



2016-2017

# Handbook

**CIU** | Columbia  
International  
University

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# CAMPUS PHONE NUMBERS

<b>Campus Security:</b>	Officer on duty/emergencies call 513-3967 Call from campus phones only: SEEK (7335) Security Office: Call 5010
<b>CIU Business:</b>	754-4100 if extension is not known, or dial direct 807+ extension
<b>Health Services:</b>	807-5056 or extension 5056 (600-4076 for emergencies) Memorial Residence Hall Monday - Friday: 9:00 a.m. – 10:30 a.m. / 1:30 p.m. – 4:00 p.m. Closed Saturday, Sunday and Prayer Day
<b>Student Life Office:</b>	807-5234 or extension 5234, or 807-5236 or extension 5236
<b>Student Life Deans:</b>	807-5236 or extension 5236
<b>Residence Life Office:</b>	807-5485 or extension 5485
<b>On-Duty RA (women):</b>	518-2510 (evenings and weekends only)
<b>On-Duty RA (men):</b>	518-2508 (evenings and weekends only)
<b>Academic Deans' Offices:</b>	Arts & Sciences: 807-5630 or ext. 5630 Counseling: 807-5321 or ext. 5321 Education: 807-5329 or ext. 5329 ICS: 807-5609 or ext. 5609, or 807-5604 or ext. 5604 SSM: 807-5330 or ext. 5330

# UNIVERSITY OFFICE HOURS

*(Most CIU offices follow a Monday - Friday 8:00 a.m. to 5:00 p.m. schedule.)*

<b>Accounting:</b>	807-5079 or ext. 5079 or 807-5055 or ext. 5055 Monday - Friday: 9:00 a.m. – 4:00 p.m. Closed Saturday, Sunday and during chapel
<b>CIU Virtual Bookstore:</b>	<a href="http://ciu.textbookx.com">ciu.textbookx.com</a> Customer Service: (800) 887-6459
<b>Ram Shack Store:</b>	(Office) 807-5265 or ext. 5265 (Store) 807-5263 or ext. 5263 <b>Closed Sunday and during chapel (Prayer Days: open evenings only)</b> Monday - Friday: 8:30 a.m. – 4:00 p.m., 6:00 p.m. – 11:00 p.m. Saturday: 6:00 p.m. - 11:00 p.m.
<b>CIU Dining Hall:</b>	807-5276 or ext. 5276
Breakfast:	Monday - Friday: 7:30 a.m. – 8:30 a.m. Saturday: 8:30 a.m. – 9:00 a.m. Sunday: 8:00 a.m. – 8:30 a.m.
Lunch:	Monday - Friday: 11:45 a.m. – 1:30 p.m. Saturday/Sunday: 12:30 p.m. – 1:30 p.m.
Supper:	Monday - Friday: 5:15 p.m. – 6:30 p.m. Saturday: 5:30 p.m. – 6:00 p.m. Sunday: 5:00 p.m. – 5:30 p.m.

**Academic Success  
Center (ASC):**

807-5611 or ext. 5611  
Office Hours: Monday - Thursday: 9:00 a.m. – 11:00 a.m.;  
1:00 p.m. – 4:00 p.m.  
Tutoring Hours: Monday - Thursday: 3:00 p.m. – 5:00 p.m.;  
6:00 p.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – noon

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**Curriculum Ministry  
Resource Department:**

807-5160 or ext. 5160  
Monday - Saturday: 8:00 a.m. – 11:00 p.m.  
Friday: 8:00 a.m. – 6:00 p.m.  
Saturday: 10:00 a.m. – 5:00 p.m.  
Closed Sunday

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**Fitness Center:**

807-5248 or ext. 5248 (Fall & Spring semester hours)  
Monday - Friday: 6:00 a.m. – midnight  
Saturday: 9:00 a.m. – midnight  
Special hours for holidays, prayer days and summer hours will be  
posted in the Fitness Center, on the website, and in the “Insider.”

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**G. Allen Fleece Library:**

807-5110 or ext. 5110 for check out information and renewals;  
807-5102 or ext. 5102 for reference assistance  
Monday - Saturday: 8:00 a.m. – 11:00 p.m.  
Friday: 8:00 a.m. – 6:00 p.m.  
Saturday: 10:00 a.m. – 5:00 p.m.  
Closed Sunday  
Special hours for holidays, prayer days and summer hours will  
be posted in the library, on the website, and in the “Insider.”

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**Post Office Window:**

807-5251 or ext. 5251  
Monday - Friday: 12:30 p.m. – 2:30 p.m.  
Closed Saturday and Sunday

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**Rossi Student Center:**

Sunday - Thursday: 7:00 a.m. – 1:00 a.m.  
Friday - Sunday: 7:00 a.m. – 2:00 a.m.

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**Student Computing  
Center:**

807-5176 or ext. 5176 (SCC Front Desk)  
For hours, please visit [www.ciu.edu/scc](http://www.ciu.edu/scc).  
Note that campus student labs are closed during chapel.

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## CIU ALERT

CIU Alert is a text message alert system which will notify you of any emergency situation on the university campus. You may also choose to receive alerts for inclement weather decisions such as snow days. This will not be used for marketing, parking notices, event reminders, etc., only emergencies. You may sign up via your [my.ciu.edu](http://my.ciu.edu) account by going to the CIU Alert section on the left-hand side of the page and entering your cell phone number (email address optional). Regular text message charges may apply as per your cell phone agreement. Contact the IT Help Desk for assistance.

# WELCOME FROM THE PRESIDENT

Dear Students,

Welcome! Debby and I have looked forward to your arrival. Our goal at CIU is to educate people from a biblical worldview to impact the nations with the message of Christ. To that end, my role this year will be to speak in chapel on what it means to walk in the power of the Holy Spirit. May God use these talks to make us more like Christ.

Please take time to stop and introduce yourself to Debby and me. We want to get to know each one of you on a personal basis. May God bless your time here at CIU, as we seek to know Christ more intimately and to passionately make Him known.



A handwritten signature in black ink that reads "Bill Jones". The signature is written in a cursive, flowing style.

Bill Jones  
President

# WELCOME FROM THE DEAN OF STUDENT LIFE

Greetings!

Welcome to CIU for the 2016-2017 school year. If you are new to CIU, I want to offer a very special welcome to you. If you are a continuing student returning after a break, welcome back! I hope you all will take some time to read through the handbook, not just to know “the rules,” but also to know why we do what we do. As you know from your study of the Bible, context is import. Please read the opening pages carefully so you get the context for all the information in the handbook.



I pray that each of us has a year marked by excellence. Obviously we all want to do well in our school work, it is the main reason you are here. Study hard, apply yourself with due diligence, and enjoy the people around you. Don't get so deep in your books that you have no time for the Lord or for His people. It would be a mistake for you or me to get so caught up in academics or work that we do not take time for God's only eternal creation – people. I need help with the balance between, work, study, family, and rest too! I'll leave you to ponder these verses from 1 Peter 4 (ESV):

*Above all, keep loving one another earnestly, since love covers a multitude of sins. Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies—in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen.*

A handwritten signature in black ink that reads "Rick Swift". The signature is stylized and cursive.

Rick Swift  
Dean of Student Life

# CIU'S MISSION AND MESSAGE

Welcome to CIU, a biblical university that is mission driven with a specific message. Our purpose is stated this way:

***CIU educates people from a biblical worldview to impact the nations with the message of Christ.***

Our message is two-fold: one part is about who you are becoming in Christ, and one part is about how God wants to use you to reach the whole world. It's summed up by our motto: ***To Know Him and to Make Him Known.***

Notice that we did not say CIU is a perfect university. That goes for the institution and for the people who make it up – faculty, staff, and students. We are not perfect and believe that we will not be this side of heaven. But that does not mean we have a pessimistic view of the Christian life or of Christian growth. On the contrary, we believe that genuine and ever-increasing freedom and fulfillment – many people within our heritage have called it *victorious Christian living* – is the birthright of every Christian. Here's what CIU's third president Robertson McQuilkin wrote about it:

Freedom – power to be all that I was meant to be. ... Free at last – from the dark cloud of guilt for sins past, from the dominating control of a sinful disposition, and from apprehension or fear about the future. Free! ... And then there's fulfillment.... God's design was to have us fill up on Him as the grand possession, the ultimate pleasure, our true identity. Only then will we be filled full. And then, no matter what things, enjoyment, or approval we feel is lacking, we can still be full!

[McQuilkin, J.R. (Ed). (1997). *Free and Fulfilled: Victorious Christian Living in the 21st Century.* Nashville: Thomas Nelson.]

We believe passionately that all true learning consists of and is expressed in terms of a transformed life. We speak of education in three dimensions: content, character, and competence. Of course, you're going to be exposed to a mountain of new information and encouraged to learn it deeply, not merely to memorize minutiae. We also hope you will gain an understanding of your natural and spiritual gifts and grow in your capacity to exercise them with great skill. But all is lost if you amass knowledge and hone skills apart from a transformed life. Every aspect of CIU – classes and academic studies, student life, residence life, chapel and prayer days, relationships, ministry skills development, and student activities – has as its core ambition to help you in your spiritual formation. This is not an **aspect** of your CIU education; it is the **essence** of your CIU education.

## **Spiritual Formation at CIU**

***Spiritual formation is the divinely ordained transformational process by which the Holy Spirit leads believers to embrace the Lord Jesus Christ through the Word of God, and by that relationship become progressively more free from sin and more like Christ. The Spirit's formative work occurs in the context of a vital engagement with a community of believers.***

We challenge you to earnestly pursue spiritual formation during your time at CIU. Our goals for spiritual formation encompass five areas: relationship with God, biblical self-image, relationship with the body of Christ, personal relationships, and relationship with the world. The Bible — God’s written Word — provides dynamic direction for growth in each of these five areas as we study it, submit to its teachings, and trust the Holy Spirit to transform us through it. As students, faculty, and staff progress in their maturity in these five areas, our transformation will make a powerful difference in the world, whatever our individual vocation or calling. A summary of our goals for spiritual formation follows.

These goals are at the heart of why we  
do what we do...

...even the standards.

**Relationship with God** – Believers should demonstrate a growing intimacy in their relationship with God, as evidenced in these areas:

*Worship:* An understanding of, and commitment to, worship as the believer’s expression of knowing God as Father, yielding to Christ as unconditional Lord, and trusting the Holy Spirit for His transforming work.

*Prayerfulness:* A pattern of life that reflects the conviction that both individual and corporate prayer is essential in pursuit of God’s purposes for holy living and productive ministry.

*Faith:* Trust in, and joyful reliance upon, God and His Word for growth in Christlikeness, increasing victory over sin, effectiveness in ministry, and material provision.

**Biblical Self-Image** – Believers should demonstrate a biblical understanding of themselves rooted in Christ, as evidenced in these areas:

*Confidence:* An understanding of, and commitment to, God’s sovereign purpose over all areas of life — past, present, and future. Knowing our heavenly Father has a purpose for the process gives comfort for the present and hope for the future.

*Self-discipline:* A life that reflects self-control, saying no to whatever might harm or distract us and yes to whatever benefits and focuses our growth in Christ.

*Stability:* Growing freedom to live as new creatures in Christ, free from deception and experiencing victory over one’s past.

**Relationship with the Body of Christ** – Believers should demonstrate a growing relationship with the body of Christ as evidenced in these areas:

*Community:* An understanding of, and commitment to, the local and universal Church as a multicultural and multiethnic body for the achievement of Christ's purposes within the context of stable and meaningful relationships with fellow believers.

*Unity:* Ability to love and work harmoniously with peers, leaders, and those served.

*Submission:* Surrender to the Word of God and the Lordship of Christ in relating to those in authority.

**Personal Relationships** – Believers should demonstrate a growing maturity in personal relationships, as evidenced in these areas:

*Purity:* An understanding of, and commitment to, integrity in relationships with others and in personal thinking.

*Faithfulness:* Consistent loyalty and responsibility in performing duties, fulfilling agreements and obligations, and sustaining deep relationships for mutual edification.

*Servanthood:* Humble acknowledgement of God's faithful provision of our status, gifts, possessions, and accomplishments, and a readiness to sacrifice personal preferences and freedoms for the gospel's advancement.

**Relationship with the World** – Believers should demonstrate a desire to serve God fully as they engage the world, as evidenced in these areas:

*Eternal perspective:* An understanding of, and commitment to, the Great Commission implications of our calling.

*Conviction:* Commitment to live in terms of internalized biblical principles that guide and stabilize attitudes and behavior, and a readiness to stand on biblical authority.

*Perseverance:* Grace when confronted with opposition, determination when confronted with obstacles, and resiliency in the wake of failure.

Love comprises the driving force in our relationship with God and with all others. Scripture encourages us to "put on love, which is the perfect bond of unity" (Colossians 3:14; NASB). We love when we, at our own expense, give and withhold emotions, words, and actions for the benefit of those we love for the ultimate glory of God.

# COMMUNITY LIFE AT CIU

Our desire is that everyone at Columbia International University seeks to live a Christlike life that exemplifies the fruit of the Spirit. Because Christ first loved us, we should be motivated to love and serve each other in our community. Whether articulated or not, every community has certain expectations, rules, or standards. Our primary expectation is that each member of the CIU community abides by the clear teachings of Scripture.

CIU has standards we believe are helpful in enabling us to live together in harmony as a university community, to promote unity within the larger evangelical community, and to foster growth in various aspects of our lives (physically, emotionally, spiritually, and intellectually). While particular standards may not be equally valued by each member of the community, all standards are to be upheld during our time within this community. There are three different types of standards, yet all are important:

1. some standards mirror scriptural commands or express the clear teaching of Scripture;
2. some standards represent our attempt to apply clear scriptural principles within the context of our educational mission and cultural environment;
3. some standards help us express unity and show mutual respect for one another in an educational community.

