



STUDENT HANDBOOK 2021-2022
CROWLEY'S RIDGE COLLEGE
scholarship • spiritual life • service

PREFACE

Whether this is your first time or your fifth, welcome to The Ridge! I hope everyone had a great summer and I pray we are all looking forward to an even better school year!

I am extremely humbled to be writing this introduction to the 2021-2022 Student Handbook as the new Dean of Students. I have worn many hats during my time at Crowley's Ridge College, from Sports Information Director, to Director of Human Resources, and a few things in between. However, this title as Dean brings new room for personal growth and maturity in Christ. And that is exactly what I want to support each of you in - growth and maturity - during your collegiate career.

I want you to see that God is never done molding us. No matter where you are in your life at this moment, God will give you the strength to grow and mature to new levels of success with the help of His Holy Spirit. It will not happen like magic. It will take hard work, patience, and self-discipline. And always remember, you can find the support and love it will take to reach your goals here at CRC. You have coaches, advisors, teachers, friends (and even the Dean) who want to support you every step of the way.

The following pages record our Student Handbook. It is up to each of you to read this book and commit yourself to the policies that are written to keep you safe and healthy. Let us do our best to follow what is written so we all can experience a memorable, enjoyable, and successful school year as Pioneers!

Erica C. Richardson
Dean of Students

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CAMPUS LIFE

The administration of Crowley's Ridge College wishes to encourage the moral and spiritual growth of each student. This Handbook is designed with that purpose in mind. In all matters concerning personal conduct and appearance, students are encouraged to regulate their lives as responsible citizens in a Christian environment.

STUDENT REGULATIONS

Respect for and adherence to every regulation on the part of every student is essential if the regulations are to have any meaning; all students, therefore, are required to declare their acceptance of these regulations for their lives while enjoying the privileges of this institution.

Students having difficulty with these regulations are urged to arrange for counseling with the Dean of Students, Campus Minister, or Director of Student Life. The administration will take steps to initiate such sessions where the need is known and will follow certain organizational procedures in an effort to gain such knowledge.

It should be understood, however, that:

1. Any willful violation of any rule will be interpreted as a demonstration of a spirit of disharmony with the institution and an act of dishonesty on the part of the offender leading to disciplinary action.
2. Disciplinary actions may result not only from overt infractions of stated rules, but from contributing to, or being an accessory in the infractions of other students as well.
3. Lack of display of a cooperative spirit in college policies may lead to disciplinary action including dismissal from school during the current semester and to the denial of re-admission in subsequent semesters.

The College Catalog clearly states the philosophical, social and spiritual position of Crowley's Ridge College. Students applying for admission to Crowley's Ridge College are assumed to be in basic agreement with the principles upon which CRC was founded. As a private, Christian education institution, CRC holds for itself the final judgment on the admission and retention of any student. A student considering enrolling at CRC should keep in mind the purposes and ideals of the College and be in sympathy with them

before deciding to attend. A student not intending to support the policies of the institution should not enroll. The College reserves the right to dismiss a student whenever, in its judgment, the welfare of the student and/or the institution requires that action be taken. CRC's Campus Crime and Security information may be found at <http://ope.ed.gov/security>.

GENERAL REGULATIONS

In order to provide an environment conducive to learning and spiritual growth, Crowley's Ridge College has established regulations that are enforced through various disciplinary measures. Prohibitions include but are not limited to:

1. Possession or use of alcoholic beverages or illicit drugs by students on or off campus
2. Immoral conduct, including sexual immorality
3. Theft

Violation of the above prohibitions may result in dismissal from CRC. Dismissal may also occur if the student is found guilty of any infraction of civil law or if the student has failed to disclose a previous conviction to college officials.

The College also expects students to refrain from the following:

1. Use of coarse, obscene, vulgar, profane, racially or otherwise offensive language.
2. Use of tobacco, including E-cigarettes, in any form on campus or at school-sponsored activities.
3. Gambling or wagering in any form.
4. Littering on campus.
5. Possession, use or display of pornographic, lewd, or suggestive pictures, literature, videos (this includes internet usage or streaming videos through services such as Netflix), or magazines such as Cosmopolitan or Playboy, or other sexually explicit magazines.
6. Immoral conduct, including personal dishonesty (cheating, lying).
7. Attendance at clubs or places/forms of inappropriate entertainment. (In keeping with the philosophy of the College, students should use discretion in choosing entertainment).

8. Spreading campus gossip, false rumors, fighting and bullying (the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation).
9. The destruction of property. This includes school property and property belonging to another student.
10. Practical jokes that go too far.
11. Riding in back of pickup trucks.
12. Students are reminded that CRC has several video cameras on campus, and these cameras can be used to determine disciplinary action.

From the time of official admissions acceptance, a student is under College regulations. Enrollment may be denied if a student participates in inappropriate behavior at any time following acceptance, even if class is not in session. Any infraction of the regulations at any time will be subject to review by the Dean of Students or other appropriate College personnel. Possible disciplinary actions are listed under the section titled Disciplinary Action.

RELIGIOUS ACTIVITIES

Each student is encouraged to attend church services regularly. In fact, the college recommends that resident students who regularly stay on weekends place membership in a local congregation. All campus facilities and buildings (except residence halls) will be closed during customary church hours on Sunday mornings, Sunday evenings, and Wednesday evenings. No activities should be scheduled during these hours.

The following is a partial list of Greene County Churches of Christ:

- Bethel Church of Christ, 870-530-9665**
609 Greene 730 Road, Paragould
- Center Hill Church of Christ, 870-239-8032**
4904 Walcott Road, Paragould
- Commissary Church of Christ, 870-476-9502**
1909 Greene 609 Road, Paragould
- Delaplaine Church of Christ, 876-476-1550**
Highway 34, Delaplaine
- Evening Star Church of Christ, 870-586-0064**
Highway 34, Evening Star
- Gainesville Church of Christ, 870-476-0312**
155 Road off Highway 135, Gainesville
- Hillcrest Church of Christ, 870-239-9468**
17830 Highway 412 West, Paragould
- Liberty Church of Christ, 870-573-4134**
Highway 351, Paragould
- Marmaduke Church of Christ, 870-476-4141**
Highway 49, Marmaduke
- Mountain Home Church of Christ, 870-236-4457**
324 Greene Road 635, Paragould
- Newton Street Church of Christ, 870-236-8041**
412 Newton Street, Paragould
- Pine Knot Church of Christ, 870-215-6936**
3404 Willow Lane off Pine Knot Road, Paragould
- Seventh and Mueller Church of Christ, 870-236-6105**
1000 South 7th Street, Paragould
- Union Central Church of Christ, 870-565-5113**
Highway 49 between Halliday and Marmaduke
- Walcott Church of Christ, 870-215-8034**
Highway 141, Walcott

AUTOMOBILES AND OTHER VEHICLES

Students are permitted to bring cars and keep them on campus only if they submit to the following provisions:

1. Register the vehicle with the Business Office. Full-time students pay no fee. Part-time students pay a \$35 per semester fee.
2. Properly display a college-parking permit on the vehicle. A \$25 fine will be charged for failure to display the tag. Subsequent fines will be doubled not to exceed \$50.
3. File with the Admissions Director the name of the insurance company with whom liability insurance is carried, the name and number of insurance agent, make and model of car, and auto license number and driver's license number. Arkansas State Law requires proof of insurance to be carried while operating a vehicle.
4. Non-working vehicles must be removed from the campus.

No obscene stickers or other displays may be on vehicles. Students must observe a campus speed limit of 15 miles per hour and avoid dangerous driving. Students must park in areas designated for student parking. Rain or inclement weather will not excuse a parking violation. A fine of \$25 will be charged for the first violation, and subsequent fines will be doubled, not to exceed \$50. Regulations for parking are in effect on weekends, holidays and semester breaks, as well as during the week.

All motor vehicles, including motorcycles, are to be used on streets only and are subject to the regulations and restrictions outlined for automobiles, including registration and parking. Driving across grassy areas on campus is prohibited at all times. ATV's are not allowed on campus without special permission from the Dean of Students.

All fines are to be paid in the business office within two weeks of receiving the initial citation and may not be charged to the student's bill. If a student is unable to pay the fine within two weeks, he/she may request community service hours and should contact the Dean of Students before the allotted two weeks ends. Either the Dean of Students, Campus Maintenance & Transportation, and/or other authorized employees may issue vehicle and parking fines.

STUDENT PARKING

Student parking is allowed in six locations on campus:

1. On the paved area in front of Wilson Hall and across the street. Do not park on any grassy areas.
2. Within marked parking areas leading to the Administration Building. Spaces immediately next to the building and others marked as reserved are restricted to staff parking.
3. On the black-top areas in front of the science building and the rear of the building, but not on the shoulder of the road or any grassy areas.
4. On the parking lot across from the cafeteria. Students are restricted from parking on the same side of the street as the cafeteria near the entrance. This is a designated loading area.
5. In the parking lot at the bottom of the hill from the Administration Building, across the street from Winters Hall.
6. On the parking lot near the Carter Activities Center.

