



NORTH GREENVILLE
UNIVERSITY
Christ Makes the Difference



STUDENT HANDBOOK

Office of Campus Ministries & Student Engagement

NORTH GREENVILLE UNIVERSITY 7801 N. Tigerville Road, Tigerville, SC 29688

The university reserves the right to establish additional policies or modify current policies as needed. Changes are effective immediately. Failure to follow these principles or refusal to cooperate with university officials may result in removal from university property and/or dismissal from enrollment.

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Welcome to North Greenville University!

We are honored that you have chosen to be part of this community. Our hope is that you will meaningfully connect with other students, faculty, and staff. We invite you to be a part of the programmed student activities, campus clubs and organizations, student leadership, and other opportunities provided to you.

The office of Campus Ministries and Student Engagement (CMSE) is committed to providing an environment that prioritizes the spiritual growth of every student. We are unapologetically focused on the task of developing fully devoted followers of Jesus Christ. Our aim is that your time at North Greenville University will be a transformational experience that will impact the rest of your life.

Our standards of conduct are designed to promote a community that is focused on developing transformational leaders for church and society. The activities of CMSE are built on the core values of the institution. We strive to be Christ-centered and Biblically faithful, to encourage Academic excellence, and to ensure Mission focus. In all things, our desire is to deliver services in a professional and caring manner with a servant's heart.

If you have any questions or concerns, please feel free to stop by our office located in the Tingle Student Center.

Jody Jennings

Vice President for Campus Ministries

& Student Engagement

864-977-7121



CAMPUS MINISTRIES & STUDENT ENGAGEMENT STAFF

All offices are located in Tingle Student Center.

Jody Jennings, Vice President of Campus Ministries and Student Engagement

Jared Thomas, Associate Vice President of Student Engagement

Justin Brown, Director of Athletic Ministries

Joshua Gilmore, Director of Baptist Collegiate Ministries

Ruth McWhite, Director of Women's Ministry

Steve Bielby, Director of Counseling

Sara Black, Personal Counselor

Dillon Key, Director of Housing and Residence Life

Lorry Green, Associate Director of Women's Housing

Tripp Young, Assistant Director of Men's Housing

Stuart Floyd, Director of Career Planning

Braden Hall, Director of Student Communications & Systems Manager

Brittany Hendrix, Director of Campus Recreation

Atari Jarrett, Director of Student Conduct

PHILOSOPHY OF COMMUNITY

North Greenville University strives to cultivate and equip transformational leaders for church and society. This vision is founded on four core values: ***Christ-Centered, Biblically Faithful, Academically Excellent, and Mission-Focused***. North Greenville University strengthens the development of transformational leaders for church and society by ***creating a community that intentionally emphasizes these core values***.

As an unapologetically Christian institution, North Greenville University establishes its understanding of community on biblical texts and principles.

COMMUNITY IS GOD'S DESIGN

One can look to the creation account to see how God designed mankind to live in community. God created man in His own image, and declared that it was not good for man to be alone (Genesis 1:26-27; 2:18). Living in community has been God's plan from the beginning.

COMMUNITY HAS A PURPOSE

Community is not simply living together in the same physical space or geographical area. Instead, community is designed to help its members grow in their understanding of God, others, and themselves. This idea is displayed in the "each other" language in the New Testament:

- Forgive each other (Ephesians 4:32)
- Regard each other as more highly than yourself (Philippians 2:3)
- Teach each other (Colossians 3:16)
- Pray for each other (James 5:16)
- Stir each other on toward love and good deeds (Hebrews 10:24)
- Encourage each other (1 Thessalonians 5:11)
- Serve each other (Philippians 2:5-8)
- Bear the burdens of each other (Galatians 6:2)

COMMUNITY IS A PROCESS

The North Greenville University community will never be perfect but we seek to embrace that which will produce Godly character and reject that which will cause harm to the community. Throughout the Bible, God provides clear instructions for interaction within community. The guidelines provided were not merely behavioral standards but were intended to keep the community's focus on God.

COMMUNITY INCLUDES ACCOUNTABILITY

Accountability has existed among humanity since creation. Healthy community exists only with clear standards and a process of accountability. In the creation account, God provided a perfect place for humanity to live but expected the man and woman to follow His instruction (Genesis 1:27-30).

Exodus 20 records the story of Moses receiving the ten commandments. The commandments served as a standard for how people were to live in community with God and one another (Exodus 20:1-17). The theme of accountability is continued in the New Testament. Jesus instructs the community of believers how they were to interact with one another and to confront those living outside of the prescribed community standards (Matthew 18). Community without accountability leads to chaos.

COMMUNITY LEADS TO TRANSFORMATION

The intended outcome of community is transformation. God has chosen to use people as His instruments to shape the direction and destiny of others. Living in community at North Greenville University is a privilege. In recognition of this privilege, we are accountable to one another and labor to protect every person in our community.

INTRODUCTION

Every North Greenville University student is accountable for knowing and following the policies included in the university's Student Handbook. By enrolling in classes and/or living on campus, you agree to adhere to these policies while on and off campus at all times while identified with the university.

In accordance with NGU's core values to remain Christ-centered and biblically faithful, students should honor biblical standards and authority. Engaging in or supporting conduct or lifestyles inconsistent with Scripture is not permitted. The university reserves the right to deny admittance or dismiss any person who violates these standards. The university may request the withdrawal of any student at any time who, in the opinion of the university, does not fit into the spirit of the institution, or has a pattern of nonconformity to university policy. Questions regarding the Student Handbook should be referred to the Associate Vice President of Student Engagement.

