



**NORTH GREENVILLE
UNIVERSITY**
Christ Makes the Difference



2022-2023 STUDENT HANDBOOK

Office of Campus Ministries & Student Engagement

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

North Greenville University is a Christ-centered higher education institution committed to promoting, maintaining, and strengthening an environment rooted in the biblical principles of truth, love, and grace. As a Christian higher education institution, our posture rests upon and arises from teaching, upholding, and advancing ethical standards drawn directly from Scripture. NGU affirms that all members of our community are created in the image of God, and therefore, should be treated with dignity and respect. The University does not unlawfully discriminate on the basis of any characteristic protected by applicable federal or state law, including race, color, religion, sex, age, national origin, or disability. NGU respects the inherent worth of each member of the community and does not tolerate any form of harassment.

Students, faculty, administrators, and staff are encouraged to report any incidents related to this policy and pursue the matter through the state's civil and/or criminal systems as well as through the University.

North Greenville University reserves the right to establish additional policies or modify current policies as needed. Changes are effective immediately. This Student Handbook is not a contract and is subject to change and/or modification without notice.

Failure to follow these principles or refusal to cooperate with university officials may result in removal from university property and/or dismissal from enrollment. The Student Handbook is produced by the Office of Campus Ministries and Student Engagement.

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Welcome to North Greenville University!

We are honored that you have chosen to be part of this community. We hope 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. We hope 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, we desire 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

ADMINISTRATIVE LEADERSHIP

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CAMPUS MINISTRIES

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STUDENT ENGAGEMENT

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Atari Jarrett

Director of Student Accountability

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Coordinator for Fitness and Recreation

Location: Younts Fitness Center
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Coordinator for Residential Services

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Director of Counseling

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Personal Counselor

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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. A 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 on 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, 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 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](#).

ADVERTISING & SOLICITATION

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

Events sponsored by students, clubs, organizations, companies, camps, or any other group are of great importance to the university. Those seeking to promote an event must advertise through approved channels. Common forms of advertisement include digital and print flyers, university-run social media, and university email accounts. These advertisements must be approved by the CMSE office administrator three weeks prior to the event. CMSE reserves the right to deny any advertisement ad that does not align with the goals or mission of the institution.

Students, clubs, organizations, companies, camps, or any other group seeking to set up a table for the purpose of recruiting on campus must seek and be granted approval from the Office of Career Planning.

ALCOHOL & OTHER DRUGS

Substance use and abuse are harmful to students' health and well-being and their 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, fines, 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 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, personal 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 vaping equipment) is prohibited. Anyone involved in the sale or distribution of drugs on, or off-campus may be subject to criminal prosecution, disciplinary action, fines, 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, longboards, kick scooters, roller blades, etc. are allowed on the university campus. Owners and operators must abide by the following policies:

- Bicycles may not be stored in any stairwell, hallway, or common room in any campus building without the permission of campus life staff.
- 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 Safety and 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 hoverboards are not allowed on campus.

NON-RESIDENTIAL AREAS HOURS

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

CONDUCT & COOPERATION

Students should conduct themselves courteously and rationally 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 are prohibited on university property or functions of the university off-site. Students must not ignore the university's request for orderly conduct. Students are encouraged 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 may not purposefully give a false report to any university official, either in person or by any other method, or cause a false fire alarm at any time.

DINING SERVICES

All dining services policies can be found online at [NGU Campus Dish](#).

DRESS CODE

The university dress code is intended to promote an atmosphere of excellence that emphasizes academics and Christ-centered behavior. Cultivating transformational leaders includes teaching appropriate dress for a variety of occasions. 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.

Campus Attire*:

- Clothing, hats, or jewelry that display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols should not be worn on campus.
- Hats or other head coverings may be worn at events inside Turner Chapel, classrooms, or administrative offices only at the discretion of professors or university administrators. Students must remove hats if requested by a university official.
- Body/Facial piercings are allowed for all students. Degree programs, university teams, and campus organizations may prohibit body and facial piercing while representing the university. Students are responsible for adhering to the policies of any group, club, program, or organization with which they hold membership.
- All undergarments should not be visible, either by sheerness or cut of outer garments.
- Tank tops can be worn as long as brassiere straps are covered. Spaghetti straps are not allowed. Shirts must be worn at all times when outside of the residence halls. Shirts must cover torsos at all times while in public and may not be transparent in any way.
- Dresses/skirts should be properly fitted and modest. Dress/skirt length should be mid-thigh – both inseam and outseam.
- Pants/shorts should be worn at waist level. Shorts must be properly fitted, modest, and with a length of at least mid-thigh – both inseam and outseam. Pants/Shorts must also not have any

holes above mid-thigh. Athletic shorts that resemble undergarments are not allowed. 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 outside of residence halls. Students will not be allowed to enter office or academic buildings without appropriate footwear.
- Students' attire should be modest, appropriate to the occasion, and consistent with their biological gender as recognized at the time of birth by their state-issued birth certificate.