**Not all of our standards are straight out of Scripture! Some are there because we live in community.**

Our community standards and lifestyle expectations are on the pages that follow. It is not our intention that any of these standards be a stumbling block or a point that seems to diminish the grace that should be present in our educational community. Feel free to stop by the Student Life Office in the Rossi Student Center, the Assistant Dean for Student Development Offices in Founders and Memorial Residence Halls, or speak with a faculty member for a fuller explanation of, or rationale for, any of CIU's standards and expectations. The remaining pages contain the following:

- I. Student Rights and Responsibilities: as a student, what you can expect from CIU and what CIU expects from you
- II. Explanation and Clarification of certain items from section I
- III. Additional Important Information related to standards or university services that you need to know
- IV. Security Information (followed by a signature page)
- V. General University Information: student government and organizations, office services and hours, etc
- VI. Policies and Appendices: including the Special Administrative Evaluation/Involuntary Withdrawal Policy, the Student Life Judicial Process, Disciplinary Measures, Student Privacy Rights, and Student Appeal and Grievance Policy

Section I:  
STUDENT  
RIGHTS AND  
RESPONSIBILITIES

# STUDENT RIGHTS AND RESPONSIBILITIES

## **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 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:

- o 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.

- o 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.
  
- o 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. (Please refer to Section V for the faculty's statement on students' physical expression of affection.)

### **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:

- o The responsibility to share with the faculty in the maintenance of the integrity of scholarship, grades, and academic standards;

- o 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;
- o 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;
- o 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;
- o The responsibility for meeting degree requirements as provided in the university catalog;
- o 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;
- o 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*

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

#### *Appeal*

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

#### *Information*

- o 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;
- o 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;
- o The right to full disclosure of all expenses per semester prior to becoming financially obligated to the institution;
- o The right of access to campus crime statistics;
- o The right to data on advancement, retention, and graduation ratios;
- o 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*

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

#### *Voice*

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

#### *Judicial*

- o The right to know, in person when possible, the charges made against him/her in any disciplinary procedure;
- o The right to expect that two or more witnesses and/or corroborating evidence support any accusation;
- o The right to an appeal process if a student disagrees with disciplinary measures assigned by a representative of the university;
- o 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*

- o The right to bring formal complaints against the university through the Student Appeal and Grievance Policy (see Section V);
- o 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;
- o 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.

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.

Approved by the CIU Board: May 4, 2007

*\* Please refer to Section V for a fuller explanation of certain student responsibilities and the Student Life Judicial Process.*

Section 2:  
EXPLANATION AND  
CLARIFICATION

# RIGHTS AND RESPONSIBILITIES EXPRESSED IN COMMUNITY LIFE

**First and foremost**, we have the obligation to fulfill the two greatest commandments as expressed by Christ Himself, “But when the Pharisees heard that Jesus had silenced the Sadducees, they gathered themselves together. One of them, a lawyer, asked Him a question, testing Him, ‘Teacher, which is the great commandment in the Law?’ And He said to him, ‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. This is the great and foremost commandment. The second is like it, you shall love your neighbor as yourself’” (Matthew 22:34-39; NASB).

While there may be varying levels of “joy” regarding the standards that follow, there is no arguing our biblical obligation to love God and to love one another. These are key to our community.

Throughout Scripture we find “standards” that should govern our actions in community. The following are **CIU’s most important community standards**; feel free to practice them always:

- Be devoted to one another in love (Romans 12:10)
- Honor one another above yourselves (Romans 12:10)
- Live in harmony with one another (Romans 12:16)
- Stop passing judgment on one another (Romans 14:13)
- Serve one another humbly in love (Galatians 5:13)
- Be completely humble and gentle; be patient, bearing with one another in love (Ephesians 4:2)
- Be kind and compassionate to one another, forgiving each other (Ephesians 4:32)
- Encourage one another and build each other up (1 Thessalonians 5:11)

## Chapel

Chapel services are held every Tuesday through Thursday, 11:00-11:45 a.m., and are an intentional part of our CIU educational program. Tuesday and Thursday chapels are designed for the entire university to gather together. Wednesday chapels are typically designed for segments of the community to meet together in separate venues, although during special emphasis weeks, such as Christian Life Conference, World Christian Week, and focus weeks, the entire university gathers together as one group (including Monday). Attendance at chapel is required for faculty, staff, and all undergraduate students. The Monday chapel hour is designated for small groups as well as an optional prayer time for the entire CIU community.

**Undergraduate students:** All students enrolled in an undergraduate program are required to attend chapel Tuesday through Thursday. Students taking six or more hours are to enroll each semester in CHL 1000, a non-credit

course that is required for graduation. Attendance is taken at each chapel by scanning student IDs. Students taking fewer than six hours are exempt. Any student who is employed during the chapel hour and any off-campus student who has no morning classes may request a permanent chapel excuse. Instructions for permanent chapel excuses can be found on [my.ciu.edu](http://my.ciu.edu) on the main page under Request Permanent Chapel Excuse. Permanent chapel excuse requests can be made by completing the form and clicking the Submit button at the bottom of that page. Requests will be approved via email. Permanent chapel excuses are issued on a semester-by-semester basis.

Six chapel absences are permitted for all students each semester. Studying around campus is not permitted during the chapel hour except for resident students in their rooms taking one of their six absences. Excessive absences may result in an “unsatisfactory” course grade and a delayed graduation. Students are required to listen to each President’s Chapel (Dr. Jones) even if absent. United chapel messages may be heard at [podcast.ciu.edu](http://podcast.ciu.edu).

**Seminary and Graduate School students:** All students must fulfill a chapel requirement. All President’s Chapels by Dr. Jones are required as a part of the chapel program.

**Seminary students** will report fulfillment of the chapel requirement through a non-credit, satisfactory/unsatisfactory course, CHL 5001, 5002, or 5003, for which they must register. All certificate and master’s degree program students must attend at least 15 chapels per semester during the following number of semesters according to the length of their program: Certificate and one-year M.A.s — one semester; two year M.A.s — two semesters; three year M.Div.s — three semesters.

**Graduate School students** will have their chapel requirement explained within their academic program. Advisors should be contacted for details or if there are questions.

Seminary and graduate students are strongly encouraged to attend chapels on campus. Those who are unable to do so may fulfill the requirement by listening to the digital version of the chapel online at [podcast.ciu.edu](http://podcast.ciu.edu).

### **Lord’s Day/Sunday Observance**

We recognize Sunday as a special day of rest, worship, and service to the Lord. We expect our students to be involved in a local church and to attend Sunday school or a Bible study group, as well as the worship service of that church. We encourage rest on Sunday, but we also recognize employers may require students to work. Limited employment is permitted. Studying after 6:30 p.m. is also permitted.

Give your mind and body a well-deserved break!  
Please refrain from work as much as possible and from  
studying before 6:30 p.m. on Sunday.

**On-campus observance and activity:** The chief purpose and desire for the day remains worship, service and genuine rest for the body and soul. Recreational activities (not including intramurals) are permitted after 1:00 p.m. at the CIU lake, the CIU soccer/softball field, the Ben Lippen School track, as well as the basketball court and tennis courts behind the men's residence halls. The student center is open for TV viewing and other indoor activities. The grassy area around the residence halls and inside campus (outside the cafeteria, the quadrangle, etc.) should be quiet and restful, reserved for naps, reading and group worship. The Pointe should also be considered a "quiet" area on the Lord's Day. Sanctioned athletics may occasionally occur on Sunday afternoon.

### **Opportunities for Spiritual Focus**

Throughout the year we schedule particular opportunities for special spiritual focus and ministry. Attendance at each of these opportunities is expected unless excused in advance by the Student Life Office.

**Prayer Days:** CIU is committed to the principle that prayer and faith should be demonstrated in the life of every believer. For this reason prayer days will be scheduled each semester with an emphasis on corporate prayer. Classes will be cancelled or shortened; faculty, staff, and students are to be involved in these days of prayer.

**Fall 2016 Prayer Days:** Sept. 14, Oct. 25, and Nov. 15

**Spring 2017 Prayer Days:** Jan. 25, Feb. 23, and March 28

**Christian Life Conference:** CLC is a wonderful opportunity for spiritual renewal and personal commitment for the CIU family. Rev. Chris Thomas (Director of Torchbearers International) will be our speaker in chapel the week of **September 12-15, 2016.**

**World Christian Week:** CIU, as a corporate body, has the opportunity to celebrate what God is doing in the world and to challenge our participation in the Great Commission. WCW provides an excellent opportunity to interact with mission representatives from all over the world and possibly receive direction for the future. WCW will be the week of **Feb. 20-23, 2017.**

### **Alcohol, Tobacco, and Illegal Drugs**

Use of alcohol, tobacco (including e-cigarettes and all types of vaping), or illegal drugs of any kind is prohibited. Exception: participation in communion at church where wine is served is permitted. Students should not accept employment in businesses where the primary function of the establishment is the serving of alcohol, even if food is also served. A good question to keep in mind when considering employment is, "Would this establishment be in existence if alcohol was not served?" If it would not, it is not an appropriate place to work.

### **Movies, Music & Computer Use**

Students are asked to practice godly discernment in their visual and listening choices. We should limit our viewing and listening to material that does not violate biblical principles of purity and worthiness in order to maintain personal purity and to avoid being a stumbling block for one another or the gospel (II Cor. 6:3-10; I Tim. 4:12).

## Movies

Movie ratings are unreliable guides as to the appropriateness of any given movie. For example, movies rated PG may contain strong violence or sexually suggestive dialogue. Ultimately we must all learn to make choices that honor God first, rather than seeking to satisfy our own desires or curiosities. While ratings are unreliable, movies rated NC-17 or X are not to be viewed. Since the entertainment media often promotes unbiblical beliefs, values, attitudes and behavior, all other movies should be viewed only after a biblically informed decision has been made. We ask students to refrain from movies that diminish their concern for human suffering or decrease their desire to live with purity in thought, word, and deed. The university reserves the right to judge the suitability of any movie viewed in the residence halls or on campus, and we all have a responsibility to encourage one another to live with integrity in this area.

Should I see this movie?  
Check it out before you see it:  
[www.screenit.com](http://www.screenit.com)  
[www.pluggedinonline.com](http://www.pluggedinonline.com)  
[www.christianspotlight.com](http://www.christianspotlight.com)

## Music

Words expressed in song have the power to move us in all aspects of our lives. Our imagination can be stretched both for good and evil by the power of these words. Therefore, our desire is that the music we listen to be pleasing to the Lord and not have messages that violate biblical principles (1 Cor. 14:7-26, 40; Phil. 4:8).

## Computer Use

While the computer has brought much good into our lives and has given us access to resources unavailable in the past, there are areas that require vigilance so that we, as Christians, may avoid the temptations that coexist with the good.

*Pornography:* No viewing of pornography (Internet or otherwise) is acceptable.

*Computer games:* Like movies, game ratings are unreliable and call for careful, biblical discernment in choosing which games to play (see principles under "Movies").

*Social Media:* Technology affords us increasing opportunities for the free flow of ideas and the expression of concerns and emotions, often in a mistaken atmosphere of anonymity. We encourage the expression of ideas, whether in the classroom, lunchroom, "dorm" room, or chatroom. When posting information, there is great potential and temptation to disregard biblical principles of loving one another and respecting those in authority. We encourage the exercise of discipline and integrity as you post and share, just as we would in other areas of communication, written or verbal. All are exhorted to ponder Phil. 4:8 and Eph. 4:3, 25, 29-32 before posting. "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear" (Eph. 4:29; NASB).

## **Human Sexuality**

CIU's official "STATEMENT ON HUMAN SEXUALITY AND MARRIAGE" can be found in Section VI of this handbook. As stated in that section, in all of CIU's documents the terms "male," "female," "man," "woman," etc. refer to the biological sex of a person at birth. The biological sex of a person at birth is clear except for an extremely small percentage of births (perhaps 1/10 of 1%) in which there is a genuine occurrence of sexual chromosome disorder.

The Bible is clear in its teaching that God created man in His own image, and in this creation He created male and female (Gen. 1:27; Mt. 19:4). His design from the very beginning was that a man and a woman would be joined together and become one flesh (Gen. 2:24). This expression of marriage is affirmed throughout Scripture and leaves no room for same-sex unions nor sexual expressions of intimacy between those of the same sex. Therefore, we hold that marriage is between one man and one woman. The idea that those of the same sex can marry is contrary to Scripture and unacceptable. Based on this, CIU prohibits any form of homosexual behavior, as well as any public expression of support for such behavior or same-sex marriage.

As stated above, God created male and female when He created mankind. There is growing concern and discussion regarding gender identity. Some individuals believe they are trapped in a body of the opposite gender (i.e., a person with a male body feels that he is a female). Some people have had sex-change operations to deal with this disconnect. We believe that God's design in creation is clear and that seeking to change one's gender identity through surgery or any other means is prohibited, as well as any form of transgender expression, such as cross-dressing. Those associated with CIU should not publically advocate for any type of transgender expression.

## **Relationships and Expression of Romantic Affection**

We desire that our community be a place where students, staff, and faculty learn and experience how to be the people of God in relation to each other as brothers and sisters in Christ. We want this to take place on multiple levels: from common courtesy toward each other to the development of deep, intimate friendships; from classroom discussions to times of small group sharing; and in romantic relationships from dating to engagement and marriage.

The standard below regarding physical expression of romantic affection differentiates between couples who are casually dating and those who are in a dating process where they are seriously and intentionally exploring whether God is leading them toward engagement and marriage, but who are not yet engaged. We believe there is a qualitative difference between these two forms of dating, and CIU seeks to recognize and affirm this difference. Those whose relationship has moved to a level of discerning whether God is leading them toward engagement and marriage are encouraged to pray and seek the counsel of faculty or other godly individuals who can talk with them and support them in seeking God's best.

