

**North Greenville University – Tigerville Campus**  
7801 N. Tigerville Road, Tigerville, SC 29688

**North Greenville University – Greer Campus**  
405 Lancaster Avenue  
Greer, SC 29650

(864) 977-7000  
[www.ngu.edu](http://www.ngu.edu)

# NGU Student Handbook



## **ACADEMIC YEAR 2018-2019**

*This publication of North Greenville University is intended to inform all students, faculty, and staff of the general policies and procedures of the University as they pertain to the current student body at North Greenville University. The enclosed documentation is for the 2018-2019 Academic Year.*

*Any and all students who attend North Greenville University must understand, agree with, and conform to all regulations, standards, and policies detailed in the below document. Further, let it be understood that attendance at North Greenville University is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. The University may request the withdrawal of any student at any time who, in the opinion of the University, does not fit into the spirit of the institution, regardless of whether or not he or she conforms to the specific rules and regulations of the University.*

# CONTENTS

<a href="#"><u>AFFIRMATION STATEMENT</u></a> .....	1
<a href="#"><u>BUILDING A COMMUNITY OF GRACE</u></a> .....	2
<a href="#"><u>STUDENT POLICIES</u></a> .....	4
<a href="#"><u>RESIDENCE LIFE POLICIES</u></a> .....	14
<a href="#"><u>SEXUAL BEHAVIOR POLICY AND GUIDELINES</u></a> .....	22
<a href="#"><u>PARKING AND TRAFFIC REGULATIONS</u></a> .....	29
<a href="#"><u>ACADEMIC POLICIES</u></a> .....	38
<a href="#"><u>TECHNOLOGY AND IT SERVICES POLICIES</u></a> .....	41
<a href="#"><u>STUDENT ACCOUNTABILITY</u></a> .....	43
<a href="#"><u>STUDENT ADVOCACY</u></a> .....	46
<a href="#"><u>LOST AND FOUND</u></a> .....	47
<a href="#"><u>DINING HALL REGULATIONS</u></a> .....	47
<a href="#"><u>POST OFFICE</u></a> .....	48
<a href="#"><u>NGU UNIVERSITY STORE</u></a> .....	48
<a href="#"><u>GYMNASIUM POLICY</u></a> .....	50
<a href="#"><u>NGU SAFETY PLAN</u></a> .....	51
<a href="#"><u>WHERE TO FIND HELP</u></a> .....	61

# AFFIRMATION STATEMENT

Under the Constitution and By-Laws of North Greenville University, the President is the head of all departments of the university exercising such supervision and direction as will promote their efficiency. His power is directly delegated to the Vice-President for Student Life in the areas of student health, discipline, counseling, supervision of the residence halls, and campus security. Because of the unique role North Greenville University plays in Christian higher education as part of the South Carolina Baptist Convention, the Executive Committee of the Board of Trustees wishes to affirm its long-standing position in regard to these student discipline issues. The policies and procedures described below have been established to insure the rights and privileges of all members of the university community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the university. Violation of any of the rules and regulations of the Student Conduct Code, by students, whether on or off campus, may result in the imposition of any of the disciplinary measures described below, including suspension or expulsion.

North Greenville University follows FERPA law protecting the privacy of student educational records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The link to the FERPA policy can be found on the NGU student portal under “Forms and Information.”

# BUILDING A COMMUNITY OF GRACE

What is a community of grace? It is a place where rigid rules kept in place by strict enforcement are replaced by right living through a covenant agreement based on the shared values and marvelous grace of our Lord and Savior, Jesus Christ. It is a community based on the transformation that takes place in a person's life after a life-changing encounter with Christ. It is the difference between being conformed to a pattern of behavior set by the culture, or wisdom of the age, and being transformed to a pattern of behavior characterized by the goodness of God as experienced through the grace of Jesus Christ. Or, as the Apostle Paul expressed it:

Therefore, brothers, by the mercies of God, I urge you to present your bodies as a living sacrifice, holy and pleasing to God; this is your spiritual worship. Do not be conformed to this age but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing and perfect will of God. *Romans 12:1-2*

In this context, a living sacrifice is one that willingly remains on the altar submitting to the Lordship of Christ and surrendering ourselves up daily to be transformed by the renewing of our minds for the purpose of finding God's perfect will.