Residence Hall Attire:

University staff and tour groups may have reason to visit residence halls at any time. Students should remain in proper attire when using hallways, stairwells, or rooms with the door open.

*Events, groups, organizations, or programs may require specific or additional dress requirements. Students are responsible for adhering to these added requirements.

FALSIFICATION OF RECORDS

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

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 may 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 of 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.

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 AND BULLYING

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 does 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 in or promoting class or group clashes, fights, hazing, or other types of disorderly behavior both on and off-campus is prohibited.

Language (either verbal, written, or images), digital communication (either texting, mobile phone, or any social media), or actions that contain, suggest, or are perceived as threatening, humiliating, intimidating, harmful, stalking, hateful, violent or that create a hostile environment directed toward anyone will be subject to disciplinary action.

Bullying may also be considered unlawful harassment or discrimination. These actions will be processed in accordance with Title IX of the US Education Amendments, VAWA, local and state statutes, and the university. More information regarding Title IX can be obtained [here](#).

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

It is not permissible for any person to remain in a parked car for an extended period of time while on campus. A full description of the university's [parking and traffic regulations](#) can be viewed online.

QUIET & NOISE

To develop community and display courtesy for others, all students are expected to maintain an atmosphere of mutual respect while on campus. Noise or activities that egregiously disturb neighbors in adjoining, connecting, or adjacent rooms will not be permitted.

RESIDENCY REQUIREMENTS

All full-time registered, undergraduate students are required to live in NGU residential halls unless they apply for and are approved as a commuter. All students must either complete the residential assignment process or apply to be a commuter each academic year. Students who apply to be a commuter and have their request denied by the Office of Residence Life will be required to live on

campus. 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.

All students who sign housing agreements are bound to the terms of the contract, once the date is within two weeks of the Fall semester start date, whether or not they meet the exemption requirements as outlined below. Agreements submitted after this time 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 Residential Services 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 Residential Services.

- Students who have completed eight (8) consecutive regular semesters in university housing.
- Students over the age of 23 as of the first day of class.
- Married students, or those that will be married, before the mid-term date of the semester.
- Students living in the permanent domicile of and with their parent or a legal guardian, are exempt from this requirement upon presentation of proper documentation. Legal guardian status must be verified by court order. Students must live in the permanent domicile of their parent or legal guardian and documentation verifying the permanent domicile must be provided. The parent or legal guardian's permanent domicile must be in the following counties only: In South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg; in North Carolina – Henderson and Polk.

Students who provide false statements on housing agreements or residency exemptions may be subject to university sanctions up to dismissal from the university.

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. Further, if a student is transferring from a college or university **found in one of the following counties** (South Carolina: Anderson, Greenville, Laurens, Pickens, and Spartanburg; North Carolina: Hendersonville and Polk) **and he or she has been living at an address within one of the approved counties**, then he/she can request an exemption based on being under a pre-existing housing agreement. This housing arrangement must have existed 120 days before entering NGU. Proper documentation must be provided.

International Students: All international students must live in university housing unless they meet the requirements listed above.

SAFETY PLAN

Emergencies can occur at any time and without warning. The safety and security of every individual on each North Greenville University campus 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 as defined by the Scriptures. North Greenville University's statement on human flourishing explains this further. Sexual relations of any kind outside of marriage are prohibited by the university. Inappropriate public displays of affection that may cause offense or distraction to others, at the sole discretion of the university, are prohibited. Violations of this policy may lead 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 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.

Please understand that your actions on social media will portray you either positively or negatively. The information you share and post on social media may be viewed by parents, students, university officials, and other community members for a long time. Social media sites and apps are not private, and personal information such as student identification numbers and Social Security numbers should not be shared on social media. Recording another individual without their prior permission is unethical and undermines the trust necessary for building the Christ-centered community we are striving to achieve. Any student who records or shares a recording, photo, or video of another without

permission is subject to university sanctions. Students should not record, post, or share photos or videos of others without their prior approval.