The following represents CIU's biblical understanding and the resulting standards with regard to the essential and formative process of developing godly relationships.

***Intimate Relationships:*** God created people as complete beings and deemed His creation to be very good. He created men and women in order to provide human relationships that could provide profound intimacy. This includes the area of physical expression of romantic affection between the sexes. From the very beginning it was very good and without pollution or shame. Adam and Eve were naked before God and one another and were not ashamed (Gen. 2:18-25). They experienced intimacy in every area of their lives, and God was very pleased.

Sin entered, bringing the potential for evil in what God had created to be good. Intimacy in human relationships would be more difficult to attain. What previously could only be used for good could now be used for evil. God did not remove the desire for intimacy, however, including the desire for sexual intimacy between men and women, even though the potential for evil was so great. Instead, He made it clear how intimacy was to be achieved in line with His original intent.

God created mankind with the need for relationships, both same and opposite gender relationships. Everyone can benefit as they relate with those of the same and opposite sex. It is essential to know and be known, to love and be loved, to serve and be served, to help mold and be molded by other people, both male and female. This is especially true as brothers and sisters in the family of God. Appropriate boundaries are necessary in order for these relationships to be of the greatest benefit.

Marriage is to be between one man and one woman. This relationship is in the form of a commitment to a lifetime covenant between husband and wife. This covenant is sacred, requiring fidelity in every area of the relationship. Anything less than this falls short of the biblical standard. Those who are married should align themselves with this high calling, thus honoring one's spouse and not defrauding others. Those who are single should maintain purity and not defraud others.

In keeping with the design of God and the commands of Scripture concerning sexual purity, students are required to maintain irreproachable behavior in sexual matters and to avoid situations that would unduly tempt them to compromise moral standards (Ex. 20:14; Mt. 5:27-32; 1 Cor. 6:9-20; Eph. 5:3; 1 Thes. 4:3-8; 1 Tim. 2:9-10; 5:1-2; 2 Tim. 2:22; Heb. 13:4). Couples should avoid being alone together in any place of residence or private area. Any sexual misconduct, including, but not limited to, adultery, homosexuality (including any same-sex physical expression of romantic affection), any form of premarital sex, indecent exposure, sexual harassment, use of sexually explicit materials for sexual gratification, and sexual abuse of children, is forbidden.

***Expressions of Affection:*** Hugs are to be appropriate as between brothers and sisters. Individuals involved in casual dating are to refrain from all expressions of physical affection on and off campus except for brief hugs.

Couples who have committed to date each other with a focus on the possibility of engagement and marriage should be prudent and intentional

in establishing boundaries in regard to physical expressions of romantic affection. These couples are to refrain from all expressions of physical affection on and off campus except for hugs as noted above, holding hands, and a brief kiss. In addition, we strongly encourage such couples to establish accountability relationships with mature believers.

Engaged couples are also to be prudent in setting appropriate boundaries to maintain purity and a godly example. Here again, we strongly encourage the establishment of accountability relationships with mature believers. Expressions of affection on and off campus are to be limited to appropriate hugs, holding hands, and brief kisses.

Out of sensitivity to our unmarried students and campus atmosphere, married students should be exemplary models of appropriate public physical expressions of romantic affection.

***Classroom Behavior:*** Students are expected to conduct themselves professionally in the classroom. Disrespectful actions toward other classmates or the professor may result in a student being excused from the classroom and/or academic penalty.

Section 3:  
ADDITIONAL  
IMPORTANT  
INFORMATION

# ADDITIONAL IMPORTANT INFORMATION

## **Animals on Campus**

No animals, with the exception of approved service animals, are allowed on campus or in campus buildings at any time.

## **Attire**

Student attire should reflect the principles of modesty, respect for fellow students, staff, faculty, and alumni, as well as personal dignity. We ask that students' families observe this dress code while on campus.

**Body Piercing:** Students may be limited in the wearing of visible body piercings while officially representing CIU (academic related ministry, athletics, choir, etc.).

**Chapel Participation:** Students who are responsible to lead people in worship and minister God's Word should dress appropriately. Questions should be directed to the associate dean for Student Life.

**Classes and Chapels:** Sweats, pajamas, and lounge pants are not permitted at these times. Footwear is required in all buildings except residence halls.

**Sweats, pajamas, and lounge pants are not permitted in class or in chapel.**

**General Information:** Clothes should be clean and modest. T-shirts should not convey inappropriate or questionable messages. Clothing is to be gender appropriate.

**Men:** Modesty is the overriding principle of consideration. Shirts are required in the presence of women during athletics, recreation, and exercise. Men are not permitted to wear sleeveless shirts or undershirts (only) to class or chapel. Hats are to be removed in chapel. Our standard for male hairstyles requires that hair be neat, clean, and well-kept. Certain departments may have different requirements while students are representing CIU in an official capacity.

**Swimsuits:** For swimming or sunbathing, tankinis or modestly cut one-piece bathing suits are required for women, noting that modesty is the expectation for all suits. Bikinis are not appropriate for women or men.

**Women:** Modesty is the overriding principle of consideration. Specific guidelines for modesty include refraining from wearing any clothing which is low-cut, tight, see-through, or short. Shorts (with or without leggings underneath), skirts, and dresses should extend below the fingertips when standing with arms at one's side.

**Shorts, skirts, and dresses should extend below the fingertips when standing with arms at one's side.**

## **Campus Buildings**

Students should not enter, climb or be on the roof of any building without proper approval.

## **Campus-Wide Curfew**

Curfew for all students living in the residence halls (except seniors and Grad./ Sem. students) is 1 a.m. Sunday-Thursday and 2 a.m. Friday-Saturday. All students living in the residence halls or apartments should be in their residence hall or the apartment complex if on campus after curfew. All off-campus students (including seniors, seminary and graduate students) should not be on campus after curfew. The student center closes at curfew, and the campus is closed from curfew until 5 a.m. Any student returning after curfew should check with Campus Security and return to his/her residence hall.

## **Children in the Student Center**

Children (under 18) should be accompanied by parents or another responsible adult while in the student center. Babysitting/child care should not be conducted in the student center. Children are not permitted to operate the TV or satellite box and may not play pool or ping-pong unless under parental or adult supervision.

## **Dancing**

Dancing has long been an expression of worship, praise, and celebration in cultures around the world. Scripture also makes reference to dance in a positive, praiseworthy manner when it addresses dance in the context of worship or in a celebration of God's presence. Unfortunately, as with many things, what is wholesome and innocent can also be twisted and used inappropriately as a means of simply pleasing ourselves with no consideration of what honors and pleases God. Therefore, godly discretion is required in decisions about dancing. CIU's standards regarding modesty and physical displays of affection apply during all dancing. In accordance with CIU's other community standards, dancing in places that primarily exist to serve alcohol is not acceptable. (See section on Alcohol, Tobacco and Illegal Drugs for further clarification.)

The Dean of Student Life must approve dancing as a part of a performance team or dance troupe. Dancing as part of a church or home school group does not need prior approval. To include dancing as a part of a CIU sponsored event, the organization putting on the event must first receive approval from the Student Senate as well as the Student Life Office. A playlist of songs to be used at the event must also be approved.

## **Gambling**

Participation in any form of gambling (including the lottery and online gambling) is not permitted.

## **Guest on Campus**

CIU faculty, staff, and students must accompany any guests they invite to campus, including when they are using any campus facilities, such as fishing in the lake, exercising in the fitness center, or using the recreational equipment in the student center.

## Harassment

Harassment is contrary to Scripture, morally wrong, and illegal (see Title IX under the Student Appeal and Grievance Policy). We specifically forbid sexual harassment or any threatening and offensive conduct or expressions with respect to sex, race, color, national origin, disability, or age. Anyone who believes he/she has been harassed by a fellow student, CIU employee, or visitor to our campus, or knows someone who has, should report this to the dean of Student Life. All cases will be reviewed and investigated in confidence, except as required by applicable law.

## Insider

The "Insider" is a weekly publication that keeps the CIU family aware of various activities and events. It also lists the weekly chapel schedule. You are responsible for information provided in the "Insider." The "Insider" is distributed through [my.ciu.edu](http://my.ciu.edu).

## Lake and Surrounding Areas (including the Broad River)

The lake area and the pavilion are available for picnics and socials. Reservations may be made through the Student Life Office, 807-5234 or ext. 5234.

- Lake area hours are from dawn to dusk unless prior arrangements have been made.
- Swimming is not permitted in the lake.
- To fish in the CIU lake without a state fishing license, one must either live on campus or use only a cane pole and live bait. All others must have a state fishing license.
- Walking on railroad property (especially the railroad tracks) and the sand pits is prohibited by law. This includes the area between the tracks and the Broad River.
- Canoeing and swimming in the Broad River are not permitted.
- Students should not walk alone to the lake area or the woods. These areas could be potentially dangerous.

## My.ciu.edu

All students are issued an account within CIU's online community ([my.ciu.edu](http://my.ciu.edu)). Due to the important nature of much of the information sent by CIU offices to students via the student's @mailbox.ciu.edu e-mail account, students are expected to check their account regularly. Students are responsible for information posted at [my.ciu.edu](http://my.ciu.edu) or sent to their CIU e-mail accounts. Technical assistance (opening an account, logging in, forwarding e-mails to a preferred e-mail address, etc.) is available online or at 807-5199.

Please check your [name@mailbox.ciu.edu](mailto:name@mailbox.ciu.edu) account often; you can even forward it to a preferred email account.

## Residency Requirements

All single undergraduate students under 23 are required to live on campus. Undergraduate students living with family within commuting distance (50 miles) must live on campus their first two semesters at CIU. Students may move off campus if they will turn 23 during a semester. Those under 23 who are found to

have moved off campus without permission will be charged one half of the Room and Board charge and will not be able to register for classes the next semester without discussing housing arrangements with the Residence Life Office. For additional information regarding housing requirements and appeals in exceptional circumstances, contact the Residence Life Office (807-5485 or ext. 5485).

### **Rollerblading, Skateboarding, Scooters**

Those rollerblading, skateboarding, or riding scooters on campus should be careful and courteous at all times. These are prohibited on the boulevard and the road behind the student center. No stunt skating, stair jumping, or skating inside buildings is allowed at any time.

### **Selling & Charitable Collections**

No one is to act as an agent or salesperson on campus for products or services. This includes advertising on bulletin boards (except on the Student Life bulletin board) and taking orders from those who request a product, as well as stuffing campus mailboxes.

We appreciate the concern that often motivates a desire to solicit help for needy students and worthy causes. It is necessary, however, to avoid any type of solicitation that puts pressure on a fellow student, including individual fundraising for mission trips. School policy does not permit person-to-person appeals or announcements for this purpose. School sponsored mission trips (through SMC or CICS) are an exception to this policy. Questions should be directed to the Student Life Office.

### **Student Insurance**

CIU requires all students to carry adequate health insurance. Students who do not have coverage through their family or employer should purchase health care coverage for the duration of their studies at CIU. Information about purchasing health insurance can be found online at MyCIU. All students must submit proof of insurance to CIU's Health Services Office. In general, comparable health insurance should include:

- coverage for sickness or injury resulting in the need for inpatient or outpatient hospital care, surgery, diagnostic x-ray or laboratory testing, emergency care, outpatient psychiatric care, doctor's office visits and prescription medications
- coverage must extend for the entire academic year, including holidays and breaks
- coverage must allow for an unlimited benefit amount per injury/sickness per policy year
- the pre-existing condition limitation cannot exceed six months
- coverage must allow for repatriation of mortal remains and medical evacuation.

### **Vacation Periods and CIU Standards**

Vacation periods (between semesters when you are not enrolled) provide continued opportunity for students to apply biblical principles to daily living. (Under the semester system, students are enrolled during Fall break, Thanksgiving,

and Spring break. Therefore they are not considered vacation periods.) We are commanded to pursue holiness all of our lives, in every aspect of our lives, and in every location. We all should always seek to love God first, with all our heart, soul, mind, and strength, even when we are “on vacation.”

## Pursue holiness and honor God first — even on vacation.

### **The biblical principle is:**

“As obedient children, do not be conformed to the former lusts which were yours in your ignorance, but like the Holy One who called you, be holy yourselves also in all your behavior; because it is written, ‘YOU SHALL BE HOLY, FOR I AM HOLY.’ If you address as Father the One who impartially judges according to each one’s work, conduct yourselves in fear during the time of your stay on earth; knowing that you were not redeemed with perishable things like silver or gold from your futile way of life inherited from your forefathers, but with precious blood, as of a lamb unblemished and spotless, the blood of Christ” (I Peter 1:14-19; NASB).

### **The ruling principle is:**

“All things are lawful for me, but not all things are profitable...” (I Cor. 6:12; NASB). The practical application is that when one sets other boundaries away from school, it is difficult to discontinue them when he/she returns to school. Therefore, although we do not supervise students’ lifestyles during these periods, any failure to observe the absolute standards of Scripture, particularly in the moral area, is serious and will result in disciplinary action. Read what Donald Miller wrote: “There is a moral law, to be sure, but moral law is not our path to heaven; our duty involves knowing and being known by Christ. Positive morality, then, the stuff of natural law, is but an offering, a sweet tasting fruit in the mouth of God. It is obedience and an imitation of our pure and holy Maker; and immorality—the act of ignoring the concepts and precepts of goodness—is a dagger in God’s heart.” [Miller, Donald. (2004). *Searching For God Knows What*. Nashville: Thomas Nelson, Inc., p. 160.]