UNIVERSAL STUDENT POLICIES & CONDUCT EXPECTATIONS

The university seeks to provide each student with an exceptional education in an authentic Christian environment for a successful life of service. Students are expected to maintain behavior that is above reproach on and off campus. To assist students in this endeavor and to maintain a community that is Christ-centered and conducive to academic excellence, the university has established beneficial guidelines for the entire student body based on biblical principles. Students must adhere to these policies while on and off campus at all times while identified with the university.

ACADEMIC POLICIES

A full description of the university's academic policies can be found in the [University Catalog](#). To view

the university's policies on Academic Integrity, please click [here](#).

ALCOHOL & OTHER DRUGS

Substance use and abuse has been shown to be harmful to students' health and well-being and its effects are known to be [long-term](#). Excessive abuse can lead to violent behavior and medical emergencies. The abuse of alcohol and the use of illegal drugs by members of the North Greenville University community is incompatible with the core values of our institution to provide a Christ-Centered environment. In compliance with this value and the Drug-Free Schools and Communities Act Amendments of 1989, the university has established the following alcohol and other drugs policy:

Selling, furnishing, or providing alcohol to any person under the age of 21 is illegal. The possession of alcohol by anyone under 21 years of age is illegal. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both [state](#) and [federal](#) laws. Violators are subject to criminal prosecution, disciplinary action, fine, imprisonment, and university sanction. In addition, possession and consumption of any alcoholic substance or container by students is prohibited – regardless of age – by the university. Possession and usage of all illegal drugs or controlled substances by students is prohibited, including any drug-related paraphernalia. This includes the use of medicinal marijuana, which is still illegal in the state of South Carolina. The university maintains a zero tolerance policy towards these items and substances.

In order to prevent, detect, and identify illegal or prohibited substances the university maintains the right to search residence hall rooms, classroom buildings or other university structures, vehicles, and personal belongings if the university deems it necessary. Outside law enforcement, gate checks, personal observation, drug-detecting K-9's, and breathalyzer equipment may be employed to determine whether or not a student is under the influence of alcohol and other drugs.

The university will use drug testing methods such as urine or hair sample tests when considered necessary. Tests may be given on any North Greenville campus or at a medical/testing facility. Any positive result will be considered a violation of this policy. Violations of law and policy by students may result in referral for criminal prosecution and university sanctions will be imposed.

Attempting to obtain, use, possess, distribute, or sell any potentially harmful or illegal drug or drug-related paraphernalia (including hookahs) is prohibited. Anyone involved in the sale or distribution of drugs on or off campus may be subject to criminal prosecution, disciplinary action, fine, imprisonment, and university sanction.

The university offers students prevention, early intervention, and support services through non-disciplinary confidential counseling and Christ-based addiction support through the [Office of Student Health](#). Residential community leaders also receive alcohol and drug awareness training. If you discover someone is excessively intoxicated, unconscious, or in need of emergency assistance, please dial 864-977-777 on campus, or 911 off campus.

ALTERNATIVE TRANSPORTATION

Bicycles, skateboards, long boards, kick scooters, roller blades, etc. are allowed on the university campus. Owners and operators must abide by the following policies:

- Bicycles must have a permit from Campus Security. Bicycles must be stored in the resident's room (with permission from roommate if applicable) or bicycle racks across campus. Bicycles may not be stored in any stairwell, hallway, or common room in any campus building.
- Skateboards, push scooters, etc. may not be ridden on brick-paver sidewalks, on painted or sealed sidewalk areas, inside buildings, or other areas as posted.
- The right of way on any sidewalk and walkway always goes to the pedestrian. Riders should always use proper caution and respect for others while riding on campus. When riding in a roadway or parking lot, riders should yield to any vehicle and use extreme caution.

Motorcycles and mopeds must be street legal and registered with Campus Security. Motorcycles and mopeds are not allowed inside any campus buildings. They must be parked in a parking space when not being driven. Segways and hover boards are not allowed on campus.

CAMPUS HOURS

All resident students should be in their residence halls and all commuter students should be off campus beginning at midnight Sunday–Thursday, and 1:00 AM on Friday and Saturday. All non-residential buildings will be closed at these times. Any student may leave and return to campus at any time.

CONDUCT & COOPERATION

Students should conduct themselves in a courteous and rational manner at all times. Students' rights to peacefully assemble, without interfering with normal campus operations, malicious intent, or damage to persons or property, are protected. Further, students should not obstruct the free movements of other persons around campus, interfere with the use of university facilities, or materially restrict the normal operation of the university. Disruptive behavior, disorderly or obscene conduct, and offensive actions or conduct is prohibited on university property or functions of the university off-site. Students should refrain from ignoring the university's request for orderly conduct. Students are encouraged to enjoy themselves, their friends, and others while also keeping in mind the desire of the university to maintain an orderly and well-behaved community of excellence.

Students agree to always cooperate with any properly identified university official. Inquiries made by university officials and representatives should be answered immediately and truthfully. Intentionally avoiding gate checks, ignoring requests to stop their vehicles, or participating in other actions that avoid university officials is prohibited. Students must refrain from giving a false report to Campus Security, either in person or by any other method, or cause a false fire alarm at any time.