Students are restricted from parking in the following locations:

1. Near either end of Winters Hall.
2. Within the loading area of the Cafeteria.
3. In the parking spaces immediately adjacent to the Administration Building or any area marked as reserved or a no parking area.
4. On any grassy area on campus.
5. Driving on campus will be allowed at all times including to Hillcrest for chapel. However, we would prefer for students to park on campus and walk to chapel.

PERSONAL APPEARANCE

The following regulations are in force for all students at all times.

MEN:

1. Slacks or jeans should be neat and modest. Mid-thigh length shorts may be worn anytime, including chapel, classes and the cafeteria.

2. Shirts must be neat, properly buttoned and long enough to cover the waist when seated. Tank tops or modified T-shirts are not permitted.
3. Hair should be neat and trim.
4. Shoes must be worn in all campus buildings, with the exception of the residence hall. Sock feet or shoes are required in residence hall lobbies.
5. Intercollegiate athletes must wear school-provided or approved uniforms.
6. Spandex is allowed for athletic events, but only under regulation shorts.
7. Earrings: One small stud or small earring may be worn on the ear lobe of each ear. No other body piercings (tongue, eyebrow or lip rings) are permitted.
8. Head coverings (i.e. hats, caps, etc...) may not be worn in chapel. Individual instructors will set classroom dress regarding head coverings.
9. Extreme styles, including visible body piercing, that would cause an unusual amount of attention should be avoided. All styles must be in good taste.
10. Clothing should not have anything written on it that is not in keeping with Christian standards.
11. Pajama pants will not be allowed in chapel, classes or cafeteria.
12. Underwear should not be showing (i.e. boxers or briefs) above jeans/shorts/slacks.

WOMEN:

1. Slacks or jeans should be neat and modest. Dresses and skirts should be conservative in length, coming at least to the knee. Shorts are permissible and should come to mid-thigh. Mid-thigh length shorts may be worn anytime, including classes, chapel and in the cafeteria.
2. Shirts should be properly buttoned and long enough to cover the waist when seated (no see-through blouses). Sweaters and shirts should not be too tight. Necklines are to be modest and in no way suggestive or revealing. No tank tops with back exposures. No racer back type tops are allowed. Modest tank tops are allowed.

3. Formal dresses may be worn for special occasions, but must meet the same modesty requirements outlined above. No slits above the knee, and the back must be no lower than mid back. The front of the dress cannot show cleavage. Strapless gowns are acceptable.
4. Shoes must be worn in all campus buildings, with the exception of the residence hall. Sock feet or shoes are required in residence hall lobby.
5. Intercollegiate athletes must wear school-provided or approved uniforms.
6. Spandex is allowed for athletic events, but only under regulation shorts.
7. No spandex pants or thin tights or thin leggings are allowed anywhere on campus. Appropriate leggings are acceptable as long as a regulation length dress, top or skirt is worn over the leggings and covers to at least mid-thigh.
8. Extreme styles, including body piercing, that would cause an unusual amount of attention should be avoided. All styles must be in good taste. Earrings for the ear and nose studs are the only visible body piercing allowed. No tongue, eyebrow or lip rings or facial derma piercing. Clothing should not have anything written on it that is not in keeping with Christian standards.
9. Pajama pants will not be allowed in chapel, or in any classes, or in the cafeteria.
10. Underwear should not be showing (i.e. boxers, panties, or thongs) above jeans/shorts/slacks.

GRIEVANCES and DISCIPLINE

Should problems arise where a student has a problem or grievance with another student, teacher, or school regulations, the following policies are given:

ACADEMIC GRIEVANCE POLICY

Students are encouraged to resolve disagreements between themselves and an instructor by scheduling time with the instructor. Student grievances must be processed in the regular semester immediately following the alleged grievance, regardless of whether the student is enrolled at the college. If a student believes that he or she has reason to question the decision of a faculty

member with regard to the final grade received in a course or the unreasonable denial of academic progression, the procedure below must be followed to resolve the grievance. Please note the following does not address matters of FERPA, academic misconduct, faculty misconduct, or discrimination.

The following are the steps to the academic grievance process. For purposes of this process, business days are defined as days the college is open.

1. The student must declare his or her grievance in writing to the faculty member within five business days following the alleged incident including any reasons and grounds for the grievance. If the grievance involves a final grade, written declaration must occur within five business days after final grades are posted by the Registrar. If there is no response from the faculty member within five business days, the student should contact the Division Chair in writing by following Step 3.
2. The faculty member must attempt to meet with the student within five business days of the receipt of written grievance to attempt to resolve the issue. The meeting can be in person, by telephone, or by email provided the faculty member and student both agree to the type of meeting. Documentation of the student meeting and grievance must be organized by the faculty member. A student who fails to respond to the faculty member attempting to schedule a meeting or who fails to participate in a scheduled meeting with the faculty member will be deemed to have abandoned the grievance unless the student can demonstrate extraordinary circumstances prevented his or her response or participation. A faculty member who fails to schedule or participate in a meeting with the student within five days of the receipt of written grievance forfeits the ability to resolve the grievance without the Division Chair's participation unless demonstration to the Chair of extraordinary circumstances occurs. See Step 1 for student's timing of contact with the Chair.
3. If the meeting between the faculty member and student occurs and the grievance is not resolved following Step 2, the student may appeal in writing to the Division Chair within five business days of meeting with the faculty member. The student must provide reasons and evidence for questioning the faculty member's decision. (Note: If the Chair happens to be the faculty member involved in the grievance,

Steps 4, 5, and 6 will not be applicable and all documentation must be sent by the faculty member directly to the Vice President for Academic Affairs for dissemination to the Academic Affairs Committee within three business days of receipt. If the Vice President for Academic Affairs happens to be the faculty member involved in the grievance, Steps 3 and 6-9 will be carried out by the Vice President for Student Affairs.)

4. The Division Chair will provide the faculty member with the grievance materials from the student and request a formal written response and documentation from the faculty member within three business days.
5. The Division Chair must attempt to meet with both the faculty member and the student in person, by telephone, or by email within five business days of the student's written appeal. Meetings with the faculty member and student can occur jointly or separately depending upon the preference of all parties involved. A student who fails to respond to the Chair attempting to schedule a meeting or who fails to participate in a scheduled meeting will be deemed to have abandoned the grievance unless the student can demonstrate extraordinary circumstances prevented his or her response or participation. A faculty member who fails to respond to the Chair or participate in a meeting with the student and Chair forfeits the ability to resolve the grievance at this step in the process. The Academic Affairs Committee can request to have the faculty member participate in Step 8, but are not required to do so. Documentation of the meeting and any other documentation and evidence provided by the faculty member and student must be organized by the Chair.
6. If the meeting between the Chair, faculty member, and student occurs and the grievance is not resolved following Step 5, the Division Chair must provide all documentation to the Vice President for Academic Affairs within three business days of meeting with the faculty member and student. See note in Step 3 if the Vice President for Academic Affairs is the faculty member involved in the grievance.
7. The Vice President for Academic Affairs, who serves as Chair of the Academic Affairs Committee, will disseminate all documentation to the Academic Affairs Committee and request a formal review of the materials. The Academic Affairs Committee meets regularly throughout the fall and spring semesters when the college is in session

and will review grievances at these meetings unless a special meeting is scheduled by the Vice President for Academic Affairs.

8. After reviewing all documentation provided by the Vice President for Academic Affairs, the Academic Affairs Committee may choose to render a decision on the grievance immediately or vote to hold a formal hearing where additional evidence can be heard. If a formal hearing is held, the Committee will decide who will be invited to the hearing to preserve the confidential nature of the grievance and the parties involved. A student who fails to participate in the scheduled hearing will be deemed to have abandoned the grievance unless the student can demonstrate extraordinary circumstances prevented his or her appearance or participation. After all parties have been heard, they will be excused, and the Committee will deliberate in a closed session. As Chair of the Academic Affairs Committee, the Vice President for Academic Affairs will have an equal vote with other members of the Committee.
9. The Vice President for Academic Affairs will alert the student, the faculty member, and the Division Chair of the Committee's decision within three business days. The decision of the Academic Affairs Committee is final.

STUDENT AFFAIRS GRIEVANCE PROCEDURE

The Student Affairs Grievance Procedure is a forum by which students may formally appeal a College policy, practice, regulation, etc. Students wishing to file a grievance should consult with the Dean of Students. All grievances will become part of the Student Affairs Committee file.

Initial Grievance: The student who has a non-academic or non-discipline grievance or complaint which cannot apparently be resolved through informal means may request and be granted a conference with the Student Affairs Committee to discuss the grievance. Because the procedure is now formal and needs to be documented, the student must state the nature and substance of the grievance in writing. The Student Affairs Committee dealing with a particular grievance shall attempt to identify and dispose of any portion of the grievance that represents a misunderstanding of instruction, requirements, policy, or practice. The Student Affairs Committee may confer with other staff as necessary to establish facts regarding the grievance case and to review

applicable rules and policies. The student will then be provided with a written summary of the circumstances of the grievance and the decision reached. Copies shall be placed in the confidential student file and forwarded to other appropriate persons involved. The decision of the Student Affairs Committee will stand unless the student initiates an appeal. If a unanimous decision is reached by the Student Affairs Committee, the student may not appeal.