This community is characterized by people who agree:

Love must be without hypocrisy. Detest evil, cling to good. Show family affection to one another with brotherly love. Outdo one another in showing honor. Do not lack diligence; be fervent in spirit; serve the Lord. Rejoice in hope; be patient in affliction; be persistent in prayer. Share with the saints in their needs; pursue hospitality. Bless those who persecute you; bless and do not curse. Rejoice with those who rejoice; weep with those who weep. Be in agreement with one another. Do not be proud; instead, associate with the humble. Do not be wise in your own estimation. Do not repay anyone evil for evil. Try to do what is honorable in everyone's eyes. If possible, on your part, live at peace with everyone. *Romans 12:9-18*

Our standard for living in a community of grace is rooted in and revealed through the Word of God. Therefore, we agree:

All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work. *2 Timothy 3:16-17*

We believe people living and loving together in a community of grace, being led by the Holy Spirit will produce the fruit of the Spirit.

But the fruit of the Spirit is love, joy peace patience kindness, goodness, faith, gentleness, self-control. Against such things there is no law. *Galatians 5:22-23*

The Office of Student Life exists at North Greenville University to create an environment where every student can discover and express their full potential as productive members of society. Christianity is not a stuffy, stilted or stifling lifestyle standing still in a world moving at breakneck speed. It is a lifestyle that liberates us from the narrow views of a selfish culture focused on self-gratification and elevates us to the heights of God's perfect plan for our lives. It brings us together in a community of grace that is characterized by:

- True love that flows from God and brings us together in honest relationships
- The abandonment of evil in favor of clinging to that which is good
- Showing honor to one another in a spirit of cooperation and mutual encouragement
- Being diligent in our pursuit of the right and fervent in our service to God and each other
- Hope, prayer, patience, and a sense of pure hospitality
- Sharing in both the trials and triumphs of all members of the community; rejoicing in our shared victories and weeping in our shared heartbreaks
- Living in humility and peace with everyone in the community, celebrating our differences and yet cultivating the sense of oneness that flows from our shared understanding of our dependence on God's grace.
- Standing for and defending principles that are rooted and grounded in God's Word.

Our community of grace will not be achieved by a forced atmosphere of pseudo peace. It will be achieved by developing healthy habits of the heart through the disciplined work of renewing our minds in Christ Jesus by diligently seeking His Word and His ways. But if we agree to enter into the following covenant of shared values that goes against the grain of societal selfishness and cultural individualism, we have what Seattle Pacific University President Philip Eaton calls, "a chance to model a different way, an alternative that is based on our Christian understanding of what is true and good and beautiful."

What is a covenant? It is the act of binding or establishing a bond between two parties where both parties have an agreed upon obligation to keep the bond intact. The most used word for covenant in the Bible appears around 280 times in the Old Testament and at least 33 times in the New Testament. It means mutual cooperation in achieving a goal or setting a standard. Genesis 15 records the covenant God entered into with Abraham, promising to give him a land and many descendants.

The Student Life team presents the following policies as a covenant shared with you, the student, and we ask you to enter into this covenant of behavior so that we may create and maintain a community of grace.

# STUDENT POLICIES

*He is the image of the invisible God, the firstborn of all creation. For by him all things were created, in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things were created through him and for him. And he is before all things, and in him all things hold together. And he is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent. For in him all the fullness of God was pleased to dwell, and through him to reconcile to himself all things, whether on earth or in heaven, making peace by the blood of his cross.*

*And you, who once were alienated and hostile in mind, doing evil deeds, he has now reconciled in his body of flesh by his death, in order to present you holy and blameless and above reproach before him, if indeed you continue in the faith, stable and steadfast, not shifting from the hope of the gospel that you heard, which has been proclaimed in all creation under heaven, and of which I, Paul, became a minister. Colossians 1: 15-23*

We believe that Christ is the center of all creation and that He is the author and sovereign Lord of all human history. Therefore, as his redeemed followers, we should grow in our ability to bring glory to his name in all that we do--in the classroom and in the culture.

The policies listed below are designed to help all of us maintain our focus on Christ, honor scriptural truth; and provide an environment that allows our students to walk in the Spirit while growing closer to Christ.

