeal Procedure

In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic appeals. If the student wishes to file a formal concern regarding classroom procedure, the process starts with step “1a” below. Should the faculty member find a student subject to academic misconduct as defined in the University catalog, the process starts with step “1b” below. Applications for a formal academic appeal are available in the Office of the Registrar.

Upon receipt of a formal written appeal in the Office of the Registrar, the procedure below will be followed.

(If a student wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with step seven below.)

1a. The student should schedule a conference with the faculty member (or other individual directly responsible) within 14 calendar days after the posting of grades. The faculty member (or other individual) may resolve the problem at that point. (Skip to step 2.)

1b. If there are reasons for a faculty member to believe that a student has
engaged in academic misconduct, the faculty member shall notify the student of the charges. The student should contact the faculty member within 14 calendar days after the posting of grades to arrange a conference with the faculty member.

2. If the faculty member is unavailable, the student shall notify the dean of the appropriate college in writing within seven additional calendar days that he/she is seeking a conference with the faculty member. The conference shall be held at the earliest possible convenience of the faculty member and the student.

3. If the matter is not resolved to the satisfaction of the student, he/she may submit a written appeal to the dean of the appropriate college (and the chair of the appropriate department, if applicable) within seven calendar days of the conference.

4. The dean of the appropriate college (and the chair of the appropriate department, if applicable) shall schedule a conference with the student and/or other involved persons within seven (7) calendar days of receiving the appeal from the student.

5. The dean shall notify all parties in writing of his/her decision within seven calendar days after the conference.

6. If the student believes the decision of the dean is unwarranted, he/she may appeal to the appropriate undergraduate or graduate Academic Appeals Committee in writing within seven calendar days after receipt of the decision of the dean.

7. The Academic Appeals Committee shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published in all appropriate university publications. The deadline for filing an appeal shall be one week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and given the opportunity to be present.

8. The Academic Appeals Committee shall notify all parties in writing of its decision within seven calendar days.

9. If a student believes the decision of the Academic Appeals Committee is unwarranted, he/she may appeal to the Vice President for Graduate and Corporate Affairs in writing within seven calendar days after receipt of the decision of the Academic Appeals Committee.

10. If requested, the Vice President for Graduate and Corporate Affairs shall schedule a conference with the student and/or other involved parties to be held within 14 calendar days of the receipt of the student’s appeal.

11. The Vice President for Graduate and Corporate Affairs shall notify all parties in writing of his/her decision within 14 calendar days after the conference.

Note 1: The Academic Appeal and Academic Misconduct Appeal Procedure is an internal academic process of the University and legal counsel may not participate in any conference or hearing.

Note 2: Faculty members have the same right of appeal as the student at each stage of the above process.