Grievance Appeal: If the above decision does not satisfy the student, or if the decision is not promptly implemented, the student may appeal to the President of Crowley's Ridge College. The party requesting the appeal must submit such appeal within five (5) working days after receipt of the Student Affairs Committee's decision. The appealing party shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all parties concerned. The President will personally handle this step of the grievance. The President shall conduct whatever hearings, investigations, and fact finding considered necessary. The President will render his recommendation in writing to the Student Affairs Committee within five (5) working days from the day the appeal is received. The recommendation of the President will be binding and can be overridden only by a unanimous vote of the Student Affairs Committee in which case the original Student Affairs Committee decision will be final.

DISCIPLINARY ACTION

Violation of college regulations may lead to disciplinary action administered by the Dean of Students. This action may include the following: specific restrictions or requirements of the student, probation, suspension, expulsion, or campus and community service programs. The action administered will depend upon the offense and the student's cooperation.

From the time of official admissions acceptance until the completion of the semester, he/she is under college regulations. Enrollment may be denied if a student participates in inappropriate behavior at any time, regardless if classes are in session.

Faculty and staff will assist the Dean of Students with monitoring CRC's regulations and policies. Violations will be reported to the Dean of Students with a memo noting the incident.

The disciplinary action for a specific incident may include one or more of the consequences listed below, or different consequences may be devised for a

particular situation. Previous disciplinary problems may affect the level of action. Multiple misbehavior or a violation that occurred on more than one occasion usually results in more serious action being taken. At the discretion of the Dean of Students, a committee may be assembled to enact appropriate discipline. Disciplinary decisions, including minimum action prescribed by the handbook, may be appealed by following the disciplinary grievance procedure. Note: The Dean of Students may notify parents or guardians of disciplinary action unless the student has indicated financial independence.

DEFINITIONS:

Warning

All warnings given and recorded by the Dean of Students will be written warnings (even verbal warnings should be followed with a warning in writing).

Special Disciplinary Probation Agreement

The student is placed on probation in a specified area. For example, driving privileges, use of the gym, and/or participation in extracurricular activities may be revoked for a period of time.

Housing Status Review

A student may be asked to move from student housing.

Counseling

A student may be required to meet for a specific number of times with the Campus Minister or a specified counselor.

Fines

Monetary fines may be assessed for violation of college policy.

Red Alert

Student will not be permitted in the classroom or to participate in any athletics, campus activities, or extracurricular activities until a fine is paid in full. Absences in the classroom will be marked unexcused.

Administrative Reprimand

A letter is given to the student from the Dean of Students citing the behavior problem. A copy of the letter is placed in the student's file. This letter would be used in any further disciplinary action taken against this student.

Campus/Community Service

The student is assigned a given number of hours of campus/community work. Failure to complete the work as assigned may result in further disciplinary action, including suspension.

Disciplinary Probation

This action means that the individual's standing as a student is in jeopardy, and restrictions will be in place. The status is set for a specific period of time. Disciplinary probation is reflected on a student's academic transcript.

Disciplinary Suspension

This action means that the student is separated from the College for a designated minimum period of time. Specific requirements may be placed upon his/her return. One restriction is that the individual may not be on campus during the period of suspension or participate in any extracurricular activities.

Expulsion

This action means the student is separated from the College and is not eligible to return to the institution without permission from the Dean of Students. Action of the admissions office will be required for readmission. Disciplinary expulsion is reflected on a student's academic transcript.

DISCIPLINARY APPEALS

The purpose of the appeals process is to provide the student with the opportunity to have the disciplinary decision of the Dean of Students reviewed. The appeal will be to the Student Affairs Committee, as outlined below, when the student feels that there is insufficient evidence to support a finding of guilty, or a harshness of a sanction sufficient to show an abuse of discretion by the Dean of Students. The Student Affairs Committee will not hear appeals of consequences for fines less than \$25 or community service of 20 hours or less. The Student Affairs Committee has the right to assess additional and more severe consequences. All disciplinary appeals will become a part of the Student Affairs Committee records.

STUDENT DISCIPLINE APPEAL PROCEDURE

As the College's primary disciplinarian, the Dean of Students holds the responsibility of enforcing College regulations and administering disciplinary

action as appropriate and listed in the Student Handbook. (In some circumstances, a committee may be assembled in researching a case and reaching an initial disciplinary decision.)

If a student is not satisfied with disciplinary measures outlined in a letter from the Dean of Students, the student can appeal the disciplinary action to the Student Affairs Committee. The student must write a letter of appeal to the Student Affairs Committee within two working days of receiving the Dean of Students' letter. The Student Affairs Committee will meet (excluding the Dean of Students except in cases of disciplinary action prescribed by the Student Handbook) and review the letter of appeal. If the committee agrees with the disciplinary action, then the decision stands. If two or more members of the committee disagree with the decision of the Dean of Students, then the student can appeal to the President. The student can appeal to the President only in cases of expulsion and where two or more members of the committee have disagreed with the decision of dismissal. The letter of appeal to the President must be made within two working days after receiving written notification concerning the outcome of the Student Affairs Committee's decision.

OFF-CAMPUS WORK

Students must remember that the College cannot adjust class schedules around jobs. Conflicts that occur in scheduling are not the responsibility of the College. Any student who has a job working off campus during evening hours must arrange his work schedule in order to be back in the dorm by curfew.

FIREARMS

The use or possession of firearms on campus is prohibited at all times. This includes BB guns, Pellet guns, Air-soft guns, HUNTING RIFLES AND BOWS! Students with a concealed weapon carry permit are not allowed to bring the weapon onto campus. Violators are subject to dismissal.

KEYS

Students found with unauthorized keys to any building on campus are subject to immediate suspension. Students authorized to possess keys for any reason may not loan them to other students without specific permission from their immediate supervisor.

RESIDENCE REQUIREMENTS

All full-time single students must either live in campus housing or with parents. You cannot be part-time for the express purpose of living off campus. The following exceptions may be made for off-campus housing:

1. Be at least 22 years of age at the beginning of the semester.
2. An underage student must stay in the dorm until the semester ends before moving into a summer apartment.
3. Live with an approved close relative.

All students not living in campus housing must have written approval by the Dean of Students. Special exceptions for off-campus living due to circumstances such as health or special needs must be requested by writing to the Dean of Students for consideration.

RESIDENCE HALL REGULATIONS

Life in the residence hall is one of the most important and influential aspects of college life. The two primary factors of community living should be consideration for others and stewardship of the facilities provided. All residence hall students must be full-time students, except for part-time students who are completing graduation requirements in the current semester.

RESIDENCE HALL STAFF

Two sets of residence hall supervisors manage Wilson and Winters residence halls. They report directly to the Dean of Students. Dorm supervisors are empowered by the Dean of Students to administer and enforce residence hall policies. Assisting the dorm supervisors are students who serve as Resident Assistants (RAs). The RAs work as helpers on campus when the students need encouragement, support, and assistance. They assist the Dean of Students and Dorm Supervisors in enforcement of college policies, including dress code and behavioral policies in the dormitories (only). Duties of the RAs include opening the door for latecomers when necessary, room check, enforcing quiet hours, assigning late minutes, managing Emotional Support Animal (ESA) policies and procedures, and some custodial responsibilities. RAs have no authority to give permission to students to leave the residence hall after hours. Dorm Supervisors are responsible for locking the doors at curfew and unlocking the

doors the following morning. Dorm Supervisors may authorize RAs to aid in locking and unlocking doors at designated times.

ROOM ASSIGNMENTS

Students will be assigned rooms prior to or upon arrival onto campus. They must stay assigned to that room for a minimum of one week. If at the end of the week students wish to change rooms, they may do so **ONLY** with the permission of the Residence Hall Supervisor. Every time a student moves he/she must have the approval of the Residence Hall Supervisor.

Students requesting private rooms will be able to obtain them only as long as space is available. The additional cost of a private room is \$500 per semester. When necessary to limit the number of private rooms, the criteria for determining priority will be the number of semesters lived in the residence halls and the number of credit hours accumulated by the dorm student. Private rooms will be limited and reserved only for students who have proven themselves to be both clean and responsible. Private rooms available to male students will be in Winters Dorm only. If a student's roommate leaves during the semester, the student will not be charged for a private room for the remainder of the semester. However, if the student chooses to move to an empty room during the semester, he/she will be charged for a private room.

Only two students are allowed per room unless it is necessary for the Dean of Students to place a third person in the room.