DINING SERVICES

All rules of courtesy apply and should be observed in all campus dining facilities. Students must not enter the kitchen area. Disruptive behavior, such as breaking in line, is not permitted. Seconds will be available at all meals, except when a premium entree is served periodically throughout the year.

Students may not enter the dining hall without first scanning their ID card at the register. Replacements for lost or broken ID cards are printed in the Office of Student Engagement. Students have unlimited access to the dining hall during regular operating hours; however, they must scan their ID card each time they enter. Students must not enter the dining hall after redeeming a meal equivalency at Einstein Bros. Bagels, Papa John's, or Chick-fil-a during the same meal period. Students must not scan their ID card to enter the dining hall and then redeem a meal equivalency at any other campus dining location during the same meal period.

Students are prohibited from stealing dishes or utensils from the dining hall. Students should not bring pitchers, thermoses, or large cups into the dining hall for drinking purposes. Carryout containers are available at the register and will be provided as needed. An additional card scan will be required to receive the container. In case of illness, carryout trays are available. To obtain one, contact Campus Ministries and Student Engagement (CMSE). CMSE staff members can order take-out trays Monday-Friday. A community director must contact the dining hall on weekends.

DRESS CODE

The university dress code is intended to promote an atmosphere of excellence which emphasizes academics and Christ-centered behavior. Students are expected to present themselves in a well-groomed, educated, and mature manner when appearing in public. Students' attire should be modest, appropriate to the occasion, and consistent with their legal gender as recognized by their state issued birth certificate. Immodest or indecent clothing should be avoided.

- Clothing, hats, or jewelry that display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols is prohibited by the university.
- Hats or other head coverings may not be worn at events inside Turner Chapel, classrooms, or administrative offices.
- Body/Facial Piercing is not permitted except on the earlobes or a small stud in the nose. Students may not have any other body part pierced. Students are not allowed to wear large gauged earrings or other items deemed inappropriate by the university. Male students who represent the university in an official capacity may not wear earrings while representing the school. Students who represent the university in an official capacity may not wear nose studs.
- Shirts must be worn at all times when outside of the residence halls. Shirts must cover all midriff and may not be transparent in any way. Spaghetti straps are not allowed.
- Dresses/skirts should be properly fitted and in good taste.
- Pants/shorts should be worn at waist level. Shorts must be properly fitted and in good taste. They must have an in-seam length of at least three inches (the length of your student ID), and

must not have any holes above mid-thigh. Yoga, tight leggings, or jegging style pants should be worn with a shirt or covering that is mid-thigh in length. Pajama type clothing/pants are not allowed outside the residence halls. Excessively baggy pants and clothing are not permitted.

- Footwear is required in all academic, administrative, and event buildings.

For Cultural Event dress requirements, please click [here](#).

For semi-formal and formal dress requirements, please click [here](#).

FALSIFICATION OF RECORDS

Altering, counterfeiting, or forging any record, form, or document used by the university is prohibited, as well as providing false information to any university official.

FIRE SAFETY

Only authorized personnel may touch or work on fire safety equipment when in a non-emergency state. Tampering with fire safety equipment is prohibited. Fire alarms will only be pulled in the event of a fire emergency or authorized test.

Students must not be responsible for any unauthorized fire in or on university property. Possessing any incendiary device (including fireworks) while on campus is prohibited. The sale, sharing, or use any of these devices while on campus is also prohibited. Fireworks will only be used when formally authorized and qualified personnel are present and managing the use of the fireworks.

GAMBLING

Students must not play any game of skill or chance for money or other items of value while on campus.

GRIEVANCES

Students with concerns, complaints, or grievances may submit any question or concern to the NGU Student Advocate by completing the [Student Advocacy Form](#). All submissions are confidential, and will be sent directly to the Student Advocate. The Student Advocate for North Greenville University is Dr. Jared Thomas, Associate Vice President of Student Engagement. Issues of an academic nature should be addressed following the guidelines stated in the [NGU Catalog](#). If your concern is related to sexual harassment or discrimination, please review the university's [policies](#) regarding Title IX, and submit your concerns as directed.

HAZING

Hazing can be identified as, but not limited to, any situation where any individual or group knowingly requires a student or other person at the university to perform any act, on or off campus, for the purpose of induction, admission, or membership into any group (team, club, organization, etc) associated with or connected to the university. A person's willingness to participate in an act of hazing does not justify or excuse the act, or fall outside of this policy. If any harm comes to an individual during a hazing act, all persons involved will be held responsible. Induction, admission, or membership activities that are not classified as hazing, and are conducted in a respectful manner that do not involve

shameful, hurtful, disrespectful, or dangerous acts may be carried out if approved in advance by the Office of Student Accountability. Actions that interfere with individual liberties are prohibited. Participating or promoting class or group clashes, fights, hazing, or other types of disorderly behavior both on and off campus is prohibited.

INFORMATION TECHNOLOGY SERVICES

The network, e-mail, and Internet services provided by the university are intended for activities that support its mission and core values. By using the technology provided at North Greenville University, you agree to abide by the policies for acceptable use. Be sure to read and understand the acceptable use policies located on the IT Services [webpage](#).

PARKING & TRAFFIC REGULATIONS

Students must obey the latest university [Parking and Traffic regulations](#) at all times.

SAFETY PLAN

Emergencies can occur at any time and without warning. The safety and security of every individual on the North Greenville University campuses is always the primary concern of the university. The university's safety plan can be found [online](#).