It is the responsibility of every student to know all of the contents of this handbook and to abide by the content while identified with the university. The administration is committed to fostering a community of grace and will take all the steps necessary to hold all students accountable for all of the conditions that make up this covenant. Student agree to abide by the North Greenville University Student Handbook both on and off campus at all times while identified with the University. All students agree if they refuse to cooperate with university officials, they will forfeit all rights as outlined in this covenant and may be removed from the university property.

## Major Policies

The following areas are considered major by the University: **alcohol, drugs, physical and emotional assault or abuse, sexual misconduct, unauthorized visitation, violation of outside law, and outstanding disciplinary fines.** Please refer to the [Student Accountability](#) section on page 46 for a listing of sanctions that can be applied for a violation of the policies listed below.

### Alcoholic Beverages

The alcohol policy at NGU is based on three ideas. 1) Scripture often warns against continuing to live enslaved to “acts of the flesh” (Galatians 5:19-21). One of the most dangerous acts of the flesh often seen in our culture is “drunkenness.” Because Scripture warns against drunkenness and commends Christ-followers to be sober minded (1 Peter 5:8), we at NGU are aware of the importance of taking a stand in the area of alcohol consumption. 2) Alcohol consumption is, according to the state of South Carolina and Federal law, illegal for a large percentage of our community. 3) Based on research, alcohol consumption is often correlated with negative events including broken lives in college communities ([www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)). Based on

these principles, NGU students agree to abide by the following alcohol policy which deals with both possession and consumption.

- Students agree to refrain from the possession or consumption of alcoholic beverages while on campus or off campus. Possession and or consumption is prohibited.
- Students agree to refrain from being under the influence of alcoholic beverages at any time whether on or off campus. Intoxication caused by alcohol is prohibited.
- Students agree to neither possess, nor allow alcoholic beverages to be stored in a student's room, car, or other space on or off campus. Also, students agree the possession of any paraphernalia that is affiliated with the consumption alcohol should not be present on the campus at any time. Students agree that if an individual knowingly allows for alcoholic beverages to be stored or hidden in a space under their control, they agree to be held responsible, in part, for possessing alcohol.
- Appropriate officials/representatives will take the responsibility to determine if a student is deemed to be under the influence of alcohol. For University purposes, the ability of a university official/representative to smell alcohol on a student's breath is considered evidence in support of being under the influence of alcohol. Outside law enforcement, gate checks, personal observation, and the use of breathalyzer equipment may be employed to determine whether or not a student is under the influence of alcohol. Any positive result on the breathalyzer will be consider a violation of the Alcohol policy.

The following will be considered a violation of the alcohol policy by NGU Student Life Team members:

- Beer, Liquor, or Wine
- Powdered Alcohol
- Liquid alcohol for vaporizing
- Any consumable item that has alcohol content

### **Drugs**

Substance abuse is destructive to the very fabric of the individual student, family, and the University community. Substances include, but are not limited to, illegal drugs, mind altering substances, synthetic drugs and the misuse of prescription drugs that are used in any way other than in compliance with their corresponding prescription. Substance use and abuse has been shown to be harmful to the students health and well-being and the effects are known to be long lasting (<https://addiction.surgeongeneral.gov/surgeon-generals-report.pdf>). Illegal drugs are regulated by federal and South Carolina law and their use may lead to arrest, charges, and sanctions through the federal or state judicial processes. Also, 1 Corinthians 6:19-20 describes our bodies as "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."

The vigorous prevention of substance use or abuse is vital to the success of the student and the University community. Therefore, the following policies assist the University administration, Student Life Team, and students in preventing the destructive results of illegal drug use on campus. These policies apply to students both on and off campus.

- Students agree to refrain from the possession, use, act of being under the influence, sale, distribution or manufacture of any narcotic, mood or mind altering drug controlled by federal or SC law. All of these actions are prohibited.