Dorms will be closed the week of Thanksgiving, two weeks at Christmas and the week of Spring Break. Dorms will close on Friday at 5:00pm following spring finals and will not be opened before August 1st. **Any coaches or faculty who wishes for any students to stay in the dorms during these closures is responsible for contacting the Dorm Supervisor in advance. It is also the responsibility of said coach or faculty to provide supervision of the students and managing the dorms during these times, not the Dorm Supervisors.*

ROOM AND RESIDENCE HALL DAMAGE

There should be no altering of rooms, such as painting, wall paper, floor covering, etc. Students are not allowed to put anything (i.e. aluminum foil) on/over their windows. If a student desires to have curtains covering the window, a tension rod should be used. No student is permitted to drill holes

and install curtain rods. Students may submit a request to the Building Maintenance Supervisor to install curtain rods; student will be responsible for the cost as determined by the Building Maintenance Supervisor. Building Maintenance Supervisor may decline the request. Any violators may be fined as determined by the Dean of Students.

Students will be held responsible for any damage to their rooms. In cases of serious or obvious damage to any part of the residence hall, immediate charges will be collected. In cases where the responsibility for damages cannot be determined, damage costs will be equally assessed among all students. Under no circumstances can the students move internet cables.

Price list for damaging Wilson Hall, Winters Hall, Johnson Honor Housing, or Honor Housing II:

- Breaking down or significantly damaging a bathroom or entry door - \$500.00.
- Damaging a 2 x 4 parabolic light fixture in room or hallway - \$200.00.
- Damaging a ceiling tile in room or hallway - \$10.00 each.
- Breaking a mirror - direct costs of replacing.
- Any other damage to a room, hallway, or common area, other than normal wear and tear - direct costs of replacing or repairing.
- Damaging, disturbing, changing view direction, covering the lens, disconnecting the power supply, or any other action intended to impede the proper function of a surveillance camera - \$500.00 fine.

Students must have permission from the Dorm Supervisor to remove any furniture from the room. There must be two beds in every room.

Windows are not to be used as passageways. At the end of the year, you should leave the room the way you found it. If rooms are left unclean at the end of either the fall or spring semester, a cleaning fee of a minimum of \$200 (to be divided among the occupants of the room) will be charged. There will be a charge of \$25 for keys that are lost or not returned to the Dorm Supervisors prior to students checking out. **Refrigerators must be cleaned out and unplugged when students leave for Christmas break following the fall semester finals. Sinks should also be free of dirty dishes or anything that will attract ants, roaches or other insects. No food should be left in the dorms**

during Christmas break. Failure to comply will result in a minimum \$200 cleaning fee/fine.

SIGNING OUT

To ensure a safe environment, it is important that Residence Hall Supervisors be able to locate residents. Therefore, residence hall students are required to fill out a sign-out sheet when planning to stay off campus overnight Friday and/or Saturday nights. Students must give a name, address, and home phone number of where they will be staying.

Students are permitted to go home Sunday-Thursday night, but are encouraged to stay on campus each night to be invested in campus life. Before a student leaves campus to go home, a parent/guardian must call the dorm parent by 5:00 p.m. that day. Failure to comply with this procedure or providing false information may result in disciplinary action. Students signing out to home are encouraged to leave at least one hour before curfew or earlier.

Male students cannot stay dorm-to-dorm Sunday through Thursday nights. However, male students may stay dorm-to-dorm an unlimited number of times on Friday and Saturday evenings providing they have signed out for the dorm room they are visiting and the floor R.A. in the dorm in which they are visiting lists them as guests for the evening. Student(s) must get permission from Dorm Supervisor(s) beforehand.

ROOM CHECK

Students are responsible to have their rooms ready for general inspection at any time. The Dorm Supervisors from 2:00pm until 5:00pm will perform a weekly room inspection each week. Unannounced/random room checks by either Dorm Supervisors or the Dean of Students will be done periodically. Failure to pass inspection the first time each semester will result in a warning. The room will again be inspected within 24 hours. All failures after the first warning will result in a \$25 fine; subsequent fines will be doubled, not to exceed \$50. Fines must be paid in cash in the business office or arrangements made with the Dean of Students to do campus/community service within one week of occurrence or student may be placed on a "Red Alert" (refer to definition on page...). Unwillingness to cooperate can result in expulsion from the residence hall.

DEVOTIONALS

Combined student devotionals (men and women) and separate student devotionals are held weekly. These sessions are planned by the students and campus minister and should be a time of drawing closer together with one another.

RESIDENCE HALL LOBBY

The residence hall lobby is for student use. It should be kept neat at all times. The television must be turned off at curfew every night and should never be turned up excessively loud. Students are encouraged to watch programs which portray standards consistent with Christian values. Entertainment is subject to the approval of the Dorm Supervisors; all movies must be approved by the Dorm Supervisor beforehand. Students should be properly dressed when in the residence hall lobby. The lobby lights may be modified (by the dorm supervisors) when the TV is being watched. However, all lights will not be turned off in the lobby. Lobby rules are posted on the bulletin board in the lobby. Game systems may be hooked up to the lobby TV with prior approval from the Dorm Supervisor. If approved, students should still be considerate of all residents. Dorm Supervisors will regulate the time at their discretion.

LATE POLICY

All students must be in their residence halls by midnight Sunday through Thursday nights and by 1:00 o'clock on Friday and Saturday nights. Late permission for weeknights and weekends will be granted, under the direction of the Dorm Supervisor, only for a specific time (e.g. 30 additional minutes) and only for special occasions. It must be granted before the evening begins – not as the evening progresses and the students decide they need more time. Students will be allotted 15 grace minutes a week for being late. After 15 minutes, disciplinary action may be taken. Students should not seek employment if it causes them to work past curfew. A weekly work schedule (signed by their manager) must be submitted to the Dean of Students for consideration of late permission due to work. Late permission will not be granted during dead week and finals. When dorms are closed as announced by the Dean of Students, curfew will be 12:00 p.m. for students allowed to remain in the dorm. The dorm closing time will usually be 5:00 p.m. the Friday before an extended vacation for students.

NOTE: The curfew must be observed when returning from weekends away from campus.

QUIET HOURS

Consideration for others should cause residents to keep noise to a minimum at all times. Quiet hours are to be strictly adhered to after 10:00pm until 6:00am. Noise should not be heard outside of a room with the door shut.

VISITORS

Commuting students are not allowed to stay in the dorm overnight unless approved by the Dean of Students and/or Dorm Supervisor beforehand. A request form must be submitted stating the reason for the stay.

Students who wish to have overnight visitors must have it approved and arranged in advance with the Dean of Students and/or Dorm Supervisor beforehand by submitting a request form. A student can have overnight visitors only 5 times a semester. All other visitors must be out of the dorms and off campus at curfew.

You are responsible for the conduct of your visitors and should insure they follow the same rules and regulations that apply to you.

UNAPPROVED ENTRY AND EXIT

Only approved and marked entryways are to be used in the residence halls. Entry and exit through windows or emergency exit doors will be subject to disciplinary action.

WING REGULATIONS

Although the men's and women's wing of Wilson Hall share a common lobby, CRC campus housing is not "co-ed." Men's and women's wings of Wilson Dorm and Winters Dorm are closed to members of the opposite sex except during announced special occasions such as moving in and Open House. Violating this guideline will result in disciplinary action.

COOKING AND APPLIANCES

Only the following appliances are allowed in the residence hall: toasters, microwaves, small refrigerators, and coffee pots. Any other appliances must be

approved beforehand by the Dorm Supervisor. Place all coffee grounds in the trash, do not flush down the toilets nor pour down the sinks. Open flame/elements are not allowed in residence halls under any circumstances, no exceptions.

RESIDENCE HALL SCHEDULE/ABANDONED PROPERTY

Residence hall students rent the use of a residence hall room for a designated college term. Students must vacate campus housing during Thanksgiving Break, Christmas Break, and Spring Break. Deadlines for leaving residence halls will be announced in chapel. Students needing assistance with living arrangements during these times should see the Dean of Students. **At the end of the Spring semester, students must remove all contents from the residence hall by Friday at 5:00 p.m. following finals week (unless given permission by the Dean of Students beforehand). Items left in a dorm room after vacating either during or at the end of a semester will become the property of the college.** The property is then considered abandoned and subject to disposal. Exceptions may be made for those participating in college-sponsored activities. Questions should be directed to the Dean of Students. Any time a student is vacating a dorm room, the room must be cleared out, cleaned up, and the key returned to the dorm supervisor. Whatever furnishings or possessions students bring into the dorm room when they move in must either be taken home or discarded when they move out. Students will not be allowed to remove furniture placed in the room by CRC and belonging to CRC. It will need to be incorporated into each student's dorm furnishings.

PETS

Pets are NOT allowed in the residence halls. Fish and turtles are considered as pets. Any student violating the pet policy may be fined (minimum \$100) at the discretion of the Dean of Students and charged a cleaning fee. Multiple offenders may suffer expulsion.

Guide, signal or service animals and/or emotional support animals (ESA) permitted pursuant to College policy and federal and state law are not considered "pets" for the purposes of this handbook. See the "Disability Services" section on p. 43.

ROOM OR VEHICLE INSPECTION

Upon reasonable suspicion of violation of college regulations, the College reserves the right to inspect any student's room or vehicle. The College may be assisted by local law enforcement personnel to include animals.