Section 4:  
SECURITY  
INFORMATION

# SECURITY INFORMATION

**Security Officer On-Duty: (803) 513-3967 (Text or Call 24hrs/day)**

\*Additional information and updates are available at [my.ciu.edu](http://my.ciu.edu).

## Fire Procedures

In case of fire, no attempt should be made to put the fire out. For fire and other emergencies:

- Call 911 first
- Call CIU Security (803) 513-3967

## Weapons and Explosives

Weapons and explosives are prohibited on the CIU campus. Any device that is capable of causing harm to another person or damaging property is prohibited. Some examples of prohibited items include firearms, Tasers or similar incapacitating devices, paintball guns, BB guns, pellet guns, Airsoft guns, blowguns, wrist rockets, knives, spears, swords, explosive fireworks, and incendiary devices. Students holding valid South Carolina concealed weapons permits must leave any approved weapons locked in their vehicles while on campus.

## Vehicle Registration, Parking, and Driving Regulations

All CIU community members are responsible for knowing and abiding by the following regulations. Any changes to vehicle registration, parking and/or driving regulations will be issued through The Insider and/or [my.ciu.edu](http://my.ciu.edu).

### Vehicle Registration

Faculty, staff, and students [Off-Campus (Commuter), On-Campus (Residence Hall), and Pine View Residents] are required to register every vehicle driven on campus, including motorcycles. **Registration must be completed within one week of first driving the vehicle on campus.**

**Students:** register vehicles and pay the decal fee online at [my.ciu.edu](http://my.ciu.edu). After registration, parking decals may be picked up at the appropriate office (Student Life Office for all students except those in Pine View; Pine View Office for residents of Pine View). Only one payment *per family* is required per year/semester regardless of how many vehicles are registered (\$40 per year or \$25 per semester). Unregistered vehicles parked on campus may be issued a citation that incurs a \$50 fine. A student needing a temporary pass may pick one up at the Student Life Office.

**Faculty/Staff:** register and pick up decals through Human Resources (HR) – no charge

**On-campus contract service employees:** register and pick up decals through Security – no charge

**Guests:** Free Guest Parking Passes are available for campus visitors and students when using a vehicle on campus for two weeks or less. Guest passes may be picked up from Security or the Reception Desk in the Administration Building.

## Decal Placement on Vehicle

**Cars and Vans:** Parking decals must be displayed on the left rear bumper (driver's side) or bottom left exterior corner of the rear window so the decal is clearly visible.

**Convertibles:** Parking decals must be displayed on the left rear bumper so the decal is clearly visible.

**Motorcycles:** Parking decals must be displayed on any rearward facing portion so the decal is clearly visible.

**Detached trailers parked on campus:** Trailers must be registered and a decal displayed on the left side of the tongue or frame near the hitching point so the decal is clearly visible. Trailers must be parked in undesignated spaces behind Founders Hall.

CIU students who change their campus status (residence or employment) must remove the old parking decals and affix the new decals to their vehicles within one week. Vehicle decals must match a student's current campus status. Parking decals should be removed from vehicles when ownership changes.

## Designated Parking Regulations

Designated parking regulations are enforced to provide safety, convenience, and adequate parking *for all CIU community members*. For this reason, most parking spaces are designated for those within a specific group. Designated parking spaces are marked with paint at the rear of the space and/or with a sign:

**Red:** Faculty/Staff\*

**Blue:** Residence Hall Students\*\*

**Undesignated (not marked, or may appear as a black square):** Available for use by any Off-Campus commuter students, Pine View residents, Temporary parking passes and Visitors

**ADA spaces:** Reserved for vehicles with both a Disabled Parking Permit and a CIU Parking decal

**Visitor:** Reserved for true visitors only; not available for temporary parking

**Thirty minute parking spaces at Rossi Student Center:** Available for use by any CIU community member or visitor for no longer than 30 minutes

*\*Faculty/Staff parking spaces are available for use by any community member on weekends and from 5 p.m. to 7 a.m. on weekdays.*

*\*\*On-Campus (Residence Hall) students may park in the parking lots near their respective residence halls in spaces marked with blue. If all residence hall parking spaces are full, vehicles may be parked in the Car Corral or any undesignated space.*

*Apartment Residents may park in the Pine View parking lot or any undesignated spaces.*

*Permanently reserved spaces are reserved 24/7, 365 days/year. Only those designated may park there.*

## Parking and Driving Regulations, Violations and Penalties

Parking and driving regulations are in effect 24 hours per day, 7 days per week, 365 days a year, including nights, weekends and holidays. CIU is not responsible for any loss of, or damage to, vehicles or the contents of vehicles parked on its premises. Parking and driving on the CIU campus is a privilege and may be withdrawn

due to unsafe driving behavior or repetitive violations of the parking and driving regulations. CIU community members are responsible for ensuring all drivers of their vehicle(s) know and abide by the CIU parking and driving regulations. Security must be notified when a mechanical problem forces a vehicle to be parked outside a parking space or needs to be left in a parking space; vehicles must be moved within five days.

**The vehicle speed limit on campus is 15 mph, except 25 mph on International Boulevard.**

The following are violations of campus regulations:

*Decal and Parking Violations*

- Vehicle without a proper decal
- Decal improperly displayed or not readable
- Vehicle not parked within a parking space
- Vehicle parked in any space other than those designated by the issued decal
- Curb parking, except in the following areas: Administration Building circle, Memorial and Founders Halls short-term (30 minute), and Rossi Student Center short-term (30 minute). Physical Plant vehicles are permitted to park on the curb while an employee is working.
- Backing into or pulling through a parking space
- Parking on the grass and under trees
- Double parking outside of authorized spaces
- Blocking a **fire hydrant**
- Blocking the roadway or entrance
- Double parking or blocking another vehicle
- Parking in an ADA space without proper credentials
- Parking in "No-Parking" areas
- Parking a detached trailer in any space except undesignated spaces behind Founders Hall

*Traffic Violations*

- Speeding
- Reckless Driving (careless/unsafe driving)
- Driving on the grass or athletic fields
- Disregarding one-way traffic signs & other posted signs and signals
- Failure to obey traffic directions given by a campus security officer

Violations may result in a citation being issued. Campus parking violation fines must be paid in the Accounting Office within five days of the date on the citation or penalties may be applied. Repeat parking and traffic violations may result in additional fines or penalties, vehicle immobilization, vehicle towing, the loss of driving and parking privileges on campus or a registration hold on a student account.

**Citation Appeal Procedures**

Citation Appeal Forms are available in the Student Life Office. The appeal form and citation must be returned to the Student Life Office within five (5) business days of the date on the citation. Appeal requests received later than five (5) business days are not accepted.

## SIGNATURE PAGE

Students are required to read the handbook once during their time at CIU. This signed page will indicate your reading of the handbook and will remain in effect throughout your time here at CIU. Changes in subsequent handbooks will be communicated in summary form at the beginning of each year.

By Aug. 29: All new students who enroll in the fall

By Jan. 17: All new students who enroll spring semester

Please print your name and box number below, indicating you have completed your reading of the handbook. Farther down the page you will be asked to sign your name as your commitment to the CIU community to keep the standards within the handbook. Please print this page, sign it, and submit it to the Student Life Office by the above deadline. (Additional copies are available in the Student Life Office.)

Name \_\_\_\_\_  
(Please print)

Box \_\_\_\_\_

Having read the current handbook, I understand the rights and responsibilities given to me as a CIU student, both on and off campus. I commit myself to uphold the standards throughout my time at CIU and to do that which is in the best interest of the CIU community. I also understand that not signing this signature page does not release me from accountability to the CIU community. I commit to help the CIU community honor God first in all we do.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ I am studying at the undergraduate level.

\_\_\_\_\_ I am studying at the graduate level.

We have tried to communicate life at CIU as clearly as possible through this handbook. We would appreciate your help in evaluating this handbook. If you have any comments concerning rationale, standards, or format, please share them with a member of the Student Life team, your student government representatives, or write them below.

Section 5:  
GENERAL UNIVERSITY  
INFORMATION

# GENERAL UNIVERSITY INFORMATION

## **Student Organizations and Leaders**

The Student Government Association helps foster the mission of CIU among the student body. The various student leaders represent student concerns and needs to the administration and organize a variety of student events. To be eligible to serve, a student must demonstrate the heart and character to serve as a spiritual leader. Candidates must have a minimum 2.3 GPA (cum.), and it must be maintained while in office. GPA requirements for some offices are higher (Student Government and Union officers - 2.7; resident assistants - 2.7). Candidates must not be under any formal school discipline (the Student Constitution provides additional criteria and guidelines). Those interested in serving should check with the Student Executives for procedures. After names are submitted, the Student Life Division reviews nominated candidates' credentials for final clearance to run for an office. The various organizations are:

**The Executive Team** is the head of the Student Government Association and is responsible for guiding and leading the other student organizations, and in turn the student body, in their efforts to fulfill the mission of CIU. This team consists of Student Body President, VP of Student Body, VP of Student Activities, VP of Finance, VP of Communications and the Executive Secretary.

**The Student Senate** is a collective body of student leaders responsible for representing the students before the administration and communicating back to the students. The presidents of all organizations representing a specific demographic of students serve on the Senate, led by the Vice President of the Student Body.

**The Student Union** provides social and outreach activities for students. Various concerts, socials and community opportunities will be available. Check the CIU calendar for upcoming events.

**Student Mission Connection** plans regional prayer groups and other activities to inform and involve the CIU community in making Christ known worldwide.

**The Finial** is the annual yearbook prepared by students and their advisor.

**African American Student Association** primarily serves the CIU body and the Columbia community by building bridges between ethnic cultures.

**Mu Kappa** serves and represents the needs of MK (Missionary Kid) and TCK (Third Culture Kid) students.

**The International Student Association** serves international students studying at CIU.

**The Grad Life Council** is the student organization responsible for serving the spiritual and community needs of graduate-level students.

**The Married Student Association** serves all married and single-parent members of the student body.

**The Credo** exists to stimulate critical and biblical thinking about the world and faith through the publication of an academic journal.

**The Rambler** is a school newspaper written by faculty, staff, and students for the free, confessional, and respectful exchange of all ideas.

**The Exchange** is designed to provide students with a creative outlet for growth in the humanities, fine arts, and performing arts.

Any student organization, publication, activity, or initiative — officially sanctioned or otherwise — must conform to biblical and community standards of truth, propriety, integrity, edification, and love. Students are welcome to pursue endeavors that seek to elevate the level of spiritual, intellectual, social, or physical development at CIU and are encouraged to collaborate and consult with faculty in such endeavors.

Non-sanctioned activities or initiatives should not imply the support or endorsement of CIU or the Student Senate. Groups seeking official organization status should contact Student Life and read the criteria as written in the Student Senate Constitution.

CIU reserves the right to discontinue any student initiative or activity that it deems to be counterproductive to the unity and development of the CIU family.

## STUDENT SERVICES & UNIVERSITY INFORMATION

### Academic Success Center (ASC)

The ASC coordinates the provision of accommodations for qualified students with disabilities. Students who wish to apply for accommodations for ADD/ADHD, physical, emotional, or learning disabilities should contact the ASC for information about the accommodation process.

The ASC also provides services for all CIU students in their pursuit of academic success:

- Tutoring (including study groups)
  - \* Lower level, Fleece Library
- Testing (ID required)
  - \* Exam rescheduling with professor's approval (possible fee)
  - \* CLEP (College-Level Examination Program) (fee) (completed within one calendar year)

Contact information & location:

- Office phone: (803) 807-5611
- Office email: [academicsuccess@ciu.edu](mailto:academicsuccess@ciu.edu)
- Office: 2nd floor, Fleece Library

### Alumni Relations

For a quiet place to study during the day, students are invited to visit the porch with its rocking chairs, ceiling fans, and Keurig coffee/tea machine. Check with the front desk when entering. Alumni are offered three free meal tickets per year to use in the cafeteria (tickets are available in the Alumni Office). Homecoming is scheduled for November 4-5, 2016. Information is available at [www.ciu.edu/alumni](http://www.ciu.edu/alumni) on the Homecoming tab. The Alumni Office is open Monday through Friday, 8:00 a.m.-5:00 p.m. (open usually over lunch) and can be reached by calling (803) 807-5500 or emailing [alumni@ciu.edu](mailto:alumni@ciu.edu).

## Athletics & Fitness Center

The Moore Fitness Center is designed to provide opportunities for students, staff, faculty, and alumni to use strength and conditioning facilities and a full-size gymnasium for intramurals and recreation. Use of the Moore Fitness Center is free to current students, staff, faculty and their spouses. CIU alumni are welcome to use the Moore Fitness Center as one-time visitors or can join for only \$35/semester or \$75/year (includes their spouses).

The facility includes a lobby, cardio room, weight room, free weight room, fitness room including spin bikes, boxing bag, space for aerobic/strength workouts, hand weights, and flexibility bar. It also has a full length basketball gym and volleyball facility. There are lockers available to rent and accessible restrooms. For more information, please call the front desk at 807-5249.

## Career Services & Student Employment

CIU's Career Services is a resource providing students with the following services:

- Personalized career assistance, guidance and prayer
- Employment information for on-campus student worker jobs, including Federal Work Study
- The CIU JobBoard, an online job database, for full-time and part-time, on-campus student jobs, off-campus jobs, internships, volunteer and seasonal opportunities (students can build or upload a resume to be viewed and/or sent to employers, create a portfolio, see current job fair listings, and find important career information)
- Online career assessment (*Career Direct Complete Guidance System*) and follow-up advising on results
- Resume and cover letter instruction and critiquing, interviewing tips, and job search assistance
- Career presentations for classes and groups specific to majors and career fields

For assistance, stop by Career Services, 10:00 a.m. – 4:00 p.m., located in the Student Life Office, or call (803) 807-5076 (or ext. 5076) or [careerservices@ciu.edu](mailto:careerservices@ciu.edu). To access Career Services online, log on to [my.ciu.edu](http://my.ciu.edu) and click on Career Services, or go to [www.ciu.edu/careerservices](http://www.ciu.edu/careerservices).