SEXUAL MISCONDUCT

Sexual relationships were created by God to be experienced solely within a marriage between husband and wife. This view is based in Genesis, but is supported by other Scripture as well. Sexual relations of any kind outside of marriage between a husband and wife contradict the teachings of Jesus Christ and biblical Christianity and are prohibited by the university, including fondling, touching intimate areas of the body, homosexual activity, actions or behavior discordant with birth gender, and possession/viewing of pornography. Inappropriate public displays of affection that may cause offense or distraction to others is prohibited. All students of the university are expected to respect this understanding of sexual relationships, and abstain from sexual conduct that violates this understanding. Violators of this policy may be subject to university sanctions.

Furthermore, the university is committed to providing an environment free from sexual harassment, sexual assault, and sexual violence. Sexual harassment, sexual assault, and sexual violence by any member of the university community is a violation of both the law and university policy and will not be tolerated. Both males and females can be victims, and both males and females can be perpetrators of these actions. Incidents of sexual harassment, sexual assault, or sexual violence will be addressed using the guidelines set forth by Title IX of the US Education Amendments, VAWA, local and state statutes, and the university. More information regarding Title IX can be obtained [here](#).

We encourage single students to live pure, celibate lives, and married students to be faithful to their marriage and their spouse. The university offers non-disciplinary confidential counseling and Christ-based support through the [Office of Student Health](#) to students who may be struggling with any sexual issue, concern, or deviant behavior.

SOCIAL MEDIA POLICY

The university complies with all local, state, and federal laws governing social media privacy. Some laws may limit the university from asking students, prospective students, or student groups to disclose a username or password for accessing personal social media, requesting access to personal social media, or divulging any personal social media to or in the presence of a university employee or representative; however, the university may lawfully require disclosure, access, or assess personal social media if necessary to investigate and take disciplinary action against any student, prospective student, or student group utilizing social media in ways that are unlawful, violate the student handbook, or pose a threat to the university community.

STUDENT IDENTIFICATION CARDS

University identification cards are issued to all students, faculty, and staff, and must be carried at all times while on campus. Students must surrender their ID upon the request of any university official. Students who lose their ID must request a replacement ID as soon as possible. Replacement ID cards are \$25. There is an additional \$10 charge if the student requires a proximity card.

Students may not lend, sell, or otherwise transfer their ID card to any other individual. If an ID is used improperly, the ID card may be confiscated and sanctions issued. Students may not attempt to enter any event sponsored or supervised by the university or a recognized university organization without first submitting the qualifications established for attendance (i.e., ticket, ID card, or invitation).

TOBACCO

North Greenville University is a tobacco free campus. All tobacco products are prohibited on university property. In addition, the use of “electronic cigarettes”, water vapor cigarettes, or other devices that simulate smoking are prohibited. Any and all paraphernalia, including vaping devices associated with smoking, can be confiscated and will not be returned to the owner.

VIOLATION OF OUTSIDE LAW

Local, state, and federal law should be followed by all students. Students who violate these laws on or off campus may be subject to criminal prosecution, fine, imprisonment, and university sanctions.

WEAPONS

NGU is committed to providing a safe and secure campus for all of its students, faculty, and staff. The university is patrolled 24 hours a day by armed security personnel who are SLED Level III officers and are here to serve and protect the community. As part of NGU’s safety and security policies, students agree they will not be found in possession of any weapons (on person, in vehicle, or in room) while on campus. This policy does not include tools such as knives and multi-tools from being carried. Knives that are carried on campus must have blades that are roughly 3” or less in length. Knives longer than this can be confiscated by NGU officials and may not be returned to the owner. Current CWP holders may have a weapon locked in their vehicle while on campus after they have notified the Office of Campus Security and completed the registration process.

Below is a non-exhaustive list of weapons that are not allowed under this policy:

- Knives with blades longer than 3”
- Decorative swords or knives
- Bows, crossbows, or arrows
- Sling Shots, BB guns, paintball guns, pellet guns, or water guns
- Explosives of any type or purpose (this includes all types of fireworks)
- Fake weapons that look like real weapons

RESIDENCE LIFE POLICIES

Living on campus offers greater opportunities for students to grow in their understanding of God, others, and themselves. North Greenville University does not operate co-ed residence halls.

All resident students are assigned university housing based on their legal gender as recognized by their state issued birth certificate. Resident students are expected to cooperate with Residence Life staff and with each other in maintaining a routine of living conducive to rest, study, relaxation, reasonable social interaction, and wholesome university life. Living in a residence hall is a privilege, and the university reserves the right to revoke this privilege whenever the actions of a resident interrupts good study habits, interferes with the rights of others, or oversteps the mission and core values of the university.

A commuter student has the same responsibilities as the resident student where the same regulations and policies apply. Students who violate these policies are subject to university sanctions.

RESIDENCY REQUIREMENTS

All students who sign housing contracts are bound to the terms of the contract as of August 1, 2019, whether or not they meet the exemption requirements as outlined below. Contracts submitted after August 1 are binding at the time of submission. All campus housing is considered private property, reserved for the exclusive use of resident students, invited guests, and authorized university personnel.

All new, readmitted, or continuing students are required to live on campus for a minimum of eight (8) consecutive regular (fall/spring) semesters unless they are approved for a residency exemption. The Office of Residence Life is responsible for the approval of any exemptions. The following exemptions may be allowed with the submission of a Residency Exemption Form and proper documentation to the Office of Residence Life.