- Students agree to refrain from the possession, use, being under the influence, sale, distribution, or manufacture of any synthetic or natural mood or mind altering drug or substance. All such actions are likewise prohibited.
- Students agree to refrain from the use or possession of medical marijuana. It is illegal in the state of South Carolina and is prohibited on campus.
- The University will use the assistance of drug- detecting K-9's or other methods in order to prevent, detect, and identify illegal or prohibited substances. The K-9's will be used randomly or directed to search in, but not limited to, resident halls, classroom building or other NGU buildings, vehicles, and personal belongings such as book bags. The interference with a K-9 search may result in immediate disciplinary action.
- In order to prevent, detect and identify illegal or prohibited substances the University has, and will exercise the right to search resident hall rooms, vehicles or personal belongings if the University deems it necessary. NGU [search procedures](#) can be found on page 19.
- The University will use drug testing methods such as urine or hair sample tests when considered necessary. Tests may be given on the NGU campus or at a medical/testing facility. Students agree, refusing to submit to a drug test may be considered a failed test and therefore result in immediate disciplinary action.
- Students agree to refrain from the possession of any kind of drug paraphernalia and understand the possession of any kind of drug paraphernalia is prohibited. The possession of drug paraphernalia may lead to major disciplinary action and will be considered grounds for searches and testing.
- Students agree to refrain from displaying posters, signs or other kinds of advertising that promotes illegal or prohibited substance consumption. This activity is prohibited.

### **Physical and Emotional Assault/Abuse**

1 Thessalonians 5:15 commands that no one should repay anyone with evil but that we are to all seek to “do good to one another and to everyone.” Because of this verse along with the overall testimony of Scripture (Rom 12:18-19) and in light of state and federal law, the University will not tolerate physical and emotional abuse or assault in any form.

Students agree to refrain from pushing, striking, or physically assaulting any student, faculty member, or staff member or any other individual on or off of the NGU campus. Also, students agree to treat others in a Christ-like manner because we are all called to walk in love (1 Cor 13) at all times. Because of this, no form of emotional or physical bullying, abuse, or hazing will be tolerated by NGU.

### **Sexual Misconduct**

Sexual misconduct violations are considered to be a major policy violation by the NGU administration. Please refer to the [Sexual Behavior Policy](#) section on page 22 for a detailed description of the policies and procedures that deal with sexual behavior and safety in the NGU community.

### **University Visitation**

Students agree to refrain visiting in the residence hall or campus controlled houses occupied by members of the opposite sex, unless it is during a University sponsored “special event.” No matter the length of the visit, any visitation outside of sanctioned times will be considered a major offense. There is no reason for an individual to enter into a residence hall occupied by the opposite sex, unless the individual is sanctioned to do so by the University. Specific guidelines for each special event will be published and must be followed during the event.

### **Violation of Outside Law**

Violation of local, state or federal law, on or off the campus, by a student can be considered a major offense. Students agree if they are found culpable or charged by outside law enforcement, they may be subject to disciplinary action, including loss of good standing status and loss of privilege to attend NGU.

### **Outstanding Disciplinary Fines**

Students with three outstanding disciplinary fines will be moved from good standing to “[not good standing](#)” status. Students will be notified by the Office of Student Life how they may return to good standing status.

Students agree failure to obtain a parking permit or to keep their parking permit up to date is a security issue for the University. Therefore, failure to obtain a parking permit or keep a parking permit up to date in a timely manner will result in disciplinary action through the office of Student Conduct.

### **General Policies**

The following general policies are considered very important to the NGU community. Violating these policies may result in disciplinary action. Please refer to the [Student Accountability](#) section on page 46 for a listing of sanctions that can be applied for a violation of the policies listed below.

### **Alternative Transportation**

#### ***Non-Motorized Transportation***

Bicycles, skateboards, long boards, kick scooters and roller blades, etc. are allowed on the North Greenville University campus with the following guidelines:

- Bicycles can be ridden anywhere on campus; however, they must have a permit from Campus Security. Students agree to refrain from storing bicycles in any stairwell, hallway, or common room in any of the campus buildings. They may be stored in the resident's room provided the bicycles are free of dirt, mud and debris. The resident must also have their roommate's permission to store the bicycle in the room. In the event the conditions concerning bicycles outlined above are not met, bicycles may be stored in designated areas outside the men's and women's residence halls or at any of the bike racks on campus. Please refer to the [parking rules and regulations](#) for more information and instructions concerning bicycles.
- Skateboards, push scooters, etc. may not be ridden on brick-paver sidewalks, on painted or sealed sidewalk areas or other areas as posted. Skating is prohibited inside of all campus buildings.
- Tricks or maneuvers that damage or destroy property on campus are strictly prohibited. Violators may be subject to disciplinary measures.
- The right of way on any sidewalk and walkway always goes to the pedestrian. Riders should always use proper caution and respect for others while riding on campus. When riding in a roadway or parking lot, riders should yield to any vehicle and use extreme caution in these areas.