Special Note: Certain items are forbidden in dorm rooms. The following is a partial list of forbidden items and activities not meant to be exhaustive in nature, rather to provide some direction for appropriate items. The following are forbidden:

1. Pictures, posters, books, videos, artwork, beverage cans, bottle caps, etc., which are not in good taste and which do not conform to Christian ideals.
2. Incense, candles or other paraphernalia that burns.
3. Weapons (NO WEAPON OF ANY KIND INCLUDING BB GUNS, PELLET GUNS, AIR-SOFT GUNS OR HUNTING KNIVES IS TO BE STORED OR KEPT IN DORM ROOMS OR AUTO.)
4. Smoking, possession or use of tobacco, including E-cigarettes, in any form. **Vaping is also prohibited in the dorm rooms, any CRC facility or anywhere on CRC campus.**
5. *Purchase, possession or use of alcoholic beverages.
6. *Purchase, possession, use or sale of illegal drugs or controlled substances, which includes narcotics, depressants, stimulants, hallucinogens, or solvents. Failure to observe these regulations subjects a student to immediate suspension, and may include involvement with the local law enforcement.
7. Halogen lamps.
8. Hover boards
9. Fireworks or explosives of any kind.
10. Golfing is not allowed on campus.
11. No swimming or wading in the pond.

*See prescribed disciplinary action.

SAFETY PROCEDURES

Fire and tornado drills may be held as seen fit by the Dean of Students and/or Dorm Supervisors. Failure to cooperate during such drills or other emergency activities may result in disciplinary action. Any student setting off a fire alarm without due cause, or found tampering with fire alarms, extinguishers or other such safety equipment will be subject to suspension, and possible legal action. Individual smoke alarms located in each room must not have the battery removed or dismantled. This is a serious safety hazard and will have serious consequences. Violators may be fined at the discretion of the Dean of Students.

CONTINGENCY PLAN IN CASE OF EMERGENCY

In the event of an emergency or severe weather situation (such as heavy snow/ice, electrical outages, etc.), upon consultation with area authorities, any decision to cancel classes will be made by the administration. Should classes be cancelled, the administration will inform the residence hall supervisors and notice will be given to local radio and television stations. Please note that it is extremely rare for classes to be called off and that no one should assume such. Crowley's Ridge College has chosen OMNILERT, LLC, Leesburg, VA to provide an Emergency Alert System for CRC. This system will provide for immediate cell phone notification to all students, faculty and staff of an emergency or campus wide alert such as threatening weather or school closures. In addition to information disseminated to cell phones, the alerts will also be circulated by email with the capability of other message end points such as digital signage, loudspeakers, and a wide variety of devices.

HONOR'S HOUSING POLICY

Honor's Housing is optional residential housing for upperclassmen. Those who qualify for Honors Housing are those who are "honorable." The working definition of honor is "high respect; great esteem (appreciation); adherence to what is right; to a conventional standard of conduct." This definition will be the primary determining factor in a student's approval for Honor's Housing. To clarify, a student must be a person of high respect (both respectful and respectable); a person of great esteem or appreciable; a person who adheres to what is right based upon school policy and Christian morale; a person who holds to both a Christian and CRC standard of conduct on and off campus.

Approval for living in Honors Housing will be determined by the Dean of Students based upon the recommendations of the Dorm Supervisors and other advisors. Students approved to live in Honors Housing may move in as directed by the Dean of Students at the beginning of the fall semester and must move out by 5:00pm the Friday of finals week during the spring semester. No student is guaranteed to live in the same Honor's Housing unit the following year. Students are to move all of their personal belongings out by 5:00pm the Friday of finals week during the spring semester; anything left behind will become the immediate property of CRC. No student is permitted to store any belongings in any unit over the summer. No exceptions. Personal belongings should be removed from Honors Housing and placed in a storage unit off campus or taken home. Students are financially responsible for any damages (beyond normal wear and tear) acquired while residing there. If the apartment is left uncleaned after moving out, students will be responsible for paying a cleaning fee and may be declined Honors Housing the following year.

Living in Honors Housing may require a signed contract agreement between the student and CRC and a deposit. All keys must be returned to the Dean of Students at the time of moving out. Any failure to return the key will result in a \$50 fine and the cost to rekey the unit. Any lost key at any point during the student's residing in Honors Housing will be subject to a \$25 replacement fee.

It should be noted that students living in Honors Housing are to follow the same policies, rules and regulations as described under "Residence Hall regulations" (i.e. curfew, room checks, visitors, etc...). No one of the opposite sex is permitted in the apartment at any time. Violators may be fined or disciplined as determined by the Dean of Students and may have the privilege of living in Honors Housing revoked. Furthermore, random room checks will be performed by the Dean of Students and other authorized personnel throughout the school year.

The Dean of Students reserves the right to implement resident assistants (RAs) for Honors Housing units.

Pets are strictly forbidden while living in Honors Housing. Any student caught with a pet or any animal in the unit will be fined as determined by the Dean of Students, immediately removed from Honors Housing and returned to the

campus dorms. Emotional Support Animals (ESAs) are sanctioned to dormitories only.

Fire alarms should not be dismantled or batteries removed. Any student found tampering with any fire alarms in the unit will be subject to a fine as determined by the Dean of Students and may be removed from Honors Housing. No smoking or vaping is allowed in the apartment at any time.

COLLEGE REGULATIONS

Many of the college regulations particularly pertaining to academic regulations are found in the College Catalog. Those pertinent to student life are as follows.

CRC ATTENDANCE POLICY

In order for any student to earn course credit in the College of Arts and Sciences ***he/she must attend a minimum of 75% of all scheduled class meetings.*** In order to fulfill the 75% minimum requirement, a student cannot miss (unexcused combined with excused absences) more than the following:

Classes meeting face to face three times a week – 11 classes

Classes meeting face to face two times a week – 7 classes

Classes meeting face to face one time a week – 3 classes

8 week online/face to face courses

3 hour credit – 3 classes

1 hour credit – 2 classes

Classes that meet face to face two times a week – 3 classes

Each student is permitted, though discouraged, to miss as unexcused absences, according to the following:

Classes that meet face to face three times a week – 6 unexcused absences

Classes that meet face to face two times a week – 4 unexcused absences

Classes that meet face to face one time a week – 2 unexcused absences

8 week online/face to face courses

3 hour credit – 2 unexcused absences

1 hour credit – 1 unexcused absence

Classes that meet face to face two times a week -- 2 unexcused absences

An ***unexcused absence*** is defined as a failure to attend class for any reason that is not academically required or requested. Unexcused absences include but are not limited to: illness (with or without Doctor's excuse), emergency or official leave, or failure to attend.

Excused absences are awarded only if such is deemed as an athletic trip or class field trip. It should be noted that even in the event of athletic trips or class field trips, a student still must be present for 75% of the class meetings. Students are encouraged on athletic trips (and when able, class field trips) to ZOOM classes for attendance purposes; instructors (faculty and adjuncts) should be compliant with this request. All class field trips must be specified in the course syllabus and communicated to all other instructors teaching during the semester in which the trip takes place.

The instructor has the authority to drop a student up until the last day of class prior to final exam when he/she reaches the max number of

unexcused absences or fails to meet the 75% attendance requirement. Said student will receive a “WF” beyond the final drop date.

A student may seek readmission into the class **only** at the instructor’s discretion and approval. In such cases, students are required to pay \$25 reinstatement fee to the Registrar. Paying the \$25 fee does not entitle the student to any additional absences.

All attendance requirements and penalties for excessive absences will be set forth in the syllabus by the instructor for each course. Each instructor does have reasonable latitude to excuse absences at his/her own discretion.

CHAPEL ATTENDANCE

Chapel is held Monday through Thursday at the Hillcrest Church of Christ. Students living in residence halls are required to attend all chapel services. Commuter students are required to attend chapel on the days they have classes at times adjacent to chapel. It is the student’s responsibility to sign-in for chapel. Failure to do so will result in an unexcused absence.

Students who are required to attend all chapel services are allowed to miss chapel eight times during the semester, and students who are required to attend chapel twice a week are allowed to miss chapel four times a semester. These absences do not include excused absences for college sponsored activities listed under CRC Attendance Policy.

Students who attend chapel 4 days a week will be subject to the following policy:

- Four (4) unexcused absences: Warning from the Dean of Students
- Six (6) unexcused absences: 2nd warning from the Dean of Students
- Nine (9) unexcused absences: 2 hours of campus community service or \$40 fine
- Ten (10) unexcused absences: Disciplinary probation

Students who attend chapel 2 days a week will be subject to the following policy:

- Two (2) unexcused absences: Warning from the Dean of Students

- Three (3) unexcused absences: 2nd warning from the Dean of Students
- Five (5) unexcused absences: 2 hours of campus community service or \$40 fine
- Six (6) unexcused absences: Disciplinary probation

CELL PHONES

The use of cell phones and other electronic devices during chapel is strictly forbidden. Anyone caught using a cell phone or electronic device after chapel begins will be counted absent. Violations may also be charged with campus/community service and/or fined at the discretion of the Dean of Students.

Each instructor will determine his/her policy concerning the use of electronic devices in his/her class. Any instructor having problems with the violation of cell phones in the classroom should report such to the Dean of Students for disciplinary action.