## CIU Alert

All students are encouraged to register for CIU Alert, a text message warning system. Sign-up information may be found by logging in to MyCIU and going to [https://my.ciu.edu/ics/CIU\\_Alert.jnz](https://my.ciu.edu/ics/CIU_Alert.jnz). Once signed up, a student will receive a text alert whenever an emergency situation (including weather alerts and school closings) is present. Additional instructions may be included in the alert.

## CIU Virtual Bookstore

All course materials are available at [bookstore.ciu.edu](http://bookstore.ciu.edu).

- New, Used, Rental and eBook options (when available) shown side-by-side
- Prices are an average of **60 percent off** list price when shopping on the Marketplace – these prices are comparable to those on *Amazon*
- **Free shipping** offered on most retail orders over \$49 (this does not include orders placed on the Marketplace)
- Multiple payment options, including school issued financial aid, available for all orders
- Books can be sold back on the Marketplace at any time throughout the year

## **Counseling Services**

Our commitment to spiritual formation includes recognizing that in this growth process one can become aware of personal problems and concerns that require God's grace and truth through other people. Requesting help often takes courage and is a sign of spiritual maturity as one desires to enhance his/her spiritual growth and ability to minister more effectively to others. Too often we deny our struggles or try to endure and suffer alone.

It is our hope that after a student takes the initiative to seek help, he/she will find that the support, resources, and help available are well worth any perceived risk. Examples of personal problems and concerns that students have disclosed and for which they have received counsel and help at CIU include family issues, doubt, temptation, depression, plagiarism, substance abuse, eating disorders, and various forms of prohibited sexual conduct.

As a community we desire to walk alongside anyone working through these issues with God's help. Faculty members, advisors, Student Life personnel, the director of Residence Life, the campus nurse, resident assistants, or other staff are available for assistance. Faculty and Student Life staff can provide a reference to a professional counselor working at a reduced rate in cooperation with CIU. Appointments for these referrals must be made through the office of the associate dean for Student Life in the Rossi Student Center or by calling 807-5236 or ext. 5236.

It must be noted that not all information shared can always be held in strict confidence. Our concern is for the individual's safety and well-being as well as that of our entire community. Therefore, information about a risk of imminent harm to self or others, including serious violations of CIU standards that could cause significant harm to self or others (such as the use of alcoholic beverages or drugs, sexual immorality, etc.), may need to be shared with the appropriate resource or authority. This may be shared by the student or the faculty/staff person working with him/her.

To get immediate help with suicidal thoughts, call the **Suicide Hotline** at 1-800-273-8255. More information is available at their website, [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org). You can also contact the Crisis Call Center by texting "Answer" to 839863.

## **Drug-Free Campus Policy**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, CIU has adopted and implemented a Drug-Free Campus Substance Abuse Policy. Information will be distributed via your student e-mail and available in hard copy during the school year.

## **Food Services and Dining Room**

In addition to regular meal service, additional services include the following.

- Sick trays are available with the student's ID card.
- Take-out meals are available for work or school-related conflicts. 24-hour notice is requested. Specific requests can be made since meals can be tailored to one's liking.
- Early or late meals are provided due to schedule conflicts. Advance notice is required.
- Special diet needs can be accommodated. An outline of dietary needs should be provided by a physician. Requests should be made through the Academic Success Center.

- Ram Bucks – Ram Bucks can be purchased in the cafeteria and used in the Ram Shack. Students on the meal plan automatically receive an allotment of Ram Bucks based on their meal plan selection. Special plans with bonus Ram Bucks are available to commuter students.

*Policies:*

- All meal plan students need their student ID to enter the cafeteria. Anyone without an ID card will be required to pay or be turned away. Rates are posted for visitors and non-meal plan students. Snacking between meals must be approved by the Food Services director.
- Food is not to be taken from the cafeteria (except a piece of fruit or an ice cream cone).
- Dishware taken out of the cafeteria should be returned immediately following the meal.
- Reusable “Green TO Go” boxes are available for take-out meals. A \$5 refundable deposit is required to use a “Green To Go” box.

Reserved dining rooms are available for meetings or events. Reservations should be requested via [my.ciu.edu](http://my.ciu.edu), by clicking on Cafeteria in the left column and Dining Room Request Form. Following the submission of the request, an email will be sent to approve the request or inform that the dining room is already reserved for that time. The Food Service director’s door is always open for your comments and suggestions.

### **G. Allen Fleece Library**

The library’s mission is to provide information and ministry resources along with professional services designed to support the goals of CIU and the success of its faculty, staff and students.

*Services:*

- Research help: available at the Reference Desk; appointments available with full-time staff
- Laptops and headphones available for check-out
- Desktop computers available for research and writing
- 6 study rooms available on a first come, first served basis
- 4 study rooms that can be reserved for two hours at a time
- Xerox machines for copying, printing, and scanning
- Access to over 250,000 electronic books and millions of articles through our online resources

*Additional information:*

- Tutoring through the Academic Success Services is offered in the library.
- Drinks in covered containers are permitted in the library. Limited snack foods are permitted.
- Shoes must be worn while in the library.
- CIU ID cards must be presented when borrowing materials from the library.
- Regular hours of operation are posted at [library.ciu.edu](http://library.ciu.edu). Special hours for holidays, prayer days, and the summer will be posted in the library, on the website, and in the “Insider.”
- Information about borrowing materials, fees, getting research help, and contact information is available at the library’s [my.ciu.edu](http://my.ciu.edu) Web page or [library.ciu.edu](http://library.ciu.edu).

### **The Curriculum and Ministry Resource Department (CMRD)**

The CMRD is a division of the library and is an indispensable resource center

for all of our students, faculty/staff, as well as the community at large. Whether looking for teaching materials for a ministry or working on a project for a class assignment, our patrons find the CMRD their “go to place” for a wide variety of resources which help to make their projects and ministries “come alive.”

The CMRD contains new formats and modern technologies as well as classic and traditional teaching materials. The collection of over 10,000 items includes PowerPoint lessons, DVDs, manipulatives, international and Bible costumes, pictures/posters, flash cards, maps and charts, international curios, flags, props, teaching boards, puppets, recreation equipment and much, much more.

The CMRD Production Center includes a sizable project area which consists of laminators and Ellison die cutting machines, book binding machines, a Cricut machine, a copier with scanning capabilities and a colored printer. Paper, cardstock, poster board and numerous other supplies are available for purchase. The CMRD is located in the CIU Library. For more information, call (803) 807-5160, email [cmrd@ciu.edu](mailto:cmrd@ciu.edu) or see the library's webpage. Hours are the same as the library hours.

### **Health Services**

The clinic is located on the main level of Memorial Hall. The office number is 807-5056 or ext. 5056. A nurse is available for on-campus emergencies (600-4076), Monday-Friday, 9:00 a.m.-10:30 a.m. & 1:30 p.m.-4:00 p.m., only when classes are in session. Services in the clinic are for current students only.

#### *Services Provided for Students:*

- Walk-in clinics, Monday through Friday, for nursing assessment and recommendations
- Doctor's clinic by appointment weekly
- Referrals (medical, dental, chiropractic, etc.)
- Many over-the-counter medications at low cost
- **Due to minimal staffing, the nurse cannot see faculty, staff, or student families**

*Services and assessments are provided only in the clinic. Charges are as follows:*

- Nursing Services - free
- Medication and Supplies - minimal charge
- Doctor's Appointment - \$15

#### *Procedures:*

A student who needs the services of a physician, dentist, optician, or other professional should consult the nurse who may help to make an appointment. In the case of serious illness or injury, the physician involved arranges for hospital admittance.

***Reminder: It is unlawful and potentially dangerous to give one's prescription medication to others.***

### **Identification Cards**

Every student must have an I.D. card. I.D. cards are required for tracking chapel attendance, for borrowing materials from the library, and for making copies at the various copiers around campus. Copies may be “loaded” to an I.D. I.D. cards also grant resident students access to the residence halls as well as their meals in the cafeteria.

## Lost and Found

Lost and Found for small, personal and/or expensive items (keys, jewelry, iPods, glasses, etc.) is in the following locations:

Administration Building:	Switchboard
Fisher Building:	Undergraduate Dean's Office
Library and Ridderhof:	Circulation Desk
Schuster Building:	Seminary Dean's Office
Alumni Building:	Alumni Office
Student Center, Shortess, Cafeteria:	Student Life Office

All large items (books, clothing, etc.) should be placed in the Lost and Found cabinets located in the Student Center.

## Postal Service

All students are issued a student mail box in the campus post office. This is a primary means of communication from all university departments, including the Registrar's Office, professors, and Student Life. All students should check their boxes on a regular basis.

CIU address:  
Name  
CIU Box # \_\_\_\_\_  
7435 Monticello Road  
Columbia, SC 29203-1599

Residence hall names and room numbers are not mailing addresses and should not be used. The P.O. Box 3122 address or 29230 zip code should not be used for student mail.

- To be processed, intra-school mail should include a clearly written name and box number. Mail should be in envelopes or on cards at least 3" x 5" in size. Materials to be distributed to students should be bundled and in box number order.
- Stamps, parcel post, special delivery, Federal Express, and UPS are available in the campus post office (Phone: 807-5251 or ext. 5251).
- Tampering with a mailbox at the campus post office is illegal.
- Window Hours: Monday – Friday: 12:30 – 2:30 p.m.

## Residence Hall Lobbies, Lounges, Prayer Rooms

Founders and Memorial first floor lobbies are available for social use from 8 a.m. until residence hall closing. Walker, Petty, East, and West lounges are available for coed social use from noon until residence hall closing. These lounges are public areas and should be kept clean at all times. The Residence Life Handbook should be consulted for specific information regarding coed visitation.

## School Closing

Should inclement weather move into the Columbia area, the CIU administration will determine if classes should be cancelled and then communicate this as early as possible to the CIU family on the CIU website, radio station WVOC (AM 560), as well as TV stations WIS (channel 10), WLTX (channel 19), WOLO (channel 25), and WACH (channel 57). School officials or the radio stations should not be called for information.

Text message notifications for inclement weather, tornado warnings, school

lockdowns, and related emergencies will also be sent to students who subscribe to our CIU Alert emergency notification system for the university campus. More information on CIU Alert is available on the [my.ciu.edu](http://my.ciu.edu) home page.

### **Student Computing Center (SCC)**

The SCC exists to serve and assist students with computing needs, as well as help ensure that the use of university computing resources is consistent with the Student Handbook, the law, and good stewardship. All students are expected to adhere to these guidelines during their enrollment at CIU.

**Student Accounts:** A user ID (or login name) and password are assigned to every registered student. The SCC user ID is usually composed of the student's **first name.last name**. Initial passwords will be assigned randomly to students and should be changed by the student to help maintain security. Account usernames and passwords are not to be shared with others. Sharing login information may result in a loss of SCC account privileges. User login is restricted for use only in designated areas that provide student access computers and only during the hours of operation. *In the event access needs to be available outside of the normal student SCC access hours due to specific academic needs, instructors may request an access time change from the SCC Front Desk.*

**Lab Hours:** The Student Computing Center (SCC), G. Allen Fleece Library, Memorial, Founders and Schuster lab stations provide access to student computing resources at different hours of operation. Hours are posted at [www.ciu.edu/scc](http://www.ciu.edu/scc). Campus student labs are closed during chapel hours.

**Other Technical Information:** Assistance is available on our website at <http://my.ciu.edu/itsupport> or at the Information Technology Support Center at 807-5176 or [supportITO@ciu.edu](mailto:supportITO@ciu.edu).

**Lab Etiquette and Equipment Usage:** Food and drinks ARE NOT permitted in student computing areas. The equipment is expensive, and we want to practice good stewardship with the resources. Student access computers are primarily open to CIU students and faculty/staff. Temporary access is available for guests on a weekly basis through the SCC Front Desk. Quiet is expected in student computing lab areas. Children are not allowed on SCC computers except when accompanied by an adult. Assistance is available at the SCC Front Desk.

Students using the computer lab are required to abide by the following:

- Use only login IDs as provided with the Student Lab account;
- Use the computers without altering or modifying the system configurations in any way;
- Abide by U.S. copyright law as it pertains to receiving, copying, sharing, storing, modifying, or transmitting files or data;
- Read and comply with the full user guidelines as stated in the Student Technology Handbook available online at <http://www.ciu.edu/scc>.

### **The Ram Shack “The food you love, when you want it”**

“The Shack” is located in the Rossi Student Center and serves everything from oven baked pizza, wings, Clux Deluxe chicken sandwiches, fresh salad, snacks, premium coffee, smoothies, and more! They have delicious fresh baked scones

and cookies, as well as many other essential items to help everyone get in the CIU Ram spirit. It is a great place to hang out!

- Easy pay options: cash, check, credit/debit card and Ram Bucks (Ram Bucks may be purchased in the cafeteria.)

### **University Decision Making Flowchart**

For students who wish to make a recommendation for change regarding the CIU community, the following options are available:

1. Student Government. The Student Senate represents CIU students. The order of reference for decision making is as follows:
  - Class or Organization
  - Student Senate member
  - Associate Dean for Student Life, Rossi Student Center, 807-5236 or ext. 5236
  - Dean of Student Life, Rossi Student Center, 807-5234 or ext. 5234
  - Provost, Administration Building, 807-5027 or ext. 5027
  - President, Administration Building, 807-5039 or ext. 5039
2. Direct Approach. To express a grievance or to communicate a recommendation for change, the matter should be presented to the appropriate student organization or given directly to the administrator responsible.

