

<b>Policy Number</b>	602.000
<b>Policy Title</b>	STUDENT RIGHTS AND RESPONSIBILITIES
<b>Responsible Officers</b>	Dean of Student Life
<b>Responsible Offices</b>	Student Life
<b>Summary</b>	The following policy delineates the rights and responsibilities of CIU students
<b>Definitions</b>	
<b>Approving Body</b>	Board, Academic Council, Administrative Council
<b>Approval Date</b>	Approved by the CIU Board: May 4, 2007; June 5, 2017; June 12, 2017
<b>Last Revision</b>	May 2016
<b>Re-evaluation Date</b>	Fall 2017
<b>Departmental Impact</b>	University

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Columbia International University recognizes and formally states the rights and responsibilities of its students as the following:

#### *Authority of the University*

Although Columbia International University exists for students, the board of trustees, by charter and bylaws, is ultimately responsible for the educational programs and campus life. The President of the University reports to the board of trustees and is responsible for the organization and administration of the school.

#### *Scriptural Commands and Clear Teaching*

The God revealed in the Bible desires to transform, illumine, and empower both faculty, staff, and students. He is the source of all authority and has power to transform His children into the image of Jesus Christ; He is the one who changes our lives in community.

Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law” (Galatians 5:22-23; NASB). This “fruit of the Spirit” is to be sought, encouraged, and demonstrated in our relationships.

In contrast to encouraging these positive attributes of the heart, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by members of the University community. These include theft, gambling, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior, premarital sex, and pornography), drunkenness, immodest attire, and occult practice.

#### *Scriptural Principles Contextually Applied at CIU*

Within the context of our educational mission and cultural circumstances, certain responsibilities represent our attempt to apply clear scriptural principles at CIU.

These responsibilities include, but are not limited to:

- The responsibility to actively participate in the University’s life of prayer and faith:
  - To observe Sunday as a special day of rest, worship, and service to the Lord. This includes involvement in a local church;
  - To have a time of daily communion with the Lord in prayer and meditation on the Word with a focus on personal godliness, spiritual growth, right relationships with others, and God’s direction for life;
  - To attend chapel services for worship, inspiration, fellowship, spiritual growth, and the dissemination of community information;
  - To attend Prayer Days each semester for corporate prayer.
- The responsibility to practice complete honesty in connection with course work, interpersonal relationships, and daily activity in every setting:

- To acknowledge the source of words, sentences, ideas, conclusions, examples, and/or organization of an assignment that is borrowed from a book, an article, another student's paper, tapes, etc.;
  - To use only legally authorized duplication and/or distribution sources for music and movies.
- The responsibility to uphold a level of behavior consistent with the University's model of training for Christian servanthood and leadership:
    - To take care of body, mind, and soul through proper nutrition, adequate sleep, regular exercise, and abstention from harmful practices such as the use of tobacco and illegal drugs;
    - To maintain biblical principles of truth, honor, and purity with regard to visual and listening choices such as movies, music, Internet, computer games, and blogging;
    - To limit behaviors that may cause offense or moral failure, such as restricting expressions of physical affection to what is appropriate for the level of commitment to the relationship and drinking of alcoholic beverages.

### *The University and the Law*

In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the University community are expected to uphold the laws of the local community, the state of South Carolina, and the nation. Any alleged violations of federal, state, or local laws may be referred to the appropriate law enforcement officials and/or to the appropriate University or judicial body.

### *University Practices\**

In addition to subscribing to biblical expectations, members of the University community intentionally commit themselves to follow the University's institutional standards of behavior. This commitment reflects the conviction that these standards serve the good of the individual, the community, and the institution.

### *Student Academic Responsibilities*

The faculty has the responsibility to educate students from a biblical worldview to impact the nations with the message of Christ. Students have the responsibility to embrace, inquire, and refine their knowledge, critical thinking processes, skills, and talents for service to God and others. Most importantly, we expect God to participate in the learning process. His role is to transform and illumine the minds of both students and teachers and to empower all for a life of godliness and service.