ACADEMIC HONESTY

Students at Crowley's Ridge College are expected to be honorable and to observe standards of academic conduct appropriate to a community of Christian scholars. Crowley's Ridge College expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic dishonesty. This includes but is not necessarily limited to the following:

1. Cheating: use or attempted use of unauthorized materials, information or study aids in any academic exercise.
2. Plagiarism: representing the words, ideas or data of another as your own in any academic exercise.
3. Fabrication: falsification or unauthorized invention of any information or citation in an academic exercise.
4. Aiding and Abetting Academic Dishonesty: intentionally helping or attempting to help another student commit an act of academic dishonesty.
5. Withholding information: failing to inform instructors or the Academic Dean concerning violations of the above by any student.

Incidents of alleged academic misconduct should be resolved between the faculty member and the student within one week of the incident being discovered. The faculty member must inform the Vice President for Academics and the student in writing within one week of knowledge of an incident. If a matter cannot be resolved, the student must appeal to the Vice President for Academics in writing within one week of receiving notice from the faculty member. The Vice President for Academics may refer such matters to the Academic Affairs Committee for resolution.

DRUG POLICY AND CRIME AWARENESS

Crowley's Ridge College has adopted and implemented a Crime Awareness and Campus Security Program in order to fulfill the requirements of the Higher Education Opportunity Act (Public Law 110-315) (HEOA) which was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (the HEA). A part of this program is the Drug Prevention Program, adopted and implemented on August 31, 1990, in order to fulfill the regulations found in section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226). These programs include information about campus safety policies and procedures, statistics concerning whether certain crimes took place on campus, and policies regarding the possession, use, and sale of alcoholic beverages/illegal drugs. The information concerning these programs is distributed to all students as a hard copy entitled (Year) Jeanne Clery, Annual Campus Security Report Including Campus Crime Statistics and Fire Safety Report. This report is also displayed on CRC's website, www.crc.edu. A copy of The Handbook for Campus Crime Reporting from the U. S. Department of Education is available in the office of the Director of Human Resources and Student Development. For more information, students are encouraged to refer to the Department's HEOA website at www.ed.gov/HEOA. Students may be required to submit to testing for illegal substance. Students refusing to submit to testing may be dismissed from college.

HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

Alcohol is a drug. Health risks of using alcohol and other drugs include the following:

- Physical and mental dependence

- Memory loss
- Violent behavior, aggressive acts, and angry feelings
- Headaches
- Nausea and/or vomiting
- Stomach ulcers and gastritis
- Liver, lung and kidney problems
- Cirrhosis of the liver
- Cancer of the pancreas
- Heart disease
- High blood pressure
- Muscle weakness
- Brain damage
- Hallucinations, tremors, and convulsions
- Hyperactivity or sluggish behavior
- Poor academic performance
- Unwanted sexual activity (i.e., date rape)
- Sexually transmitted diseases, including HIV/AIDS
- Unwanted pregnancy
- Malnutrition
- Impact on future career possibilities

THE STATE OF ARKANSAS LEGAL SANCTIONS

A. Drug Laws

1. State Code 5-64-401 states that it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. Any person convicted of violating this law shall be imprisoned for not less than ten (10) years.
2. State Code 5-64-411 – Proximity to certain facilities – This code states that any person who commits an offense of selling, delivering, possessing with intent to deliver, dispensing, manufacturing, transporting, administering, or distributing a controlled substance may be subject to an enhanced sentence of an additional term or

imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1,000') of the real property of a city or state park, a public or private elementary or secondary school, public vocational school, or private or public college or university.

3. Arkansas State Code 3-3-203 states "It is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage." Any person under 21 who is convicted of driving under the influence can lose his/her driving privileges, pay a fine and serve jail time.

B. Drug Offenses and Financial Aid

1. The Higher Education Opportunity Act requires all colleges and universities to notify all students, even those who are not receiving financial aid, that under federal law, **anyone convicted of a drug offense while receiving federal financial aid will lose their eligibility.**
2. The Office of National Drug Control Policy, U. S. Depart of Education states, "In general, if you are convicted of a drug-related felony or misdemeanor that took place while you were receiving Federal student aid, **you will become ineligible to receive further aid for a specified period of time upon conviction.**"

WHERE TO GET HELP

Students concerned with their use of alcohol or drugs are encouraged to meet with the campus minister or the office of Student Affairs. These individuals may refer the students to resources and/or agencies in the surrounding community that may be of help. These agencies include:

- Families Inc., Paragould - 870-335-9483
- Greene County Health Unit, Paragould - 870-236-7782
- Arkansas Methodist Medical Center, Paragould - 870-239-7000

LIABILITY & ASSUMPTION OF RISK STATEMENT

Students should be duly aware and acknowledge that participation in recreational sports programs/intramural sports and use of athletic facilities involves an inherent risk of physical injury. Individuals assume all such risks by voluntarily electing to participate in these activities. Crowley's Ridge College

assumes no responsibility for individual or property damage incurred in connection with use of facilities or participation in sports programs.

ANTI-HARASSMENT

Crowley's Ridge College will not tolerate sexual harassment of its employees or students by anyone, including but not limited to supervisors, faculty, staff, students, or alumni. Sexual harassment is an insidious practice that demeans individuals and creates unacceptable stress for the entire college community. More importantly, such harassment is against the Biblical principles upon which Crowley's Ridge College was founded and operates. Any student who feels that he/she is the victim of harassment is encouraged to report it immediately to the Director of Human Resources and Student Development or another appropriate staff or faculty. For a more detailed discussion of CRC's anti-sexual harassment policy, see the (Year) Jeanne Clery, Annual Campus Security Report Including Campus Crime Statistics and Fire Safety Report which every student should have received as a hard copy. It is also available on CRC's website, www.crc.edu.

PAYING FINES

All fines must be paid in the business office prior to final exams and cannot be charged to a student's bill. If a fine is incurred during final exams or if a failure to pay a fine exists, academic records will be placed on hold until the account is cleared.

FINANCIAL RESPONSIBILITIES

The basic enrollment costs at CRC are comprised of tuition and fees. In addition, students living on campus are billed for their room and meals. Registration fees must be paid at time of registration. A payment option must be declared for any remaining balance due at that time.

CRC's financial integrity is dependent upon prompt payment of charges. For this reason, no diploma, transcript, or letter of recommendation will be issued if an account payment is not current. Official transcripts will not be released until accounts are paid in full. At the discretion of the College administration, suspension may occur as a result of non-payment of indebtedness.

NOTICE: Federal Regulations will not allow Federal Loans for freshmen to be applied to their accounts until 30 days after classes begin.

Students who have outstanding indebtedness to CRC at midterm may be suspended from classes.

Students may not be able to take a final exam or be issued a final grade if they have an outstanding balance or an unpaid fine with the Business Office.

WHOM TO SEE:

Class change or class drop	Mrs. Clark, Registrar
Copy of Official Transcript	Mrs. Clark, Registrar
Transfer Planning	Faculty Advisor, Mrs. Clark, Registrar, or Appropriate Division Chair

Academic Advising

General Studies Degree	Mrs. Watson, Faculty Advisor, Mrs. Clark, Registrar, or Mrs. Winn, Division Chair
Bible Degree	Mrs. Clark, Registrar, or Mr. Pierce, Division Chair
Business Degree	Mrs. Malone, Faculty Advisor, Mrs. Summitt, Faculty Advisor, Mrs. Clark, Registrar, or Mrs. McElyea, Division Chair
Teaching Degree	Mr. Buerer, Faculty Advisor, Mrs. Gibson, Faculty Advisor, Mrs. Clark, Registrar, or Dr. Goodson, Division Chair
To Submit Chapel Announcements	Mr. McFadden, VP of Student Affairs, or Whomever is in charge of chapel for the week.
Chapel Absences	Mrs. Richardson, Dean of Students

Car Registration	Mrs. S. Johnson, Business Office
Room Changes	Dorm Supervisors
Information About Payments	Mrs. S. Johnson, Business Office
Academic Grievances	Instructor, Division Chair or Dr. Davis, VP of Academic Affairs
Student Affairs Grievances	Mrs. Richardson, Dean of Students
Discipline Appeal	Mrs. Richardson, Dean of Students
Non-Sports Press Release to Papers	Mr. Matthew Emery, Director of Marketing and Promotions
Sports Press Release to Papers	Mr. Dustin Semore, Sports Information Director

COLLEGE SERVICES

The College provides the following services for students:

DISABILITY SERVICES

The Dean of Students has been designated as Crowley's Ridge College's Coordinator of Disability Services. As such, the Dean of Students is the College's Compliance Coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Dean of Students will assist and work with students to secure possible academic and auxiliary aids to qualified students and coordinate workplace accommodations where possible. A person with disabilities will be advised of any limitations that the College is not able to accommodate. Students will be required to provide documentation from an acceptable evaluator in order to receive accommodations. A copy will be kept on file in the Dean of Student's office. Any student needing accommodations must contact the instructor at the beginning of the course during the first week of classes. The meeting between instructor and student must be recorded and signed by both parties and filed with the Disability Service Officer, (Dean of Students). Success depends upon cooperation with the College and the student taking

responsibility for learning. The Dean of Students is also the person to whom concerns about physical access to facilities should be addressed. The Dean of Students' office is located in the Administration Building on the first floor. The phone number is 870-236-6901, ext. 164.