- Students who have completed eight (8) consecutive regular semesters in university housing.
- Students over the age of 23 as of August 22, 2019.
- Married students, or those that will be married, before the mid-term date of the semester.
- Students living with immediate family or a legal guardian are exempt from this requirement upon presentation of proper documentation. “Immediate Family” includes parents, adult siblings (over the age of 25), or grandparents. Legal guardian status must be verified by court order.

No student may reside within five miles of the university unless residing at home with a legal parent or guardian. Students who live with immediate family members may commute to North Greenville University from the following counties only:

- South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg.
- North Carolina – Henderson and Polk.

Transfer Students: Unless approved for an exemption, all incoming transfer students must reside on campus until their NGU enrolled regular semesters and full-time transfer regular semesters equal eight (8) regular semesters. Transfer students may request an exemption based on the guidelines listed above. Transfer students may also request an exemption based on their housing situation at their previous college.

International Students: All international students must live in university housing. The only exceptions are international students living at home with parents, immediate family, or a spouse.

ALCOHOL ADVERTISING

Any alcoholic beverage containers and alcohol advertising signs are not permitted in residence halls.

APPLIANCES

The university is not responsible for appliances or electronic devices that are damaged due to electrical mishaps. Students use these at their own risk. Electrical overloads are not permitted. Drop/extension cords are not allowed in the residence halls. Only multi-plug cords with surge protection may be used in the residence halls. Attention to safe use of all appliances and devices is required at all times. Hot plates or any items with exposed heating elements are not allowed in the halls. No cooking is allowed that requires frying with grease. Microwaves must be used in a safe manner and only as designed. Microwaves must be kept clean at all times. Coffee makers must have automatic cut-off capability.

COMMUNITY DAMAGE

Damage to the university community is detrimental to the student body. All students agree to refrain from vandalism or damage of any kind to university property. When an individual(s) is responsible for intentional damage and goes unrecognized, then each recognized student agrees to pay for the damage. For example: a chair is broken in the lobby area of a housing unit. All occupants of that floor or that unit may be responsible for the cost of repairing or replacing the chair. Charges for repairs will be assessed based on current cost. Other fines and sanctions may be imposed.

DAMAGES

Recompense for damage to furniture, walls, windows, or other property must be paid by the students who occupy the room, unless one student accepts responsibility for the damage. The following guidelines are to be adhered to:

- On cinder block or sheetrock walls, only blue painter's tape or Frog green tape may be used to hang pictures, posters, etc. Double sided tape may not be used.
- On wooden paneled walls, only thumbtacks may be used to hang pictures, posters, etc. Nails and screws of any size may not be used.
- Paint, double sided tape, duct tape, packing tape, contact paper, nails, screws, poster putty or glue (of any type) ,ay not be used on any residence hall surface.
- No locks or lock system of any kind, type, or description may be put on drawers, cabinets, closets, or other university property at any time.
- Self-adhesive stickers may not be put on any surfaces.
- Furniture, walls, or other property may not be written on for any reason.

EXTERIOR ENTRY & EXIT DOORS

Entry/exit doors in all residence halls must be kept closed at all times. Never prop these doors open.

FURNITURE

Furniture must not be moved from one room to another or outside the building. If the resident brings a personal mattress, the original mattress must remain in the room. Mattresses can only be stored in residential rooms in the residence halls. Any furniture (including sofas and recliners) brought by the resident must be removed from the residence hall at the end of the semester. All lobby furniture must remain in place at all times. Cushions may not be removed at any time.

GENERAL PUBLIC

Outsiders who make a nuisance of themselves in the university community will be barred from the campus. Students who live off campus may be denied the privilege of visiting in the residence halls for failure to abide by the university residence hall regulations.

Students may not invite non-university personnel, including immediate family, into the residence hall without special permission from the residence director.

HEALTH

If a student is diagnosed with a communicable disease, the student will be encouraged to be a commuter and allowed to continue in the academic program. The matter will be held in strict confidence and handled by a university counselor or medical staff.

IMMORAL MATERIAL

No pornographic, lewd, vulgar, or provocative material in any form is allowed on campus. This includes, but is not limited to, posters, magazines, apparel, audio, video, and digital recordings.

KEYS & CARD ACCESS

Each resident is issued a key at the beginning of the semester. If a key is lost during this time, it must be reported immediately to the Community Director. Replacement keys cost \$50, and can be requested through the Office of Residence Life. If the original key is not returned by the end of the semester,

the resident will be billed \$50.00 and disciplinary action may occur. Duplicate keys can only be made by Campus Enhancement Services. Duplicate keys made by the student are a violation of policy. In the event of card access, lost cards must be reported within 24 hours to Campus Ministries and Student Engagement. A replacement card will be issued as soon as possible.

MEETINGS

Meetings, parties, receptions, classes, or gatherings may not be scheduled in the residence halls without prior permission from the Residence director. Each group must clean, restore furniture to its original position, and empty trash and garbage bags before leaving. Failure to properly care for the meeting area will result in the loss of privilege for future use.

PETS

Aquarium fish are the only pets allowed in residence halls. Tanks over ten gallons are not allowed. Tanks may be cleaned in designated areas only. Do not dispose tank contents in sinks, toilets, showers, etc. (See your residence director for instruction on proper disposal). Comfort pets may be considered if all proper medical documents have been signed and submitted to the Office of Residence Life.