Academic responsibilities include, but are not limited to:

- The responsibility to share with the faculty in the maintenance of the integrity of scholarship, grades, and academic standards.
- The responsibility to learn the content of a course of study according to standards of academic performance established by the University and the faculty member for each course taken.
- The responsibility to promote by words, attitude, and actions a classroom atmosphere that is conducive to the teaching and learning process for all concerned and to respect the standards of conduct established by the University and each faculty member.
- The responsibility for class attendance and to submit all class assignments (e.g., examinations, tests, projects, reports), by scheduled due dates or accept penalties. If any problem arises regarding course work or attendance, the student will be responsible for initiating contact with the instructor.
- The responsibility for meeting degree requirements as provided in the University catalog.
- The responsibility to register, add, and/or drop courses in a timely manner to ensure others will have an opportunity to take courses. The student is responsible to follow the University guidelines if he/she desires an incomplete or needs to withdraw from the University.
- The responsibility for the financial cost of attending the University.

### *Basic Rights of Students*

Students enrolled at the University enjoy certain rights, including, but not limited to:

#### *Access*

- The right to access the programs and services of the University without regard to color, sex, race, age, disability, or national/ethnic origin.
- The right to receive counsel regarding financial aid sources and implications of student debt repayment prior to incurring financial obligation to the institution.
- The right to withdraw without obligation within a time frame published by the University.

#### *Appeal*

- The right to appeal decisions involving judicial or administrative action.
- The right to appeal decisions involving grades.
- The right to seek exceptions to program requirements or academic policies by petition.

### *Information*

- The right to inspect and review educational records except where a student has waived such rights or where access is prohibited by the Family Education Rights and Privacy Act of 1974.
- The right to receive a syllabus for each course that states the goals of the course, the requirements that must be met, the system of grading, and the attendance policy.
- The right to full disclosure of all expenses per semester prior to becoming financially obligated to the institution.
- The right of access to campus crime statistics.
- The right to data on advancement, retention, and graduation ratios.
- The right to own intellectual property created in fulfillment of coursework unless specified otherwise in writing. All revenue generated or compensation awarded through such intellectual property belongs to the owner.

### *Privacy*

- The right to prevent disclosure of directory information or educational records to a third party.
- The right to seek amendment of educational records.

### *Voice*

- The right to be heard with regard to the formulation and improvement of educational programs, policies, and services.
- The right to organize, to assemble, and to express opinions, subject to established procedures.

### *Judicial*

- The right to know, in person when possible, the charges made against him/her in any disciplinary procedure.
- The right to expect that two or more witnesses and/or corroborating evidence support any accusation.
- The right to an appeal process if a student disagrees with disciplinary measures assigned by a representative of the University.
- The right to request that a neutral party be present as an advocate at appeal meetings. This person must be a member of the University's Student Senate and is present only to assist the student in presenting his/her case or testimony, not to serve in a role defending the student's actions.

### *Complaints*

- The right to bring formal complaints against the University through the Student Grievance and Appeal Policy.
- The right to file a formal complaint of discrimination on the basis of disability with the Office of Civil Rights (OCR) in the U.S. Department of Education.
- The right to notify the State Postsecondary Review Entity (SPRE) of complaints related to the University's management of the Title IV programs, or regarding misleading or inappropriate advertising and promotion of the University's educational programs, or other complaints about the institution.

## **Rationale**

CIU students are afforded certain rights and responsibilities. These rights and responsibilities are delineated in this policy and disseminated in various publications in order to make students aware of them as they study at CIU.

## **Policy Procedures**

This policy is disseminated to students annually in the Academic Catalog and the Student Handbook. Policies and procedures governing the above responsibilities and rights appear in various University publications. Revisions may be made to such policies and procedures and shall become effective following dissemination or update.

The policy was drafted by the Student Life Office, was reviewed and approved by the CIU faculty and was approved by the CIU Board of Trustees. It is reviewed annually by the Student Life Office as part of the annual student handbook revision process. The CIU Student Government Association is invited to give input during the revision process and may raise questions/concerns at any time through their Student Senate and executive team meetings.

Students who believe their rights have been restricted or violated may address concerns via the Student Grievance and Appeal Policy (stated in this policy) explained in the student handbook.

**Hyperlinks:** [www.ciu.edu/policy](http://www.ciu.edu/policy)