Resident students may be permitted to maintain guide, signal or service animals or emotional support animals only as allowed by College policy and as required by federal and state law. Any student wishing to keep or maintain an emotional support animal must make application to the Dean of Students and provide the necessary documentation and support showing the need for such animal.

HEALTH SERVICES

The College does not assume responsibility for medical services. These are to be arranged by the student. Each student assumes the financial responsibility for all medically related expenses.

IMMUNIZATIONS

The Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control and Prevention (CDC) recommends that college freshmen (particularly those who live in dormitories or residence halls) be immunized for meningococcal meningitis. Because of the seriousness of this disease, every student is advised to be immunized for meningococcal meningitis prior to being admitted to Crowley's Ridge College. You must sign a statement that you have received the vaccination or you elect not to receive the vaccination. A clinic will be provided at the beginning of the year by Greene County Health Unit to inoculate students who choose to receive the vaccination. The vaccination is free to all students under 19 years of age. However, a \$5 fee for record keeping purposes will be collected by Greene County Health Unit from each student receiving the vaccination.

CAREER OPPORTUNITIES

Students who are enrolled in CRC's Bible, Business, or Education programs may contact their department chairmen to learn of possible career opportunities. These offices will maintain a list of job openings, websites, and other sources to assist seniors in finding employment upon graduation. This service is also available to CRC graduates.

COUNSELING SERVICES

CRC's counselor is Mrs. Carissa Winn. She is available by appointment only. Help and counsel may be obtained from several other sources. Every student has access to an academic advisor. The students may also go to his/her instructors to discuss problems in particular courses. The Campus Minister, Director of Student Life and Dean of Students are available. Faculty and staff members have an open door policy and may be available to students or refer them for professional help as appropriate. The College will also help students make arrangements for confidential professional counseling sessions.

THEFT/FIRE – COLLEGE LIABILITY

The College assumes no liability for property losses on or off campus.

INFORMATION SERVICES

LEARNING CENTER LIBRARY

The CRC Learning Center and Computer Lab is designed to make access to information for personal and academic use as easy as possible. The Learning Center is composed of two areas: the Library (including the Reading Room, Bible Room, and Foyer) and Computer Labs (Learning Center Lab, and McClanahan Computer Lab.) There are also computers available for student use in the Science Building and Residence Halls. Students are expected to follow College guidelines as well as to conduct themselves in a manner conducive to a learning environment when in the Learning Center. A partial list of guidelines follows. Students may be asked to sign a consent indicating their understanding and agreement of the regulations before being issued an account.

Food and Drinks

Food and drinks are allowed in the Learning Center. This is a privilege - not a right. Students and patrons will be held responsible for damage that may result from carelessness and will be expected to clean up after themselves. Under no circumstances will food or drinks be allowed near computers.

Hours

The Crowley's Ridge College Learning Center is open approximately 50 hours a week including 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. to

3:00 p.m. on Friday, and 6:00 p.m. to 9:00 p.m. on Monday, Tuesday, and Thursday. Special events or extended hours may be made available at the discretion of the library staff. The library is designed for study and research; therefore, students are expected to maintain a study atmosphere. In keeping with that, any food or drink should be consumed outside the computer lab or the computer study carrels.

Locating and Checking out Materials

More than 14,000 books are catalogued on the on-line catalog system, which can be accessed from any computer on campus, as well as 980,000+ e-books and millions of journal articles. To access library resources, go to the college website <https://www.crc.edu> and click **Library** at the top of the page or use the following URL: <https://crc.insignails.com>. Books and magazines etc. are easily located in the Library. However, should students have difficulty, please feel free to ask the Library staff. Materials may be checked out by presenting them to a staff member at the checkout desk. Under no circumstances should students remove Library property or materials without permission from a staff member. Materials can be checked out for 14 days for regular books and overnight for some reference materials. In some cases, with permission, reference materials and journals may be removed briefly for copying purposes.

Fines

Fines will be assessed on all overdue materials. Overdue stack books are charged twenty-five cents (\$0.25) a day to a maximum of \$25 per book. Overdue reference, periodical, non-print, and reserved materials are charged \$5.00 a day with a \$50 limit. All fines are due before the end of the semester. All fines will be paid through the business office. Students will not be allowed to take final examinations until all Library charges have been paid. Grades may be held until overdue books are returned and fines paid.

Lost and Damaged Materials

If a book or other media is lost or damaged while in a student's possession, that student will be charged according to the cost of replacing the material. Minimum charge for a lost book is \$25.

TECHNOLOGY SERVICES

SECURITY NOTE: CRC recommends you change your password periodically and not use your SSN or date of birth.

COMPUTERS

The Learning Center Lab located in the Library and the McClanahan Technology Center located in lower floor of the Administration Building are open to all students. If these rooms are being used for a class, or reserved for a class, only students enrolled in that class may be in the rooms. The CRC Computer Network connects students to the Internet and other worldwide research and educational networks. Access is conditional on responsible use of the computer facilities and maintaining security. The computers are primarily for research and class project production.

To be able to use computers at CRC, students must agree to adhere to the following guidelines:

1. The CRC Computer Network is not to be used for commercial purposes.
2. Deliberate disruptions of the network will cause the loss or corruption of data, the abnormal use of computer resources, the introduction of computer viruses or spyware by any means, or anyone's work or system is prohibited.
3. The CRC Computer Network should not be used for any unlawful purposes.
4. It is NOT acceptable to use the Network to transmit threatening, obscene, or harassing materials.
5. Any attempt to browse a network computer without proper authorization is strictly forbidden.
6. The P2P sharing of any type of files is forbidden.
7. Do not install any programs on CRC owned computers.
8. Downloading copyright material without proper authorization is forbidden.
9. The use of Proxy Servers to gain access to forbidden websites is prohibited.
10. Student owned computers must be running a current version of virus and spyware protection.

11. Changing any security setting on any device is strictly prohibited.
12. Going around the normal computer boot up process is strictly prohibited.
13. Servers, switches, fiber optics, access points are off limits. Do not touch.
14. All activity on the internet or intranet may be monitored or recorded.

Note: The Internet is not a secure network. Information that is private should be sent in a secure manner with encryption and/or VPN. Anyone who can intercept the transmission has access to the information as if it were addressed to the interceptor. To intercept any transmission is a criminal offense. Sensitive or confidential information should not be sent over the network without being secure.

COMPUTER RESOURCES

The college maintains an up-to-date website on the Internet. It can be accessed any time at:

<https://www.crc.edu>

The Learning Center has a growing collection of scholarly reference materials on a variety of subjects including career choices, history, literatures, and cultures. The Learning Center staff will help students access these media. The College subscribes to several online subscriber databases. These can only be accessed on campus, and the Learning Center staff can be of assistance. The Links page of the CRC Home page can be a valuable resource for class projects.

STUDENT INFORMATION SYSTEM (SIS)

The SIS system a location where students can logon and look at their grades, unofficial transcript (if they have a \$0.00 balance), business section on their charges and payments, financial aid status, scholarship rewards, etc.

To logon for the first time, go to **<https://crc.edu>**, click on **Current Students>CRC Connect>SIS**, then click on forgot password. You will enter your CRC email address. The system will send you an email with a reset link. Click on the link and change your password. *Check your spam if you do not receive the email. You can then logon using your email and new password.

STUDENT COMPUTER ACCOUNTS

Each student is given a personal computer account and home folder on the CRC Network.

The student account is initially set up in two parts:

User Name: first name + last name

example: for Jane Blogg, User name is janeblogg with no capitals.

1st Logon Password: \$cRC + last 4 digits of SSN

example: for Jane Blogg, 1st Logon Password: \$cRC6989

The first time you login you will be prompted to change your password. The password is to be at least 7 characters long. During the school year, should you forget your password, please see Sonia Johnson (Business Manager) or Larry Johnson (I.T. Administrator).

All student accounts will be purged ten (10) days after EACH (Fall and Spring) semester ends. All saved documents, school work, favorites, etc. will be lost. Students will need to back up anything they wish to keep. It is recommended to always back up your files after each use on a personal flash drive. All personal files/documents/pictures may be stored on your Google Drive at drive.crc.edu. NOTE: Your files on Google Drive will not be deleted.

STUDENT PERSONAL COMPUTERS

Students are encouraged to bring their own computers to college for use in their dorm rooms. Dorm rooms have access to the academic Ethernet network. Laptops may also be used. Access to the Internet via Wi-Fi is available. However, the Wi-Fi network is public and so access to sensitive academic/administration intranet facilities is not possible.

Please note that the school is not responsible for personal computers. The IT staff, whenever possible, will happily assist with problems. As such, please note that CRC does not support Apple or Linux operating systems.