Further, students should avoid posting materials that the University, in its sole discretion would consider, libelous, slanderous, inflammatory, defamatory, vulgar, racist, sexist, obscene, or violent. Students who violate this standard may be subject to university sanctions.

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 IDs 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 \$35.

Students may not lend, sell, or otherwise transfer their ID cards 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 is prohibited. 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 laws should be followed by all students. Students who violate these laws on or off-campus may be subject to criminal prosecution, fines, imprisonment, and university sanctions.

WEAPONS

NGU is committed to providing a safe and secure campus for all its students, faculty, and staff. 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 Safety and Security and completed the registration process.**

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

- Firearms of any type or purpose

- Knives with blades longer than 3”
- Decorative swords or knives
- Bows, crossbows, or arrows
- Sling shots, BB guns, paintball guns, pellet guns, Orbeez 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 at the time of birth. Resident students are expected to cooperate with Residential Services 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 interrupt good study habits, interferes with the rights of others, or oversteps the mission and core values of the university.

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 the 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. Students must provide their own refrigerators limited one per residential room and no greater than 3.3 cubic feet.

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 costs. 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) may 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, including command hooks, may not be put on any surface.
- Furniture, walls, and other university 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. Do not force these doors open.

FURNITURE

Furniture may 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 personal furniture (including sofas and recliners) brought by the resident must be removed from the residence hall at the end of the academic year. Any personal property left at the end of the semester may be subject to fines and will be thrown out. All university-owned lobby furniture must always remain in place. 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 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 residential services staff.

HEALTH

If a student is diagnosed with a communicable disease or there is a health risk to the community or the individual student, the university reserves the right to remove the student from on-campus participation. In these cases, the university will strive to provide reasonable accommodations to the student to maintain their currently enrolled status.

LOFTS

The university provides a bed for each student in housing with an accompanying mattress. All university beds and mattresses must remain in the residence room they are assigned to. Students who bring their own mattress are expected to abide by this policy and can place their personal mattress on top of the school mattress but cannot remove the university-issued mattress from their assigned room. Students should not attempt to bunk university-issued ladder beds without first contacting the Office of Residential Services for instructions and required hardware. The university does not recommend the use of lofts in the residence halls; however, if a student chooses to use a loft, the loft must be a manufactured loft and may not be custom built or wooden. All lofts must be assembled and used consistent with the manufacturer's instructions.

By assembling a loft in his/her residence room under this policy, a student does so at his/her own risk and assumes responsibility for the safety, routine inspection, maintenance, and proper use of the loft. The student's assembly of the loft under this policy also expressly waives and releases the university from any and all harm to property and/or person that may arise from the construction and/or use of the loft. The university does not accept responsibility for the setup, inspection, maintenance, or safety of any loft that students choose to use.

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 Office of Residential Services. Replacement keys cost \$50. If a student's original key is not returned at the end of the semester room checkout the resident will be billed \$100 and further 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.

Lost, stolen, or malfunctioning card access must be reported within 24 hours to the Office of Residence Life. A replacement card will be issued as soon as possible. Replacement cards cost \$35.

MEETINGS

Meetings, parties, receptions, classes, or gatherings may not be scheduled in the residence halls without prior permission from the Office of Residential Services. Each group must clean, restore the 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.

OFFICIAL ROOM ASSIGNMENTS

Assigned residential spaces must be the primary domicile for all residential students during the academic term(s). If residential students will be staying off campus for five or more consecutive days, other than during official school breaks, they must notify the Office of Residence Life by emailing residence.life@ngu.edu.

For safety and security reasons, residential students are expected to occupy their assigned residential space throughout the entire academic term(s). The Office of Residence Life maintains active resident hall rosters, which assist in verifying the safety of our residential students in times of emergency.

Room change requests may be submitted starting on the Wednesday after the first day of classes.

Students who fail to occupy their assigned residential spaces and/or move rooms without authorization from the Office of Residential Life may be subject to fines and further disciplinary actions.

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 of tank contents in sinks, toilets, showers, etc. (Check with Residence Life staff for instruction on proper disposal). Emotional support animals may be considered and approved if all proper medical documents have been signed and submitted to the Office of Residence Life.

QUIET & NOISE IN RESIDENCE HALLS

Quiet will be maintained in the residence halls at all times so that others may rest, study, and relax as individual needs dictate. Noise that egregiously 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 developing personal relationships with suite and hall mates. Consideration of others will always be the standard for residence life.