Section 6:  
POLICIES AND  
APPENDICES

# POLICIES AND APPENDICES

## Statement on Human Sexuality and Marriage

The basis for this official statement of Columbia International University is found in its Statement of Faith (CIU Constitution Article VII):

“1. The Bible is the inspired Word of God, the written record of His supernatural revelation to Himself and to men, absolute in its authority, complete in its revelation, final in its content and without any errors in its teaching.”

Christian understanding of human identity is grounded in the Word of God. The significance of human sexuality is particularly evident in the account of creation. Human beings, fashioned by God in His own image, are created male<sup>1</sup> and female (Genesis 1:27). This complementary nature of human sexuality is affirmed again in the second chapter of Genesis. Woman is fashioned out of man (Genesis 2:18–24). Thus, from the beginning human sexual identity is reciprocal. That is, one’s own human nature is properly understood in complementary relationship to another who is alike in nature, but opposite in sex. Like the rest of God’s creation, the sexual differences between man and woman are pronounced “very good” (Genesis 1:31). We therefore affirm that God wonderfully and immutably creates each person as male or female. By God’s grace, human sexuality both enriches and fulfills our personhood. We also affirm that gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. Based on our biblical and theological study, there is no argument for a “third gender” among humans nor is there an argument that changing one’s gender is possible. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race’s fallen condition, which affects all persons individually and collectively. We reject all attempts at constructing one’s own sexual identity by medically altering the human body, cross dressing, or similarly practicing behaviors characteristic of the opposite sex as morally objectionable and sinful (Deuteronomy 22:5).

Based on Scripture, CIU believes that sexuality is an essential element of human nature. Yet, while it is an obviously significant influence in human life, God did not intend sexuality to be the defining characteristic of humanness. Rather, Scripture indicates that human beings find their ultimate identity through God’s grace in their relationship with Christ. Paul, the apostle, urged followers of Christ to understand that “there is neither male nor female, for you are all one in Christ Jesus” (Gal. 3:28). The apostle’s words are intended to place human sexuality in a redemptive context. It is of secondary importance to an individual’s relationship to God. That relationship is equally accessible to both sexes through faith in the redemptive work of Jesus Christ. Misunderstanding of human sexuality, then, is a result of humankind’s fall from innocence (Genesis 3) through which the complementary nature of human sexuality, like all other human relationships, was distorted. Adam and Eve’s disobedience not only led to death and separation from God, it also

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<sup>1</sup> In all of CIU’s documents the terms “male,” “female,” “man,” “woman,” etc. refer to the biological sex of a person at birth. The biological sex of a person at birth is clear except for an extremely small percentage of births (perhaps 1/10 of 1%) in which there is a genuine occurrence of sexual chromosome disorder.

alienated human beings from one another. It is this alienation that distorts and deforms the sexual relationships God intended between men and women.

Holy Scripture bears witness to God's will regarding human sexuality. Sexual desire is rightfully fulfilled only within the lifelong union of a man and a woman in (holy) matrimony (Gen 2:24). Heterosexual marriage is rooted in the order of creation. It is not just a matter of tradition. Marriage is intended to be an enduring covenantal relationship which reflects Christ's own unconditional commitment to the Church (Ephesians 5:25–27). God established marriage as a union of one man and one woman within which it is good, right, and proper to engage in sexual relations. Matrimonial customs may differ from one culture to another but the fundamental divine intent for marriage may not be changed on the basis of mere preference, custom, or culture. The dictates of culture, tradition, or personal preference must be brought into submission to the Word of God. Marriage cannot be redefined at the caprice of public opinion and must not be allowed to shift with the changing tide of cultural mores or social practice.

Sexual practices that have been divorced from loving, covenantal marriage relationships between men and women pervert God's intentions and result in sinful, exploitive, and promiscuous behavior that ruptures relationships between men and women, and erodes the relationship between human beings and their Creator. Humanity's failure to ground sexual identity in God's creative intent and holy character violates Biblical standards of sexual purity.

In Matthew 15:19, Jesus teaches that immoral behavior starts first in the heart and mind. Self-indulgent thoughts of sexual fulfillment outside of God's creative intent constitute inward sins of lust. No sexual act can be proper if it is driven by desires that are contrary to the best interest of another human being or if it treats persons as impersonal objects intended only for personal gratification. Passion aroused by producing or viewing images of a sexual nature is morally unacceptable. We reject the idea that pedophilia, incest, voyeurism, prostitution, polygamy, or pornography is ever morally justified.

All sexual relationships outside of marriage between one man and one woman are condemned by Holy Scripture. They are therefore never appropriate. This includes all forms of intimate sexual stimulation that excite passion and sexual activity between unmarried individuals (Matthew 5:27–29; Galatians 5:19). Such behavior offends God and often causes physical and emotional pain as well as loss in this life. God's blessing rests on sexual intimacy only when it occurs within the boundaries of marriage between a man and a woman.

In the New Testament, Jesus confirms the heterosexual creation of human beings: God made them male and female (Matthew 19:4). Throughout Scripture heterosexual families consisting of a father, mother, and their children (unless they are unable to bear children) are the norm of society. The New Testament reinforces the teaching of heterosexual love and sexual relations within marriage (Ephesians 5:22–33; Hebrews 13:4; 1 Corinthians 7:1–5).

Alongside this clear biblical teaching on God's design for heterosexual marriage are found specific instructions that prohibit homosexual conduct (Lev. 18:22, 20:13).

Homosexual conduct is declared to be detestable because it is out of harmony with the purpose for which God created human beings.

The New Testament states: *They exchanged the truth of God for a lie, and worshipped and served created things rather than the Creator—who is forever praised. Amen. Because of this, God gave them over to shameful lusts. Even their women exchanged natural relations for unnatural ones. In the same way the men also abandoned natural relations with women and were inflamed with lust for one another. Men committed indecent acts with other men, and received in themselves the due penalty for their perversion* (Romans 1:25–27). Worshipping the creation more than the Creator not only alienated human beings from God but also distorted their heterosexual identity as created by God. Homosexual conduct gives evidence of the universal human rejection of God's supreme glory and, like all forms of sexual behavior that violate God's original design, it is sin.

The New Testament further states: *Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God* (1 Corinthians 6:9–10).

The same passage of Scripture strongly affirms the liberating power of the Christian gospel. Sinful men and women may be freed from all former sinful patterns of life, including sexual sin, whether heterosexual or homosexual: *And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God* (1 Corinthians 6:11).

Like all other sins, the corruption of sexual sin can be fully forgiven through repentance and faith in Christ's atoning work even though physical and psychological scars caused by sexual sin cannot always be erased in this life. We grieve with those who suffer hardships caused by sexual immorality, even if it is caused by their sinful acts. We strive to give aid in ways that do not deny personal responsibility for sexual behavior and that demonstrate the love of God for all people, remembering that "while we were still sinners, Christ died for us" (Romans 5:8). We believe Christ set an example of loving ministry to those who suffer from the results of their own acts of sin (e.g. Christ's interaction with the Samaritan woman [John 4:4-26] and with the thief on the cross [Luke 23:39-43]).

#### FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

This statement does not exhaust the extent of our beliefs. The Bible itself, as the inspired, infallible, and inerrant Word of God speaks with final authority concerning truth, morality, and the proper conduct of human beings. It is the sole and final source of all that we believe. For purposes of CIU's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the final interpretive authority on the Bible's meaning and application.

## **Student Life Disciplinary Process**

CIU desires to assist and guide students in the midst of dealing with personal issues, relationship problems, even issues that may ordinarily be handled through the disciplinary process. In the eyes of the faculty and staff, it is a welcome testimony to the work of the Holy Spirit when students openly acknowledge and seek to address personal failures or problems. Our desire is to come alongside any student dealing with such issues. When a student takes initiative to disclose a personal failure or problem to a resident assistant, a member of the Student Life Division, a faculty or staff member, or an administrator, every effort will be made to address and resolve the issue through mediation, discipleship, counseling, or other means of intervention. CIU's expectation is that any student disclosing a problem or failure should also be willing to enter into a plan to address the problem. In such cases, the student will demonstrate ongoing commitment to CIU's mission and educational goals by submitting to guidance and conscientious follow through with any measures prescribed to overcome the issue.

### **I. General Philosophy**

- A. The Student Life Disciplinary Process is designed to assist individual and community spiritual formation and to aid the university in maintaining a grace-filled environment conducive to Christian living and learning. Personal growth and maturity are encouraged most when each member of the CIU community practices self-responsibility and shares the responsibility of creating a community of caring involvement to support and confront one another when appropriate.
- B. The responsibility to confront one another in a loving manner should flow out of natural and intentional relationships with friends, peers, faculty, and staff. This approach, if functioning properly, should enable spiritual formation with confrontation and accountability as needed to take place on a personal, informal level.
- C. The Scriptures do not describe a precise model for discipline. However, they do prescribe that when necessary we are to confront one another in love. The university's model has been adopted from Matthew 18:12-22.
  1. Attitude – Matthew 18:12-13, 21-22: “What do you think? If any man has a hundred sheep, and one of them has gone astray, does he not leave the ninety-nine on the mountains and go and search for the one that is straying? If it turns out that he finds it, truly I say to you, he rejoices over it more than over the ninety-nine which have not gone astray...’ Then Peter came and said to Him, ‘Lord, how often shall my brother sin against me and I forgive him? Up to seven times?’ Jesus said to him, ‘I do not say to you, up to seven times, but up to seventy times seven” (NASB).
  2. Process – Matthew 18:15-17: “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If

he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector” (NASB).

- D. This biblical model suggests a redemptive attitude and a progression with confrontation. Members of the CIU community are expected to apply these biblical principles in supporting and holding one another accountable.
  - 1. This model assumes that students will conduct themselves appropriately by implementing self-responsibility.  
1 Corinthians 11:31-32: “But if we judged ourselves rightly, we would not be judged. But when we are judged, we are disciplined by the Lord so that we will not be condemned along with the world” (NASB).
  - 2. If that fails, individuals of the CIU community — friends, other students, resident assistants, faculty/staff, director of Residence Life, Student Life deans, etc. — should assume the responsibility for caring involvement to support and confront each other when needed.
  - 3. When students come forward seeking help, every effort will be made by the university to bring healing, wholeness, and reconciliation. Faculty, Student Life deans, director of Residence Life, professional counselors, health services staff, and other members of Student Life desire to listen and help students through difficulties.
- E. Any member of the CIU community may initiate and maintain a personal discipling and mentoring relationship with a student to help in his or her spiritual walk.
  - 1. CIU community members are encouraged to incorporate different structures of grace that might be helpful for the student, such as Scripture reading, prayer, involving other students for support, readings on particular topics, informal agreements, referral to professional services, restrictions on particular activities or behaviors, etc.
  - 2. Based on a community model, no one person, division, intervention, etc., should be considered the only way to help a student. The goal of the Student Life Disciplinary Process is to create a community of caring involvement in one another’s lives.
  - 3. Regardless of the incident, an appropriate member of the Student Life staff should be notified when a violation of the standards is involved. The goal is to preserve and support any healthy accountability or mentoring relationship already in place, but there may be occasions when Student Life may need to be included in the helping process.

- F. In situations when either the individual does not respond positively to the caring involvement of others or the behavior is of a serious consequence to the individual or to the campus community, the situation should be referred to the advisor of the Student Review Committee (see II. C. below) to determine the next appropriate step, which may include a referral to the Student Review Committee.
- G. Any student who willingly self-reports a violation of the CIU standards to a member of the Student Life staff, to a faculty or staff member, to a student leader, or to another student, and then, with that other party comes to Student Life, shall not be subject to any formal disciplinary process. Consideration will be given as to the best course of action to provide the support, discipleship, and accountability necessary to assist the student who self-reports, but no formal disciplinary action will be taken beyond a General Warning (see Section III below). This does not apply to an action or behavior that is either a criminal offense or is a violation of the federal Title IX or Campus Sexual Violence Elimination (SaVE) Act policies.

## II. General Information

- A. Upon enrollment, students become members of the CIU community and by this membership have agreed to follow the standards of the community. In addition, the actions of all CIU community members are the actions by which others judge CIU and our institutional purpose to educate people from a biblical worldview to impact the nations with the message of Christ.

Thus students should be aware that any behavior, regardless of location, geographical or virtual, may become the subject of scrutiny if brought to the university's attention. Generally, CIU jurisdiction and discipline shall extend to all conduct, whether on or off university premises, that adversely affects the university community and the pursuit of its objectives. The dean of Student Life shall decide whether any particular case involving off-campus or out-of-term behavior merits consideration; that is, whether the alleged behavior so adversely affects the university community and the pursuit of its objectives that disciplinary action should be instituted.

- B. A Student Review Committee has been established to respond to violations of the CIU Student Handbook (hereafter called "Community Standards"). The committee is comprised of three faculty members and four current students and is chaired by the associate dean for Student Life. A minimum of five committee members must be present at each meeting.
- C. The dean of Student Life, or designee, will serve as advisor to the Student Review Committee. The advisor manages the disciplinary process and ensures that it is in keeping with university policy. The advisor does not make determinations nor impose sanctions.

