

## FINANCIAL INFORMATION

### SPECIAL FEES AND EXPENSES

Special fees are assessed when applicable and are due when assessed. *Other* special fees may be assessed, (e.g. honor society fees).

Online CJ Program Course Per Hour.....	350.00
Administrative Course Withdrawal Fee.....	\$ 15.00
Charge.....	15.00
Dishonored Check.....	(first time) 20.00
	(second time) 35.00
Graduation Fee.....	130.00
Late Registration Fee.....	100.00
Replacement Diploma Fee.....	50.00
Transcript.....	10.00
Prior Professional Experience Assessment .....	75.00

### 7. Payment of Accounts

All charges are due and payable on the first day of classes. Accounts can be paid online through the WBU website, by calling the business office at [870-759-4123](tel:870-759-4123), or by paying in person. Accounts can be paid by cash, cashier check, money order, or major credit card. Personal checks will be accepted; however, should this form of payment be made, transcripts will be placed on hold for fifteen business days. Students who have not paid their balance in full, or arranged financial aid through WBU's financial aid office, by the start of the second week of classes will be dropped.

### 8. Financial Assistance

Please check with the Financial Aid Office for loan and grant options, and a list of available scholarships: [http://www.wbcoll.edu/financial\\_aid\\_scholarships.aspx](http://www.wbcoll.edu/financial_aid_scholarships.aspx).

All students are strongly encouraged to check with the Financial Aid Office, even if the student thinks he or she is not eligible. Faculty and staff at Williams Baptist University strive to serve our students, and the professionals working in this office have the most up-to-date information.

### 9. Student Complaint/Grievance Policy

Williams Baptist University strives to provide effective and positive services and experiences. Online student may register their concerns and/or complaints regarding WBU personnel, services, regulations, or other perceived nonconformities to the Vice President of Academic Affairs.

Complaints must be filed in writing in order for an official investigation to occur. The official investigation may result in a disciplinary hearing or other appropriate measures to ameliorate the complaint.

## **10. Graduation Procedures**

Williams Baptist University's graduation ceremony is held at the end of the Spring term. If a student graduates during the Summer or Fall terms; the student is invited to participate in the Spring commencement ceremony in May. The student is required to meet with his or her Academic Advisor at least four eight-week terms before the student intends to graduate, in order to apply for graduation and schedule to take the Educational Testing Service (ETS) Major Fields Test (MFT) in Criminal Justice. The ETS MFT is used for program evaluation purposes and, although required for graduation, will not count for or against the student's GPA.

Once the Academic Advisor has ensured that all program requirements have been met, less what the student must complete during his or her last term, the student will be able to file an Intent to Graduate Form with the Registrar's Office. It is required that this process be completed at the beginning of the full semester in which the student intends to graduate.

## **11. Student Code of Conduct**

Williams Baptist University holds high ideals and expectations of each student who chooses to join its community. In upholding these ideals, Williams proclaims the values of the worth of the individual; personal integrity; critical, independent thinking; self-discipline; and community responsibility and accountability, and seeks to experience the growth and fulfillment which characterize a dynamic environment. University regulations go into effect when an individual matriculates and continues until the time of graduation or withdrawal. By the act of registration, the student agrees to accept the standards and regulations reflected in this document and other publications of WBU, such as the Student Handbook, found at: <http://eagle.wbcoll.edu/handbook/Student.pdf>.

## **12. Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Williams Baptist University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Williams Baptist University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Williams Baptist University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Williams Baptist University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Williams Baptist University whom the school has determined to have legitimate educational interests. This

includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against

him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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