RELOCATIONS & CONSOLIDATIONS

Residence Life staff 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 and not paying for a private double room may have a roommate assigned at any time. These students also understand that if they are not consolidated, they may be assigned a roommate at any point throughout the semester. In these cases, the students will be notified of the changes as soon as possible. When necessary, who moves will be determined based on the date of housing agreement submissions and/or the initial prepayment to enter the university.

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 forms to request to have overnight guests. The request must be approved in advance by Residence Life staff. [Forms](#) are available from the Office of Residential Services. 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 Opening and Closing: The residence halls open at announced times at the beginning of each semester. Students may not return to the residence halls before the announced opening time. Students who move in before the announced time, without authorization from a university official, may be subject to fines and further disciplinary actions. All students must vacate residence halls within three hours after they have finished their last examination. Established room checkout/room clearance procedures must be followed. Students are not permitted to stay beyond this time without prior authorization from the Office of Residential Services.

Student Leadership Team: The university employs students to serve as members of the Student Leadership Team. These students assist CMSE and Residence Life in maintaining the proper community atmosphere for rest, discipleship, study, relaxation, recreation, and healthy living on campus. Student Leadership Team members are selected for their ability to lead and communicate with others, willingness to accept responsibility, and desire to lead Christ-centered lives. Although not disciplinarians, Student Leadership Team members are responsible for ensuring that all students abide by university policies and will issue incident reports to students found to be in violation of university policies.

Room/Board: Students who live in university housing are required to pay for room and board. Housing agreements are for one full academic year.

Room Changes: Residents may change rooms or roommates only with prior permission from Residence Life staff. Changing rooms/roommates without prior permission will result in disciplinary action. The required form must be completed and is found in the Office of Residential Services.

Health and Safety Inspections: Health and Safety Inspections to look for health, safety, and/or sanitation issues will be conducted by your residence life tech bi-weekly. Spot checks will be made as needed. Cleaning schedules and guidelines will be discussed and developed at the beginning of each semester. Unaddressed, 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 an improper checkout fine of \$100.00. This improper check-out fine must be paid before a student may return to the residence hall. Additional fines may be assessed.

Room Eligibility: Resident students must take a minimum full-time class load of twelve (12) hours to remain in residence unless otherwise approved. Residents who attend the fall semester and return for the following spring semester must continue to reside in the residence hall unless otherwise approved. Housing agreements are for one full academic year.

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, in its sole discretion, to search any room, automobile, electronic system, or person at any time in order to uphold our community standards and to keep our campus safe. North Greenville University reserves the right to use drug detection canines and subject students to drug and alcohol testing if, in its sole discretion, it is necessary to preserve the safety, health, and welfare of the campus.

TRASH DISPOSAL

Trashcans are in convenient places around residence halls. No trash is to be swept into the hallways at any time. Rugs may not be shaken or left in these areas.

VISITATION

Students may 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.

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 are

crucial to growth and success in our community. It is important to know our policies on amnesty, as well as the disciplinary process.

SELF-REPORTING MISCONDUCT

The university hopes that students who violate university policies are willing to seek help and guidance in growth. 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.

For a student to be afforded amnesty, a student must request amnesty 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 always remain within its guidelines. 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, 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 for the students to remain free of normative disciplinary measures. Any policy violation occurring after the amnesty agreement is reached is subject 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 are 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 policies, 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 would like to appeal the Student Accountability case may request an appeal within two (2) business days. This appeal must be submitted utilizing the online appeal form, providing specific grounds for appeal. This form will be provided by the Office of Student Accountability to any student that requests to appeal their case. The appeal form will be forwarded to the Associate Vice President of Student Engagement to collect documentation for the review. The Associate Vice President of Student Engagement will then submit all student accountability files along with the student's request for appeal to an appeal board consisting of the Vice President of Campus Ministries and Student Engagement, the Vice President for Student Services, and one additional member from the Executive Leadership Council. The appeal board will ensure all university policies are administered consistently and students are treated fairly. If needed, the appeal board will contact the student or the Associate Vice President for Student Engagement for additional information.

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. Online 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 single violation is \$800. *NGU 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 efforts 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.

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 changes.

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 levels.

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. Students with three outstanding disciplinary fines will be moved from good standing to “out of good standing” status. Students will be notified by the Office of Student Engagement on how they may return to good standing status.

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