QUIET & NOISE

Quiet will be maintained in the residence halls at all times so that others may rest, study, and relax as individual needs dictate. Noise which disturbs neighbors in adjoining, connecting, or adjacent rooms, will not be permitted. The quiet policy also applies in public areas and halls. Special times will be established to allow for socializing, community building, and to developing personal relationships with suite and hall mates. Consideration of others will always be the standard for residence life.

RELOCATIONS & CONSOLIDATIONS

The residence directors may move residents from one room to another and from one hall to another in the residence halls when it is advisable or necessary. Students who are in rooms by themselves agree to be consolidated with another student. When necessary, who moves will be determined by seniority based on date of the initial prepayment to enter the university. When available, students may request private rooms. Students agree if they request a private room, they must pay the entire cost associated with the room (i.e. 1.5 times the housing charges will be charged to the student bill). The room change request deadline is the Wednesday after the first day of classes.

RESIDENCE HALL REGULATIONS

Hours: Residence halls are locked at all times. Access is by key or card access. Alarms are set. Tampering with alarms and security systems is prohibited.

Guests: Students may submit a written request to have overnight guests. The request must be approved in advance by the Men's or Women's Residence Director. Forms are available. Student hosts will be responsible for their guests' behavior while on campus. Pre-approved guests may visit on Friday and/or Saturday nights only. Exceptions will be considered on a case-by-case basis. Roommates must

approve of a guest's being in the room. Guests must be of university age and must permanently reside at least 60 miles from NGU. All university policies apply to guests.

Hall Closing: All students must vacate residence halls when they have finished their last examination. Established room checkout/room clearance procedures must be followed. Exceptions to this are graduating students and marshals for commencement who are pre-approved by the Residence Director to remain in halls. No vehicles are to be left on campus during breaks without written permission from Campus Security.

Hall Opening: The residence halls open at announced times at the beginning of each semester and after holidays. Students may not return to the residence halls prior to the announced opening time.

Holiday Closing: All students are required to leave campus during fall break, spring break, all holiday breaks, and between semesters. Proper check-out procedures must be followed. Students required by the university to remain on campus during a holiday break will be consolidated as needed.

Resident Assistants: The university employs students to serve as resident assistants (RAs) in Residence Life and in the student center. These students assist CMSE and Residence Life in maintaining the proper community atmosphere for rest, study, relaxation, recreation, and healthy living on campus. Resident assistants are selected for their ability to communicate with others, willingness to accept responsibility, and desire to be helpful to others. Although not disciplinarians, resident assistants are responsible for ensuring that all students abide by all university policies. Resident assistants will issue incident reports to students who are found to be in violation of university policies.

Room/Board: Students who live in university housing are required to pay room and board.

Room Changes: Residents may change rooms or roommates only with prior permission from the Men's or Women's Residence Director. Changing rooms/roommates without prior permission will result in disciplinary action. The required form must be completed.

Room Checks: Keeping an orderly, clean, neat room on a daily basis is one characteristic of maturity. Rooms must be neat and uncluttered at all times. Room checks by Residence Life staff will be made on a weekly basis. Spot checks will be made as needed. Cleaning schedules and guidelines will be distributed at the start of each semester. Continual substandard room conditions may lead to disciplinary measures, such as fines and forfeiture of the right to live in university housing.

Room Checkout/Clearance: Students must follow proper room check-out/clearance procedures when vacating a room. Improper room check-out/clearance will result in at least a loss of damage deposit. The deposit must be reinstated to 100% before a student may return to the hall. Residents will forfeit their room damage deposit for rooms vacated and not left in a satisfactory manner. Additional fines may be assessed.

Room Eligibility: Resident students must take a minimum full time class load of twelve hours in order to remain in residence. Residents who attend the fall semester and return for the following spring semester must continue to reside in the hall unless otherwise approved.

Room Security: All residents should lock their rooms when they are absent. Students are to respect the privacy of other residents, and should not enter another's room when that person is out. The university is not responsible for theft or damages. The university cannot supply safe deposit or offer secure facilities for maintaining valuables. Students are discouraged from bringing valuables or keeping sums of money in their rooms. The university strongly suggests students purchase insurance for their personal belongings.

ROOM SEARCH PROCEDURES

Campus Ministries and Student Engagement reserves the right to search any room, automobile, electronic system, or person at any time when such action is deemed to be in the best interests of the university in accordance with the Student Handbook and the established search procedures. Searches will not be conducted arbitrarily. CMSE staff must use reasonable suspicion to initiate a search.

Reasonable suspicion includes, but is not limited to: items in plain view, words, actions, pictures, or anonymous tips, which are plausible in the opinion of an official. North Greenville University reserves the right to use drug detection canines and subject students to drug and alcohol testing to preserve the safety, health, and welfare of the campus. These procedures are as follows:

- A resident of the room may be present during room search.
- If the resident is not present, he/she will be notified either in writing, verbally, or electronically of the search once it has been completed.
- Campus Ministry and Student Engagement officials must conduct room searches.
- At least one full-time Campus Ministry and Student Engagement staff member must be present to conduct/supervise the search. The staff may be assisted by Community Directors if needed. Campus Security may be present but cannot directly search a student, their room, or their property without the permission of CMSE.
- If present, the resident should observe the opening of all drawers, suitcases, or other closed containers from the doorway of the room or the area that is being searched.
- Anything that is prohibited by university policies shall be confiscated and turned over to the Office of Student Accountability.
- Students found to be in violation of university policies shall be formally charged by the Associate Vice President of Student Engagement or his/her representative.
- Room inspections for orderliness, cleanliness and/or damages do not necessarily constitute a room search. However, a resident's room, student's vehicle, student's personal belongings, or the student may be searched when university officials have reason to believe a search is in order, such as insuring all university policies are being observed at all times. Searches will include the opening of drawers, storage space, and other places where alcohol, drugs, tobacco products,

pornographic materials, or other kinds of contraband or unauthorized materials might be hidden. The CMSE staff will make periodic checks at the discretion of the Associate Vice President of Student Engagement. Community Directors may confiscate contraband that is openly visible; however, they cannot conduct a search without the permission of a CMSE official. Formal notice of their findings will be given to the Office of Student Accountability. Therefore, it can be used as evidence that might incriminate the student.

- Any student may be searched physically by an authorized university official of the same sex.
- The university reserves the right for authorized university officials to enter any room at any time.

The university reserves the right to search any computer or electronic device located on campus or connected to campus information systems if there is a reasonable suspicion that the computer or device contains pornographic materials or is being used in a way that violates university policy.

SOLICITATION

Sales or solicitations of any kind are not permitted on university property without specific written permission from the Office of Campus Operations.

TRASH DISPOSAL

Trashcans are located in convenient places at residence halls. No trash is to be swept into the hallways at any time. Clothes-drying racks may not be placed in the halls, walkways, or stairwells. Rugs may not be shaken or left in these areas.

VISITATION

Students must not visit the residence hall of the opposite sex, unless it is during a university sponsored special coordinated event. Any visitation outside of sanctioned times is prohibited. There is no reason for an individual to enter a residence hall occupied by the opposite sex, unless the individual is sanctioned to do so by the university. Specific guidelines for each special coordinated event will be published and must be followed during the event.

When dropping female students off at their residence halls, male students may drive up to the front of Howard, Trustee, or Self; however; they must leave in a timely manner. Male residents living in Bruce, the Units, or Anthony may be dropped off either from the main road or in the Units' parking lot. It is not permissible to remain in a parked car for a prolonged period of time in these areas.

Persons of the opposite sex are allowed to drop off and pick up students at any house used by Residence Life, Crusader Court, Georgia, or Marshall. It is not permissible to remain in the driveway of a house or a parking lot for a prolonged period of time due to traffic flow needs.

Students of the opposite sex must not sit in any parked car anywhere on campus. When being dropped off at the residence halls or houses, the person being dropped off must exit the car in a timely manner.

STUDENT ACCOUNTABILITY

Because the university has the highest respect for its students, students are expected to conduct themselves beyond reproach and follow the policies in this handbook. Part of that respect includes holding students accountable when these policies are violated. Consistency and accountability is crucial to growth and success in our community. It is important to know our policies on amnesty, as well as the disciplinary process.

AMNESTY

The university hopes that students who violate university policies are willing to seek help and guidance in growth. With this being said, the university is aware that many students are reluctant to come to university resources to seek help for fear of potential consequences. Because of this concern, the university upholds an amnesty policy. This policy allows students to seek out help from university resources in a manner that is outside of normative disciplinary measures.

In order for a student to be afforded amnesty, a student must request amnesty from any Campus Ministry and Student Engagement staff member, or fill-out the online amnesty form before any disciplinary process addressing the specific behaviors or violations takes place. Further, the student must agree to the accountability agreement provided by the university and remain within its guidelines at all times. After the creation of the accountability agreement, the student must remain honest with the accountability system and compliant with university requirements.

After making initial contact with a CMSE staff member or filling-out the online form, the student will be directed to the Associate Vice President of Student Engagement so that the confidentiality and amnesty guidelines can be fully explained before the accountability process is initiated.

If amnesty is granted, students will not be subject to disciplinary measures for behaviors or violations that took place prior to their amnesty agreement. However, behaviors that would be deemed in violation of university standards must change in order for the students to remain free of normative disciplinary measures. A breach of amnesty policy can lead to disciplinary actions from the university.

REPORTING MISCONDUCT & DISCIPLINARY PROCESS

Anyone may report a violation of the Student Handbook by contacting any university official. All reports will be forwarded to the Office of Student Accountability for review. Information about a student's misconduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments, law enforcement agencies, or community members. Other sources of information may include, but is not limited to, electronic communications, photographs, social media, and audio or video recordings.

The disciplinary process begins when a misconduct report is filed. The Office of Student

Accountability reviews every report and makes contact with both the reporter and reported individuals. During this initial step, the individuals involved are interviewed, provided with a copy of university policy, and informed of possible sanctions associated with the reported violation. Supplemental meetings are scheduled as needed.

INVESTIGATION & DECISION-MAKING PROCESS

After the investigation is completed, a decision is either made by the Office of Student Accountability, or the findings are forwarded to the Associate Vice President of Student Engagement for further review. The Associate Vice President will then recommend suitable sanctions based on the severity of the violation. At this point, the student will be informed of the sanctions issued and student status level. Detailed sanctions and status level lists are provided below.

APPEAL PROCESS

Students who acknowledge responsibility for policy violations are provided documentation of the decision-making process, issued sanctions, and assigned a status level. Their file is closed.