- D. Academic matters involving academic integrity, cheating, plagiarism, etc., are under the jurisdiction of the faculties and the deans of the various colleges. Further, this Student Life Disciplinary Process is not intended to respond to violations of professional standards in the professional schools of counseling and education. However, behavior that violates the Community Standards may also be in violation of academic and professional standards. Thus, students may be found in violation of the Community Standards and may also be found, by their respective faculties and deans, to be in violation of academic and professional standards.
- E. Residence Life matters involving behaviors in the halls as outlined in the Residence Life Handbook are under the jurisdiction of the director of Residence Life. The director may refer students to the advisor (see C. above) for behaviors that also violate the Community Standards.
- F. A mediator may be designated by the dean of Student Life to mediate disputes within the student community in cases which do not involve a violation of the Community Standards or in cases that are best addressed through mediation. All parties must agree to mediation. Issues may be resolved without a hearing on a basis acceptable to the dean of Student Life if all parties involved consent to such a process. If the issues cannot be resolved by mutual consent, the dean of Student Life shall refer the matter to the Student Review Committee. The decision to pursue matters through the disciplinary system ultimately lies with the dean of Student Life on behalf of the university or with the student complainant in some circumstances.

### III. Disciplinary Measures

Disciplinary measures that may be imposed:

**Fine:** Various fines may be issued for damage to campus or residence halls, or for certain infractions.

**Penalty:** This is usually a work assignment. If not completed by the allotted time, the penalty will be doubled. If the work assignment is unresolved, the student will be placed on general warning.

**Restriction:** When actions warrant a limitation or withdrawal of privilege, a restriction may be imposed.

**General Warning:** When conduct and/or attitude indicate a serious question regarding spiritual maturity and personal judgment, a student may be given a general warning. This action is a formal warning that, if ignored, may lead to character probation. Under certain circumstances a student placed on general warning may also lose their CIU financial aid.

**Formal Sanctions:** When conduct and/or attitude raise a serious question concerning a student's alignment with CIU's mission and purpose and/or

whether that student should continue at CIU, a formal sanction may be imposed. Students may also lose their CIU financial aid.

1. *Probation* - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the warning of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period.
  - i. *Character Probation* is probation for any student based on violation of the community standards.
  - ii. *Leadership Probation* is probation for a student leader who violates community standards or acts in a way that disqualifies the student for leadership. A student leader placed on probation will automatically lose his or her leadership position and may lose any scholarship associated with the position.
  - iii. *Athletic Probation* is probation for a student athlete (a member of an official CIU athletic team) who violates community standards or acts in a way that may disqualify the student from temporary or permanent participation in an official CIU sport (in consultation with the CIU athletics director and the student's coach). A student athlete placed on probation may lose all or part of any athletic scholarship that was awarded, as well as any additional CIU financial aid.
2. *Residence Hall Suspension* - Separation of the student from the residence halls for a designated period of time, after which the student is eligible to return. Conditions for readmission to the residence hall may be specified.
3. *Residence Hall Expulsion* - Permanent separation of the student from the residence halls.
4. *University Suspension* - Separation of the student for a designated period of time, after which the student is eligible to return. Conditions for readmission may be specified.
5. *University Dismissal* - Separation of the student from the university, with opportunity to reapply to the university when certain conditions are met.
6. *University Expulsion* - Permanent separation of the student from the university.

**A student under formal sanction:**

- Must relinquish any student office
- May be restricted from participation in academic related ministry (which must be made up at the end of the probationary period)
- May not officially represent CIU (including leading in chapel)
- May have CIU employment reduced or terminated
- May lose CIU financial aid

**Voluntary withdrawal:** When general behavior and attitude demonstrate inconsistency with the standards of the institution, the student may be given the opportunity to formally withdraw.

**In the case of suspension, dismissal, expulsion, or voluntary withdrawal:**

- The student must leave the campus immediately upon receiving notice from the dean of Student Life.
- The student may not officially represent the school in any way.
- The student may not return to campus or use any of its facilities without approval of the dean of Student Life.
- If the student is allowed to re-enroll, a period of general warning or probation may follow.

Applicable refund policies are described in the academic catalogs. If an appeal is made, any exceptions to the above procedures are at the discretion of the dean of Student Life.

#### **IV. Disciplinary Appeals**

Disciplinary decisions of the Student Review Committee or a Student Life dean may be appealed (under the conditions described below) to the dean of Student Life.

- A. Any appeal must be filed within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the dean of Student Life or designee. Except when required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  1. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures, giving the university a reasonable opportunity to prepare and present evidence that the Community Standards were violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations;
  2. To determine whether the decision reached regarding the respondent was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Community Standards occurred;
  3. To determine whether the sanction(s) imposed were appropriate to the violation of the Community Standards which the student was found to have committed;
  4. To consider new evidence or other relevant facts not brought out in the original hearing sufficient to alter a decision, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

- B. Generally, except for those cases in which overly harsh sanctions were imposed, or in which some bias was found to have existed at the original hearing, the dean of Student Life should remand valid appeals back to the Student Review Committee or Student Life dean. Cases involving new evidence that are remanded will be regarded as new cases, which can then be appealed again to the dean of Student Life.
- C. All appeals of decisions by the Student Review Committee shall be made to the dean of Student Life. The dean of Student Life's decisions may then be appealed to the provost. These decisions may then be appealed to the president, who shall be the final hearing authority.

## **V. Exceptional Circumstances**

The university reserves the right in exceptional circumstances, when the safety and well-being of the student or university community is at stake, to have the dean of Student Life, in consultation with the provost and/or the president, intervene and resolve the matter administratively rather than through the Student Review Committee. The following are examples of exceptional circumstances: the disciplinary process is not functioning according to established policy; criminal activity; significant sexual misconduct; a student's behavior warrants a treatment program or placement in a treatment facility; or imminent risk of harm to self or others. The disciplinary decision may still be appealed as stated.

### **Special Administrative Evaluation/Involuntary Withdrawal**

Columbia International University reserves the right to deny admission, continued enrollment, or readmittance to any student whose background, prior enrollment, or current behavior indicates that his/her attendance at the university would endanger his/her physical or emotional health, safety, or welfare; property or welfare of the members of the academic, or greater CIU community; or interfere with the orderly and effective performance of the university as it seeks to accomplish its mission.

A student may be required to abide by special requirements or sanctions (including restriction from the university residence halls, voluntary or involuntary withdrawal, or suspension or dismissal from CIU) for actions not addressed in the CIU Student Handbook, if it is determined from the student's behavior or attitude that he/she:

- Has insufficient capacity to understand the nature of any allegations against him/her or to respond and participate in the disciplinary process;
- Poses a danger to others;
- Has become incapable of caring for himself/herself;
- Has interfered with the rights of other students, faculty, staff, or other member of the university community or its personnel, or has repeatedly harassed any member of the university community;
- Through verbal/non-verbal behavior or medical condition has become a disruption to the orderly function of any part of the university.

In such circumstances a formal evaluation may be necessary. Should the need arise, the dean of Student Life, in consultation with other CIU administrators, will arrange for an evaluation by appropriate medical or mental health professionals on or off campus. The student may also choose to obtain an independent evaluation for consideration during this review. All costs associated with this independent evaluation will be the responsibility of the student. A student who does not complete this mandatory evaluation may be withdrawn involuntarily from the university or be subject to further disciplinary action, including suspension or dismissal. A student who has been asked to withdraw may appeal in writing according to the published appeal process in the student handbook. Due to the nature of this appeal, the appeal must be submitted in writing within 48 hours after the decision of the dean of Student Life has been delivered to the student.

Students who are asked to leave the university under this provision will be refunded tuition and room and board costs per the refund schedule in the catalog.

### **Student Privacy Rights**

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which Columbia International University fully complies, protects the privacy of educational records, establishes the right of students to inspect these records, and provides guidelines for the correction of inaccurate or misleading data through informal hearings.

Student records include finances, academic-related ministry assignments and evaluation, grades, veteran affairs, and Student Life files. You have the right to file complaints concerning alleged institutional failure to comply with this Act. Copies of the institutional compliance policy are available in the Registrar's Office.

CIU designates the following categories of student records as public "Directory Information" and may use its discretion in disclosing this data:

1. Name, address, telephone number, dates of attendance, classification
2. Previous institution(s) attended, major fields of study, awards, honors, degree(s) conferred (including dates)
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth

Forms requesting the withholding of "Directory Information" may be obtained from the Registrar's Office and must be signed and returned prior to the first day of the second full week of classes. Unless this form is filed, individual approval for disclosure is assumed.

The university is permitted to notify parents concerning the following matters: (a) health or safety emergencies, such as a medical or psychiatric crisis, when disclosure is necessary to protect the health or safety of the student; (b) violation of the university's drug or alcohol policy by a student under the age of 21; and (c) a final disciplinary decision that determines the student attempted to, or did, commit a serious crime as defined by FERPA.

## Student Appeal and Grievance Policy

It is the goal of CIU to provide services and educational opportunities without discrimination on the basis of age, race, color, national origin, disability or biological sex/gender at birth. Should a student have a complaint, CIU provides two avenues for the student to address the complaint; a student may choose to appeal a decision or file a formal grievance. An appeal can be made when a student disagrees with a university decision. A grievance can be filed when a dispute has arisen regarding treatment toward a student by a university employee. The process aims to be constructive and positive in resolving differences.

### Definition:

A student grievance is a perceived or actual cause for student complaint arising out of some perceived or actual harm due to an action taken by the university or a university employee. These grievances address a university-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the overall educational process. A grievance may also include discrimination on the basis of age, race, color, national origin, disability, or biological sex/gender at birth.

### General Principles:

- Whenever possible and in a timely fashion, a student should voice a complaint informally with the university employee involved in the initial situation before filing a grievance.
- Anonymous complaints will not be formally addressed.
- There will be no adverse effect on, or retaliation against, either a student who, in good faith, submits an appeal/grievance, or against any person who, in good faith, provides information regarding an appeal/grievance.
- Written appeals or grievances will receive written responses within five business days and will be kept on file in the appropriate office.

### Grievance Distinctions

**Academic Matters:** If a student wishes to appeal a decision, or has a grievance about a course or faculty member, it should be addressed in accordance with the Academic Grievance Policy. This policy is published within the academic catalog. Academic matters are items that pertain to a student's interaction with the faculty, academic requirements, graduation requirements, the interpretation of program or course requirements, together with policies and processes that support these matters. *Please note: There are specific policies addressing the appeal of a course grade and plagiarism.*

If a student wishes to appeal a decision regarding a non-academic policy or wishes to file a grievance regarding a non-academic matter, it should be addressed according to the Non-Academic Grievance Procedure.

### Non-Academic Grievance Procedure or Appeal Process:

If there is a non-academic issue at hand, it must first be determined whether it is an appeal or a grievance. \* If the matter is a perceived incident of discrimination on the basis of sex, please refer to the Title IX statement at the end of the grievance policy.

**An appeal** should be submitted when there is a disagreement with a decision made by the university or a university employee. Appeals should be made, in writing, to the person/department rendering the decision with which there is disagreement. A response will come within five business days. If the response is not satisfactory, an appeal may be made to the supervisor of the person/department responding to the initial appeal. This appeal should be made within three days of the previous decision. The response from the supervisor will come within five business days and is final and binding on all parties. This appeal procedure does not apply to academic decisions (see Academic Matters above).

**A grievance** should be submitted when a student believes he/she has been mistreated by a CIU faculty or staff member. The grievance process is described as follows:

**Step 1:** After submitting a written grievance, the student should formally discuss the matter with the individual or office involved. If a student believes Step 1 is especially daunting or inappropriate given the situation, he or she may proceed to Step 2. This procedure should not be followed in the case of a disciplinary appeal. Please refer to the disciplinary appeal process stated earlier in the student handbook.

After a discussion with the individual or office involved, if the student feels the situation has not been resolved satisfactorily, Step 2 of this process may be taken:

**Step 2:** Once a student has addressed the individual or office involved, the student may direct a letter explaining the grievance to the supervisor of the person or office involved. If unknown, Student Life should be contacted for the name of the appropriate person to address. The student should submit the letter in writing within three days of receiving information identifying the contact person.

After submitting a letter, the student may request a meeting to present a verbal statement, bring witnesses and evidence, and to answer questions. In addition, the student may request a neutral observer (only) who is a current CIU student to join him/her at this meeting. Neither the student nor the observer will be allowed to be present during the decision process. Following the discussion and decision, the appropriate university representative will provide a written response to the student outlining the decision within five business days.

**Step 3:** If this response does not resolve the issue, the grievance may continue through the following process in order:

1. Dean of Student Life            X5234    (Student Center)
2. Provost                            X5027    (Administration Building)

In each instance the student with the grievance should contact the next office within three business days of notification from the previous office. The CIU official will reply back within five business days of notification from the student filing the grievance.

**\* Title IX of the Education Amendments of 1972** is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. According to Title IX, the perceived perpetrator may be any member of the CIU community, current student or employee, male or female. If a student, male or female, believes that he/she has been a victim of discrimination on the basis of sex, it should be immediately reported to the Dean of Student Life.

### **Title IX Compliance Statement**

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Columbia International University is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on a victim's academic, social, working, and personal life, and negatively affects victims' friends and families, other students, co-workers, and members of the university community. To combat this complex problem, CIU provides resources and educational programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Victims of sexual violence, sexual harassment, stalking, and relationship violence are encouraged to seek support and report the incident. CIU has appointed a Title IX Coordinator and Deputy Coordinators to oversee CIU's response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor the effectiveness of CIU's Title IX compliance efforts.

If a person believes that a violation has occurred, please report it to the appropriate CIU office listed below. CIU will not tolerate any form of retaliation toward a person reporting a violation. A comprehensive policy is available online in the Student Life section of [my.ciu.edu](http://my.ciu.edu).