#### ***Motorized Transportation***

Motorcycles and mopeds are welcome on campus. Segways and hover boards are not allowed on campus at any time due to insurance restrictions. Motorcycles and mopeds must be street

legal and must be registered with Campus Security to be driven on campus. Motorcycles and mopeds must be parked in a parking space when not being driven and they are not allowed to enter any of the campus buildings.

### **Bulletin Boards**

All notices displayed on bulletin boards and other campus areas must be approved by the office of Student Life. Students agree announcements should be placed only on bulletin boards. Students agree announcements may not be placed on windows or doors of campus buildings except in the residence halls.

### **Community Respect**

#### ***Campus-Wide Restricted Hours***

North Greenville University maintains a campus-wide restricted hours beginning at midnight Sunday–Thursday and 1 AM Friday and Saturday. All resident students agree to be in their room and all commuter students agree to be off campus during the designated restricted hours. Students agree they are not allowed to gather on campus or in non-residential campus buildings during these times. Although students are encouraged to remain on campus during restricted hours, any student may leave and return to campus at any time, including during restricted hours.

#### ***Class, Group, and Individual Respect***

Students agree to refrain from taking part in or promoting class or group clashes, fights, or other types of disorderly behavior in the residence halls or elsewhere, and, students agree to refrain from engaging in hazing or other interference with individual liberty or with academic or other university functions. All of these activities are prohibited.

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

#### ***Disorderly Assembly***

Students agree to carry themselves in a respectful and rational manner at all times. Because of this standard, students agree to refrain from assembling on campus for the purpose of creating a riot, engaging in the destruction of property, or any type of disorderly conduct that interferes with the normal operation of the University. The Student Life team agrees and will protect all students rights to assemble in a peaceful and non-disruptive assembly.

Further, students agree to accept responsibility for and agree to refrain from obstructing the free movements of other persons about the campus, interfering with the use of university facilities, or materially interfering with the normal operation of the University.

### ***Disorderly Conduct***

A community of grace promotes an environment where exaggerated conduct that draws attention to oneself or to a group is discouraged. Students agree our community of grace will not be characterized by boisterous, excessively noisy and loud comments and expressions (language), or any unrestrained activity that would disrupt the life and flow of the community. Students agree to refrain from making personal choices to ignore the University's request for orderly conduct. Students who violate this agreement will be subject to disciplinary action. Students are encouraged to enjoy themselves, their friends, and others while also keeping in mind the desire of the university to maintain an orderly and well-behaved community of grace.

- Students agree to refrain from disorderly or obscene conduct or breach of the peace on university property or at any function sponsored or supervised by the university or any recognized university organization. All such activity is prohibited.
- Students agree to refrain from conduct that materially interferes with the normal operation of the university while on university property or at functions sponsored or supervised by the university or any recognized university organization, and which, materially interferes with the normal operation of the university or the requirements of appropriate discipline. All of these activities are prohibited.
- Students agree to refrain from conduct, expressions, and actions that are obscene or, that are patently offensive to the prevailing standards of an academic community. All such behavior is prohibited.
- Students agree to always cooperate with and give their correct, legal name to any properly identified university faculty, Campus Security, administrator, or Student Life team member, or other staff member, who is operating in any official capacity with the university.
- Students agree never to engage in any action that emulates, or is related to, "gang" type activity. Actions include, but are not limited to, style of dress, wearing "gang" related paraphernalia, using "gang" symbols, and acting as a group to harass, intimidate, or participate in criminal activity. All such activities are prohibited.