Students who do not acknowledge responsibility may request an appeal within two (2) business days. This appeal must be submitted in writing to the Office of Student Accountability. The appeal is forwarded to the Associate Vice President of Student Engagement to collect documentation for the review. If sufficient grounds for an appeal are established, it will be sent to an appeal board consisting of the Vice President of Campus Ministries and Student Engagement, the Executive Vice President and another member of the Executive Council. The appeal board will ensure all university policies are administered consistently and students are treated fairly. The appeal board cannot overturn the finding of a breach in policy, but can give recommendations back to the Office of Student Accountability.

SANCTIONS

When students violate policies found in the Student Handbook, the following sanctions may be used separately or in conjunction. The severity of the sanction is dependent on the incident and the student's previous disciplinary record. Sanctions are not limited to a single semester or academic year, and may extend into additional academic terms. University sanctions include the following:

Accountability & Mentoring: Students will be assigned to a member of the university faculty or staff for accountability and mentorship. This person is assigned by the Associate Vice President of Student Engagement, and will provide regular updates to the Office of Student Accountability.

Education or Observation Hours: Students will be required to attend support groups, seminars, lectures, or classes. On-line courses may also be mandatory. Students issued education/observation hours are required to provide a written summary of their time to the Office of Student Accountability.

Fine: Students will be charged a monetary fine. Fines will be imposed in conjunction with other sanctions. Fines may vary based on offense and prior disciplinary record. The maximum fine for any

violation is \$800. *North Greenville University institutional financial aid cannot be used to pay a disciplinary fine.*

No Contact Order: A “No Contact Order” means a student must make all reasonable effort to avoid any contact with a particular member of the university community. Contact is defined as, but not limited to, close proximity to, contact through other members of the university community or outside persons, or contact via any digital or social media platform. This sanction is applied to on campus and off campus situations. Further details will be provided to the persons involved when the specific no contact order is drafted.

On or Off Campus Counseling: Students will be required to attend counseling sessions. The counselor, in contract with the student, will determine the number of counseling sessions appropriate for the student. Counseling is confidential under guidelines given by the counselor. In compliance with counseling confidentiality, a report of satisfactory completion of counseling will be issued to the Office of Student Accountability.

Parent/Guardian Notification: Students will be issued this sanction at the discretion of the Associate Vice President of Student Engagement. Parents or guardians will always be notified of withdrawal, suspension, or expulsion.

Restrictions: Students’ campus activities, amenities, and/or movements will be restricted.

Restitution: Students will be required to reimburse the university or community member for damage to and/or misappropriation of property.

STATUS LEVELS

When students are issued a sanction, one or more of the following status levels are assigned. The Office of Student Accountability will designate when the status level will change.

Expulsion: Students assigned an expulsion status will be expelled and not allowed to return to any university campus or attend any event sponsored by the university without prior written consent from the Associate Vice President of Student Engagement.

Disciplinary Notice: A disciplinary notice serves as a warning for students. Students who continue to violate university policies will be subject to further sanctions and increased status level.

Disciplinary Withdrawal: Students assigned a disciplinary withdrawal have egregiously violated the policies of the university. Disciplinary withdrawal serves as a temporary expulsion. Students will not be allowed to return to any university campus or attend any event sponsored by the university without prior written consent from the Associate Vice President of Student Engagement. Students must follow guidelines given by the Office of Student Accountability for readmittance. Two (2) disciplinary withdrawals will result in final expulsion. Students assigned a disciplinary withdrawal from the

university, even for a short period of time, may face additional consequences in other areas, such as:

- Tuition, residence hall costs, and fees (suspension does not forgive financial obligations)
- Student financial aid (including state funded scholarships)
- Athletic participation and eligibility
- University Housing and Meal Plan
- Use of campus resources and access to campus
- Immigration status for international students
- Status and benefits of veterans and dependents of veterans
- Academics

Out of Good Standing: Students out of good standing are prohibited from actively participating in extra-curricular activities, unless required to fulfill an academic requirement. Leadership positions in any club, organization, or team will be forfeited. It is up to university officials if students are allowed to return to prior leadership positions. Students are ineligible for awards while out of good standing.

Residency Termination: Students are issued a residency termination when they are ineligible to live in university housing, but allowed to remain a student.

The following chart contains examples of possible violations, as well as the minimum sanctions associated with each violation. This is not a full list. Students may be subject to other sanctions in addition to those listed.

VIOLATION	MINIMUM SANCTION	ADDITIONAL DETAILS
Alcohol Possession, Consumption, or Intoxication	\$500 Fine & Out of Good Standing status	Depending on the severity, first offense violations may lead to dismissal.
Dress Code Violation	Disciplinary Notice	Disciplinary notices can be provided in person or in writing by CMSE staff.
Drug/Drug Paraphenelia Possession	\$500 Fine & Out of Good Standing status	Depending on the severity, first offense violations may lead to dismissal or additional sanctions.
Drug Usage	\$500 Fine & Out of Good Standing status	Additional sanctions may vary based on severity of each case.
Sexual Misconduct	\$500 Fine & Out of Good Standing status	Depending on the severity, first offense violations may lead to dismissal.
Visitation Violation	\$250 Fine and Disciplinary Notice	Each case is evaluated based on severity. The presence of other violations will cause sanctions to stack in conjunction rather than decrease in severity.
Room Check	Disciplinary Notice	Continued failure to correct room check violations will lead to further sanctions.