FLASH DRIVES

Each student should also have a flash drive to be able to transport files between computers on campus. Use this to also backup your files.

EMAIL

All students are required to use a CRC supplied email account. This will be set up for you a couple of days after registration day

User Name: firstnamelastname@crc.edu

Example: for Jane Blogg, her email address is janeblogg@crc.edu

Her temporary password is \$cRC + last 4 digits of SSN. You will be prompted to change it when you first log in.

You can login at <https://mail.crc.edu>

You can receive important school announcements, emails from teachers, or emergency notifications.

Your CRC email account is yours for as long as you use it. It is automatically deleted after one year of non-use.

ELECTRONIC CLASSROOM

All students taking an electronic class on the internet, must register first. After registration, you will be given a username and password.

User Name: firstnamelastname Password: \$cRC + last 4 digits of SSN

You can log on by going to www.crc.edu, click on the “on-line classes” button. If you have any problems, call or send an email to Heather Coats (870) 236-6901 ext 124 or hcoats@crc.edu.

INTERNET

All internet and intranet activity must obey all federal, state and local laws!

Among the vast and valuable resources on the Internet is some offensive material. This material is not a part of the CRC Computer files, but because of

the Internet's complex web of connection, it is not possible to block access to this material. The CRC Computer Network is not to be used as a conduit for transfer or storage of files or data of an obscene or pornographic nature. Logging on to websites containing obscene, pornographic, sexually explicit or other offensive material is strictly forbidden. Violation of this policy may lead to disciplinary action – including expulsion from the College. We do monitor network and web activity.

CRC does have a device that blocks bad sites. It does a good job, but sometimes it might block a site that is not bad. When this happens send an email to ljohnson@crc.edu explaining the need to unblock this site.

FACEBOOK/YOUTUBE/TWITTER/SNAPCHAT, ETC/ICR/CHAT ROOMS:

There are inherent dangers involved with participating in conversations of a personal nature with strangers. It is a common and acceptable practice to misrepresent yourself and your views in social networking venues. While CRC does not stop students from participating in these discussions, guidelines are provided for their use. Violation of these precautions and guidelines will result in revocation of computer privileges. Included in these guidelines and precautions are that students do not give ANY personal information – your real name, address, social security number, email or web address, bank or credit card numbers, or passwords. It is also not advisable to meet in person with someone who has been met in a chat room. Additionally, students are not to participate in any activities in a chat room or private chat room that would violate the moral and ethical principles set forth by CRC or violates any Federal, State or Local government laws.

CRC is not responsible for any loss of property, physical harm, or emotional harm caused by the violation of these guidelines. Accesses to some of these resources are blocked for safety of the student, especially when the resource is in violation of CRC's code of ethics.

As a student of CRC, the student has been admitted into the community of the college and thus represents the college through his/her presence in the world, virtual or real. As a rule of thumb, a website account should meet the criteria mentioned in the section dealing with dorm room as in some sense this is a virtual room for people to visit.

CHECK-CASHING SERVICES

Personal checks may be cashed in the business office. The College cannot make advance payments for work-study or make personal loans.

ACTIVITIES CALENDAR

Our yearly student life activities are found on the school calendar found on pages 51 and 52 of this handbook. SGA typically plans things once a month. Some special in-house activities such as intramural events are announced in chapel and posted around campus. See the bulletin board outside of Mr. Paul McFadden's office for sign-up sheets and more information throughout the school year.

HONORS/ACTIVITIES/CALENDAR

Several academic and extra-curricular related honors are presented to CRC students each year. While it is never easy to single out students for specific awards, every effort is made to select honorees in as fair a manner as possible consistent with the spirit of the award.

HONORS

Sigma Chi Eta

This is a College sponsored honor society recognizing students who have completed at least 12 hours with a cumulative grade point average of at least 3.5. Sigma Chi Eta adds new members following each semester.

Dean's List

Published at the end of each semester, the Dean's List honors full-time students who achieved a grade point average of at least a 3.5 with no grade below a "C."

President's List

Published at the end of each semester, the President's List honors full-time students who achieved a grade point average of at least 4.0.

Who's Who Among Students in American Universities and Colleges

Second, third and fourth year students are eligible for this nationally sponsored award. Faculty, administration and staff members select students based on

academic achievement, service to community, leadership in extracurricular activities, and potential for continued success.

HOMEcomings COURT

Students vote for a set number of women and men to represent their classes in the Homecoming Court. The student body selects the Homecoming Queen and King from the sophomore, junior and senior class candidates. The court and queen must be enrolled as full-time students.

HERITAGE AWARDS

The Heritage Yearbook sponsors three awards that are selected by the student body and presented on Awards Day:

- The **Best All-Around Award** honors male and female sophomores, juniors, or seniors who excel in several areas and use their talents effectively.
- The **Most Spirited Award** honors male and female sophomores, juniors, or seniors who support campus activities and demonstrate school spirit.
- The **Heritage King and Queen Award** honors freshmen who best represent the ideals of CRC.

AWARDS DAY

Held annually at the end of the spring semester, Awards Day is a traditional time for the College to recognize students who have excelled in various areas.

- The **Bible Major Award** is selected by the Bible faculty to honor an outstanding Bible major.
- **Academic Awards** are presented to students who have excelled in specific courses across the College curriculum.
- **Activity Awards** are presented to students in recognition of accomplishments in extracurricular activities such as intercollegiate athletics, intramural activities, chapel attendance, yearbook, music and drama.
- **Mr. and Miss CRC** - Sophomores, Juniors, and Seniors are eligible for the Mr. and Miss CRC award. Faculty, administration and staff select

students for the award based on representation of the ideals of CRC. This is the highest student honor given by CRC.

ACTIVITIES

Numerous activities at CRC are offered to help students feel a sense of belonging with the campus community as they grow and develop socially and spiritually. Clubs and organizations include the student government association, vocal music groups, intercollegiate athletics, intramural athletics, drama group, and yearbook.

Music/Drama Groups

- **Choralaires** is an acappella chorus that performs locally and occasionally tours. Audition required.
- **Ambassadors** is a small mixed vocal group which sings contemporary Christian music. Audition required.

Intercollegiate Athletics

Women's intercollegiate athletics include volleyball, basketball, and softball. Men's intercollegiate athletics include baseball, basketball, and golf. Tryouts are required.

Co-Ed Club Sports

Tryouts are also required for Jiu-Jitsu and Cheerleading.

Intramural Athletics

CRC students participate in an extensive range of intramural team and individual activities including softball, chess, volleyball, basketball, flag football, table tennis, tennis, skills competitions, and ultimate frisbee. Intramural athletics are open to all students.

Student Government Association

The SGA is a group promoting student involvement in campus activities including college governance. SGA and class officers are elected by the student body.

Yearbook

The Heritage Annual is produced by the yearbook staff under the direction of the Public Information Coordinator. It is open to all students.

FALL 2021 SEMESTER: August 11 – December 10
(Dates subject to change)

Class will not meet for events in bold

August 1	Freshman Move In Day
August 2-6	Freshman Orientation
August 9	Professional Development
August 10	Advisors Available to Register
August 11	Classes Begin
August 20	Last Day to Add Class
August 25	Census Date (11th Day)
September 6	Labor Day Holiday
October 5	Pioneer Day - Fall Service Day
October 8	Administrative Day - 8 Week Online Class Finals
October 8	Midterm Grades Due
October 22-23	Marriage Enrichment Seminar
November 1	Registration Opens for Winter 2021/Spring 2022 Terms
November 4-6	Backpacking Trip
November 5	Final Class Drop Date
November 22-26	Thanksgiving Break
December 6	Dead Day
December 7-10	Final Examinations
December 13	Final Grades Due
December 13-January 6	Winter Short Term 2021
December 24-25	Christmas Holiday Observed
December 31-January 1	New Year's Holiday Observed
January 7	Winter Short Term Finals
January 10	Winter Short Term Final Grade Due

SPRING 2022 SEMESTER: January 12 – May 13

(Dates subject to change)

January 9	Dorms Open
January 10-11	Advisors Available to Register
January 12	Classes Begin
January 17	Martin Luther King Holiday
January 24	Last Day to Add Class
January 27	Census Date (11th Day)
February 12	Homecoming
March 11	Administrative Day - 8 Week Online Class Finals
March 11	Midterm Grades Due
March 14-18	Spring Break
March 24	Project Reach Out
April 1	Registration Opens for May Intersession 2022/Summer
2022/Fall 2022 Terms	
April 3-6	CRC Lectureship
April 8	MFT Test Date
April 15	Final Class Drop Date
April 20	Awards Day
May 9	Dead Day
May 10-13	Final Examinations
May 14	Commencement
May TBD	Canoe Trip
May 16	Professional Development
May 17	Final Grades Due

SUMMER 2022 SEMESTER: May 30 – August 3

(Dates subject to change)

May 30	Memorial Day Observed
June 3	Staff Available to Register - 8 Week Summer Term
June 6-August 1	8 Week Summer Term
June 23-27	Prospective Student Camp
July 4	Independence Day Observed
August 3	Summer Term Final Grades Due