### ***Fire Safety***

Students at NGU care for those around them. One way students express their care is by respecting and obeying all fire safety rules and regulations as follows:

- Only authorized personnel may touch or work on fire safety equipment when in a non-emergency state. Students agree to refrain from tampering with this equipment. Students who tamper with any fire safety equipment may be subject to disciplinary action.
- Students agree to refrain from giving a false report to Campus Security, either in person or by any other method, or cause a false fire alarm at any time. Fire alarms will only be pulled in the event of a fire emergency.
- Students agree to refrain from the possession of any incendiary device (including fireworks) while on campus. Student will also refrain from the sale, sharing, or use any of these devices while on campus.
  - Fireworks will only be used when formally authorized.
  - Fireworks will not be used at any University event (including athletics) unless authorized, qualified personnel are present and managing the use of the fireworks.
  - Fireworks are defined as any substance/item prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

- Students agree to refrain from setting or causing any fire on campus unless authorized to do so.
- Students agree they will not use drop cords or extension cords in any of the NGU facilities (including the residence halls). Student agree to use surge protectors for extension and multi-plugin capabilities.
- Students agree they will not burn incense, candles, or open flames of any kind in any of the NGU facilities (including residence halls). Further, students agree they will not use oil based air fresheners that use heat to disperse the oil scent. Air diffusers are permitted.

### ***Theft and Vandalism***

NGU students agree to respect the property of the University and members of the University community at all times:

- Students agree to refrain from taking, attempting to take, or keeping in his or her possession any property belonging to the University, to another member of the University community, or to a visitor to the campus without proper authorization.
- Students agree to sell their own textbooks unless they have obtained written permission from the rightful owner to conduct the sale.
- Students agree to refrain from malicious or intentional damage or destruction of property belonging to the university, to a member of the university community, or to a visitor to the campus.
- Whenever theft or vandalism occurs, students agree to immediately contact the Office of Campus Security and Student Life. The university will conduct an investigation, including searches, when deemed appropriate. The Greenville County Sheriff's Department may be asked to assist with any investigation. North Greenville University cannot be responsible for any personal items students bring onto campus and students are encouraged to consider purchasing low cost renters insurance to protect their valuables.

### ***Respect of University Officials and Peers***

University officials and representatives may have reason to question any student at any time. Whenever an inquiry is made, NGU students agree to respond immediately and answer all questions truthfully. Students agree to refrain from intentionally avoiding gate checks, requests to stop their vehicles or participating in other actions that avoid University officials. Doing so may result in disciplinary action. Failure to provide truthful information to University Officials can result in disciplinary measures up to and including the loss of privilege to attend.

### ***Dancing***

NGU is committed to creating a Christ-centered environment, where students have opportunities to grow in all areas of their life. As part of this goal, NGU seeks opportunities for appropriate social interactions that can assist our students in making lifelong healthy relationships with their peers. In our current culture, many forms of dance/movements are acceptable. Some of these forms are consistent with the testimony of Scripture and the worldview held by NGU, while others are more likely to distract from a Christ-centered approach to life. Therefore, in-order to remain consistent with the Christian mission and the goals of NGU, only certain dance forms, purposes, and venues will be allowed. Events involving or centered on dancing must be planned and enacted by the Office of Student Life.

## Dress Regulations

The primary objective of North Greenville University is to provide an environment that is Christ-centered and respectful to all who live and work together in our community of grace. 1 Corinthians 8:9-13 reminds us that our actions can play a major role in the lives of others. Therefore, we should always strive to be aware of how our choices may affect those around us. The personal appearance of every student is an important component of establishing a Christ-centered environment where the objectives of the University can be attained. Students are expected to dress in the manner described below while on University property or representing the University.

Students agree to always present themselves in a well-groomed manner when appearing in public. Students agree to refrain from wearing clothing or jewelry that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.

The following are the minimum standards that NGU student agree to follow:

- Shirts should cover all midriff and may not be transparent in any way. Spaghetti straps are not allowed and all sleeves must be hemmed (no cut-offs or cut-outs). Shirts must be worn at all times when outside of the residence halls.
- Skirts/Dresses should fit, be in good taste, be held up by straps (no spaghetti straps), and be no shorter than mid-thigh.
- Pants/shorts must be worn at waist level. Shorts must be properly fitted and in good taste and may not be shorter than mid-thigh and must not have any holes above mid-thigh. Yoga, tight legging or jegging style pants should be worn with a shirt or covering that is mid-thigh in length. Pajama type clothing/pants are not allowed outside the resident halls. Because of safety reasons, excessively baggy pants and clothing are not permitted.
- Hats or other head coverings may not be worn at events inside Turner Chapel, in classrooms, in administrative offices or at events designated as "Special Event" functions.
- Body/Facial Piercing is not permitted except on the earlobes or a small stud in the nose. Students may not have any other body part pierced. Students are not allowed to wear large gauged earrings or other items deemed inappropriate by the University. Male students who represent the University in an official capacity (such as choir, athletes, RAs, Coordinators, etc.) may not wear earrings while representing the school. Students who represent the University in an official capacity may not wear nose studs.
- Non-human colored hair is not permitted while on campus.
- "Special Event" Dress must be worn at all special events on campus. Students not adhering to the "Special Event" dress policy will not be allowed to enter a "Special Event." "Special Event" functions are cultural events, and other special occasions as determined by the University. "Special Event" dress is defined as the following:
  - Men – neatly fitting and pressed pants and, and at a minimum, a collared polo style shirt; dress shirt and tie are preferable, shirt must be tucked in. Only closed toed shoes will be permitted.
  - Women–neatly fitting dress, skirt/pants with a blouse, is acceptable. Dresses and skirts must not be shorter than mid-thigh.
  - Denim pants, athletic apparel, and shorts cannot be worn at "Special Event" functions. Neatly tied and clean athletic shoes (tennis shoes) are permitted.

The University reserves the right to make additions to NGU Dress code at any time. In the case of a change or addition, the student body will be notified.

### **Falsification of Records**

Students at NGU choose to be honest at all times no matter the consequence (Prov. 11:3; 2 Cor. 8:21; Col. 3:9; Eph. 4:25; Phil. 4:8-9). Because of this, students will refrain from altering, counterfeiting, or forging any record, form, or document used by the University. Students at NGU do not furnish written or oral false information to any official of the University (faculty, staff, or administration).

### **Gambling**

*And he said to them, "Take care, and be on your guard against all covetousness, for one's life does not consist in the abundance of his possessions." Luke 12:15*

*Keep your life free from love of money, and be content with what you have, for he has said, "I will never leave your nor forsake you. Hebrews 13:5*

Because of these verses and the overall testimony of Scripture, NGU cautions it students to abstain from gambling of any type. Students agree to refrain from playing any game of skill or chance for money or other items of value while on campus.

### **Student Identification Cards**

Community safety is a value at NGU. One tool that helps insure the safety of students, faculty, and staff is the official NGU ID cards issued to all students, faculty and staff. Below are the policies that students agree to abide by regarding the official NGU ID cards and identification.

- Students agree to carry their official NGU ID card at all times while on campus.
- Students agree to surrender their official NGU ID card upon the request of any university official or security officer of the university.
- Students agree to refrain from lending, selling, or otherwise transferring their ID card to any other individual. In the case that an ID is used improperly, the ID card may be confiscated and fines may be applied.
- Students agree to be known by their honesty and integrity at all times. Therefore, students agree to refrain from attempting to enter the dining hall or any social, athletic, or other event sponsored or supervised by the university or any recognized university organization without credentials for admission (e.g., ticket, identification card, or invitation), or in violation of any reasonable qualifications established for attendance. Students agree to always be prepared to present proper credentials to identified university faculty and staff upon their request.
- Students who lose their NGU ID card must request a replacement ID as soon as possible. Replacement ID Cards are \$25 and there is an additional \$10 charge if the student requires a proximity card (total of \$35).

### **Tobacco**

Tobacco products are prohibited on the university campus. This includes, but is not limited to, chewing tobacco, cigarettes, snuff, and herbal type products. All students, including students who participate in university sponsored athletic events, agree to refrain from the use of tobacco type products at any time. In addition, the use of "electronic cigarettes", water vapor cigarettes or other devices that simulate smoking are prohibited. Any and all paraphernalia including vaping devices associated with smoking can be confiscated and will not be returned to the owner.