### **Title IX Compliance Officers:**

#### **Title IX Coordinator:**

Dr. James Lanpher, Office of the Provost  
Columbia International University, 7435 Monticello Road, Columbia, SC 29203  
(803) 807-5027 e-mail, [TitleIXCoordinator@ciu.edu](mailto:TitleIXCoordinator@ciu.edu)

## **Title IX Deputy Coordinators:**

### Employee-related compliance matters:

Don Jones, Director of Human Resources

Columbia International University, 7435 Monticello Road, Columbia, SC 29203  
(803) 807-5009, [djones@ciu.edu](mailto:djones@ciu.edu)

### Athletics-related compliance matters:

Kim Abbott, Athletics Director

Columbia International University, 7435 Monticello Road, Columbia, SC 29203  
(803) 807-5004, [kabbott@ciu.edu](mailto:kabbott@ciu.edu)

### Student and general compliance matters:

Rick Swift, Dean of Student Life

Columbia International University, 7435 Monticello Road, Columbia, SC 29203  
(803) 807-5234, [rsswift@ciu.edu](mailto:rsswift@ciu.edu)

## **Columbia International University Title IX Policy**

### **Biblical Foundation for the Policy:**

The body is not meant for sexual immorality, but for the Lord, and the Lord for the body...Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body (1 Cor. 6:13b, 18-20).

### **Definitions:**

*Title IX:* Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, in educational programs or activities which receive Federal financial assistance. Further, Title IX forbids sex discrimination in all university services and programs. More specifically, Title IX covers sexual harassment and sexual assault as a form of sex discrimination. Sexual harassment, which includes acts of sexual assault/violence such as rape, sexual battery or sexual coercion, along with stalking, is a form of gender-based discrimination prohibited by Title IX. *See additional definitions under the Campus SaVE Act Policy.*

*Sexual harassment:* Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's well-being, unreasonably interferes with an individual's living, educational or work performance, or creates an intimidating, hostile, or offensive environment.

*Sexual assault:* Sexual assault refers to a range of behaviors, including but not limited to, a completed nonconsensual sex act (e.g., rape), an attempted nonconsensual sex act, and/or abusive sexual contact (i.e., unwanted touching). Sexual assault includes any sexual act or behavior that is perpetrated when someone does not or cannot consent. Lack of consent may be inferred when a perpetrator uses force, harassment, threat of force, threat

of adverse personnel or disciplinary action, or other coercion, or when the victim is asleep, incapacitated, unconscious, or physically or legally incapable of consent.

*Stalking:* Stalking refers to harassing, unwanted or threatening conduct that causes a victim to reasonably fear for his or her safety or the safety of a family member. Stalking conduct can include, but is not limited to: following or spying on a person; appearing uninvited and unwanted at a person's residence or work; waiting at places in order to make unwanted contact with a person or to monitor a person; leaving undesired items (e.g., presents or flowers) for a person; and posting information or spreading rumors about a person on the Internet, in a public place, or by word of mouth. It also includes "cyberstalking": following a person's Internet activity with malicious intent, hacking into someone's email, making anonymous contact with someone over the Internet or by email, or otherwise using technology to make unwanted contact. Stalking may occur through use of technology including, but not limited to, email, voice mail, text messaging, and use of GPS and social networking sites.

### **CIU Response to Title IX Complaints/Violations:**

Sexual harassment, sexual assault/violence, stalking and relationship violence have a profound impact on a victim's academic, social, working, and personal life, and negatively affects victims' friends and families, other students, co-workers, and members of the university community. Columbia International University (hereafter, "CIU") does not and will not tolerate sex discrimination. Prohibited sex discrimination includes all forms of sexual harassment or sexual violence (as defined above). CIU will pursue the perpetrators of such acts to the fullest extent possible. Further, CIU is committed to supporting victims through the appropriate provision of safety and support services; providing resources to assist all members of the CIU community – including students, faculty and staff.

### **CIU Title IX Coordinator(s):**

CIU has appointed a Title IX Coordinator and Deputy Coordinators to oversee CIU's response to Title IX complaints, to develop training and education programs/materials for students, faculty and staff, as well as to monitor the effectiveness of CIU's Title IX compliance efforts. See above in the CIU Student Handbook for contact information.

### **Reporting of Sexual Harassment, Sexual Assault and Stalking:**

CIU encourages reporting of all incidents of sex discrimination, including sexual harassment, sexual assault and stalking to both CIU Security and to law enforcement authorities. CIU respects that the victim (complainant) is the one who must decide whether to report or not to report. Advocates are available to inform victims of the reporting procedures and offer appropriate referrals. Victims who choose to pursue the reporting process have the right to assistance or consultation of an advocate. CIU offers services to victims even if they choose not to report the incidents. The Student Life Office provides services and information for victims in a safe, supportive and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the university by non-students or non-employees in certain circumstances.

In certain instances, CIU may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger and when a weapon may be involved. However, it is crucial in these circumstances to consult with supervisory staff and/or Student Life personnel, since reporting may compromise the safety of the victim. Personal safety concerns are often very important for victims. Crisis intervention and victim safety concerns will take precedence. CIU will not tolerate any form of retaliation toward a person reporting a violation.

**Complainant's (Victim's) Safety and Rights:**

CIU community members (students, faculty and staff) have the right to live free of behaviors that interfere with attaining their educational and/or professional goals. Community members who report sexual harassment, sexual assault, or stalking have the right to the following:

- Treatment with dignity and respect, without biased attitudes or judgments
- Not having past and irrelevant conduct discussed during any resulting proceedings
- Changes in academic, professional and/or living situations, if possible and/or necessary
- All support services regardless of the choice to file a school or criminal complaint
- Submission of a written report of the incident and a victim-impact statement
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings
- Contact with local law enforcement to pursue a potential criminal investigation
- Having one's identity protected

Further accommodations may include:

- No-contact order
- Services of a student victim advocate
- Witness impact statement
- Change in an academic schedule, if possible and/or necessary
- Provision of alternative housing opportunities
- The imposition of an interim suspension of the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Student Life Office.

**Rights of the Accused:**

CIU community members (students, faculty and staff) accused of sexual harassment, sexual assault, or stalking behaviors have rights on this campus. These include the following:

- The right to know the nature and source of the evidence used in the hearing process
- The right to present witnesses and material evidence relevant to the case
- The right to an advocate or attorney to aid in the preparation and presentation of the case
- Access to services from the counseling, health center or other campus service group
- Voluntary residence hall relocation, when available and if applicable
- Consultation with a campus official on academic support services and referrals to community resources when appropriate and if applicable

**Investigative Process:**

CIU's Title IX Coordinator and/or Deputy Coordinator and/or designee will ensure that all reports of alleged sex discrimination (harassment, assault, stalking) are immediately investigated in a thorough and appropriate manner. The Title IX Coordinator or designee shall serve as Investigator. The Investigator will interview the complainant (alleged victim), the accused and any witnesses. The complainant and the accused may each invite an advocate/advisor to all interviews. The Investigator will also gather any pertinent evidentiary materials and prepare a report detailing the content of the interviews and the evidentiary materials gathered.

All investigations will be completed within 60 days of the start of any investigation. Directly and promptly following the conclusion of the investigation, the Title IX Coordinator or designee will determine whether some credible evidence exists to believe that sex discrimination may have occurred. The Title IX Coordinator or designee may direct additional investigation if he/she determines such investigation is necessary or desirable. If credible evidence of sex discrimination exists, the matter will be processed as set forth under the *Disciplinary Process* heading of this policy (below). If credible evidence of sex discrimination does not exist, the matter will be concluded as to the accused person. However, CIU may, through the Title IX Coordinator, still consider whether other forms of remedial or community-based steps are appropriate to educate the community or reduce the risk of future sex discrimination.

**Confidentiality:**

From the time a report is made, the accused individual, the complainant (alleged victim), any witnesses who are interviewed in the investigation and all other parties to the investigation or procedures will be notified of CIU's expectation of confidentiality and privacy. CIU will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in investigations of alleged sex discrimination.

**Complainant Participation:**

The Title IX Coordinator or designee will, before a hearing is conducted, determine whether the complainant (alleged victim) is willing to participate in a hearing. A complainant's request that reports of sex discrimination remain confidential will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of CIU's legal obligation to ensure a learning and working environment free from sex discrimination and the due process rights of the accused person to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although CIU will comply with requests for confidentiality to the extent possible. If the complainant requests confidentiality or asks that a complaint not be pursued, CIU will inform the complainant that its ability to respond consistent with the request would be limited, and that retaliation is prohibited and that CIU will take steps to prevent retaliation and to respond if it occurs. Even if the complainant declines to participate in the investigation, CIU will take reasonable steps to investigate and respond to the situation, consistent with its obligation to the entire CIU community.

**No-Contact Directives:**

CIU's Title IX Coordinator or designee may also direct those involved in an alleged incident not to have contact with one another pending completion of the investigation concerning that incident. Such a directive is not a sanction or disciplinary outcome but is designed to maintain civility and avoid potential escalating tensions.

**Notification of Law Enforcement:**

The Title IX Coordinator or designee shall determine whether local law enforcement or other authorities should be notified. (The Title IX Coordinator will notify the complainant of their right to contact local law enforcement at the initial stages of the report/complaint).

**Interim Sanctions:**

The Title IX Coordinator, in consultation with appropriate administrative leadership may impose interim sanctions (up to and including suspension) prior to the beginning of the disciplinary process. The interim sanction/suspension may be imposed in cases where the alleged action of the accused may pose a threat to the well-being of the CIU community or to the accused himself/herself. Such sanctions are appropriate and should be promptly imposed where needed to protect any member of the CIU community, including anyone connected with the matter, or to prevent recurrence or retaliation pending completion of the investigation. Following the imposition of an interim sanction, the opportunity for a hearing will be provided as expeditiously as possible.

**Standard of Proof:**

The standard for determining the culpability of the accused for a sex discrimination policy violation will be a preponderance of the evidence. This means the determination shall be made on the basis of whether it is more likely than not that the accused violated the CIU Title IX policy in a way that constitutes sex discrimination as defined in this policy.

**Disciplinary Process:**

Disciplinary sanctions for violations of this policy and/or of the student code of conduct will be imposed in accordance with applicable Student Life policies.

As applicable, accused parties should refer to CIU's Student Handbook for more information on their rights, resolution of disciplinary charges, disciplinary procedures and responsibilities.

The accused individual may accept responsibility for violating the Title IX policy and receive administratively-imposed disciplinary sanctions without a formal hearing. The accused and the complainant will be informed of the sanctions.

**Appeal Process:**

An appeal may be filed by either the complainant or the accused in accordance with the appeal process stated in the CIU Student Handbook. The appeal must be received within five business days of the conclusion of the investigation (the date sanctions are imposed).

**Campus SaVE Act Policy:**

The Campus SaVE (Campus Sexual Violence Elimination) Act is an amendment to the guidelines of the Clery Act. Title IX is a Federal Civil Right prohibiting sexual discrimination in higher education but the items within the SaVE overlap and complement prohibitions stated in the Title IX policy. CIU will publish annual crime statistics as part of a process to ensure CIU is proactive in providing a campus that is safe and free from additional forms of sexual discrimination and/or violence. There are four main areas prohibited under the Campus SaVE Act, and a violation within one of these categories will result in prompt and direct attention from the CIU administration. Anyone who believes they have been a victim in any of these areas, or anyone who believes they have witnessed an act described below should report the incident to a member of the Student Life Department (or any CIU employee) at the earliest opportunity.

**Sexual Assault:** an offense meeting one of the following definitions:

Rape: the penetration, no matter how slight, of a person's private body parts with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: the touching of private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent due to age or any temporary or permanent mental incapacity.

Incest: sexual intercourse between people who are related to each other within the degrees where marriage is prohibited by law.

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent (age 16 in South Carolina).

**Dating Violence:** when someone you are in a romantic/intimate relationship with kicks, slaps, hits, or shoves you, these are some physical instances of dating violence. If that person keeps you away from friends and family, shames you, calls you names, bullies, or publically embarrasses you on purpose, these are **psychological and emotional** examples of abuse/violence.

**Domestic Violence:** (see examples above) can be committed by: a current or former spouse/partner; a person with whom you share a child; against a legally protected adult or child. Most abusive relationships are characterized by possessive and controlling behaviors.

**Stalking:** when someone engages in a course of conduct directed at a specific person that causes that person to fear for his/her safety or the safety of others. Behaviors may include:

- Threats to harm you, family or friends
- Showing up or driving by where you are
- Following you
- Monitoring your phone or computer use
- Using technology to track you
- Damaging your home or property
- Spreading rumors about you online, in public, or by word of mouth
- Digging for information about you
- Sending unwanted gifts, notes, texts, phone calls, or emails (two or more unwanted text messages, emails, etc. that cause fear is considered stalking).

**Bystander Intervention:** All students, faculty and staff should learn to recognize troublesome situations and intervene in a simple and safe manner, including:

- Provide a distraction that interrupts an action
- Directly engage one or more parties involved
- Get Campus Security involved
- Get a friend to assist in helping
- Ask the person in a potentially dangerous situation if he/she is OK and/or wants to leave
- Make sure a person gets home safely

All students, faculty and staff should learn to be proactive bystanders:

- Speak up when you overhear bragging, jokes, or stories glorifying sexual violence
- Treat people with respect (second greatest command)
- Watch out for your friends at parties – don't go to those kind of parties!
- Educate yourselves and your friends
- Talk to and challenge friends about confronting sexual and relational violence
- Be a knowledgeable resource for survivors.

**CIU Response:** At the report of any incident falling into the category of sexual assault, dating violence, domestic violence, or stalking, CIU will seek to:

- stop the activity and provide any care and attention necessary for the accuser and the accused,
- prevent any ongoing behaviors with a balance between confidentiality and CIU's obligation to provide a safe and nondiscriminatory environment, and coordinate with local law enforcement (when applicable), and
- remedy the situation by determining the proper investigative and disciplinary process, and a long-term, campus related response.

**Disciplinary Process and Appeals:** The investigative, disciplinary, and appeal process will follow as described in the Title IX Policy and in the CIU Student Handbook.

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