## **Use of University Facilities**

### ***Scheduling of Campus Events and Facilities***

Anyone wishing to schedule any event on the North Greenville University campus must register the event with the Office of Student Life and with the Campus Minister's office, which maintains the university master calendar of events. Anyone wishing to plan an event requiring the use of Turner Auditorium, the Hayes Ministry Center, or the Avery Learning Center should coordinate with the University officials who are responsible for these venues. Appropriate forms are provided and must be filled out to reserve dates, spaces, and times for events. A master calendar will be maintained in the Office of Campus Ministry. The only exception for this policy are the campus guesthouses, the boardroom in the Donnan Building, and the President's dining room. These areas must be reserved through the President's office. Before any plans or arrangements are made, approval must be obtained for the event. Campus Security should be notified if any buildings are used outside of normal operating hours.

### ***Unauthorized Entry, and Campus Access***

North Greenville University is a private institution affiliated with the South Carolina Baptist Convention. Its facilities and properties are intended solely for the use of the faculty, staff, students, and their guests. Therefore, the University's President or his designated appointee reserves the right to deny access to any person or group whose actions, intentions, or beliefs are contrary to the University's mission.

Buildings will be opened and made available for students only during normal hours of operation unless approved in advance by the appropriate university faculty or staff member. Students who are in any building after normal hours without prior permission of a university official are in violation of this policy. Students having prior permission must have an afterhours pass on their person and available to show to any university official/representative. An Incident Report and Security Violation Report will be filed on any student in violation of this policy.

- Students agree to refrain from unauthorized entry into any university building, office, or other facility.
- No individual will remain in any building after normal operating hours unless authorized by a university faculty, staff member, or Campus Security officer.
- Students agree to use University facilities in the way they are designed (for the intended purpose of the facility).

### ***Exterior and Rooftops***

Students agree to refrain from climbing on any part of any campus building or structure.

### **Weapons**

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

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

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

### **Work Study Students and Student Assistants**

The University employs a number of students through the work-study program. When in the performance of their assigned duties, these students are working in the capacity of student employees and must be treated with the same respect as other employees.

### **School-Related Trips**

All of the above rules and regulations are in force from the beginning to the end of any and all school-related trips.

### **Closing Policy Statement**

Students agree, whether on campus or off campus, to abide by all university policies and regulations at all times. The reputation of the university, as well as the individual student's ability to succeed, is at stake. Each student is to be aware, at all times, that attendance at North Greenville University is a privilege and not a right. Students identified with the university must demonstrate conduct that reflects the Christ-centered commitment of the university and is consistent with this covenant in a community of grace.

## **RESIDENCE LIFE POLICIES**

It is expected that students living in Housing and Residence Life will cooperate with the Housing and Residence Life staff and with each other in maintaining a routine of living conducive to rest, study, relaxation, reasonable social interaction, and to wholesome university life. Living in residence is a privilege, and the university reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits, interferes with the rights of others, or are not in keeping with the purpose of the university. Also, a commuter student has the same responsibilities as the resident student where the same regulations and policies apply.

### **Residency Requirements**

1. All new, readmitted or continuing students are required to live on campus for a minimum of 8 consecutive regular (fall/spring) semesters unless they are approved for an exemption. The following exemptions may be allowed with the submission of a Residency Exemption Form and proper documentation submitted to the Office of Student Life.
  - a. Students who have completed eight (8) consecutive regular semesters in university housing.
  - b. Students over the age of 23 as of August 22, 2018.
  - c. Married students (To qualify for an exemption, the student must be married before the mid-term date of the semester.)

- d. Students living with immediate family or legal guardian are exempt from this requirement upon presentation of proper documentation. "Immediate Family" includes parents, adult sibling (over the age of 25), grandparents, or adult aunts and uncles. Legal guardian status must be verified by court order.
2. All incoming transfer students must reside on campus until their NGU enrolled regular semesters and the full-time transfer regular semesters equal 8 regular semesters unless they are approved for an exemption. Transfer students may request an exemption by following the guidelines listed under Section I above. Transfer students may also request an exemption based on their housing situation at their previous college. Exemption requests must be made in writing to the Office of Student Life and documentation must be provided.
3. Students who live with immediate family members may commute to North Greenville University from the following counties only: in South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg; in North Carolina – Henderson and Polk. The Office of Student Life is responsible for the approval of any exemptions. The student seeking exemption must turn in his or her Residency Exemption Form with the Office of Student Life.
4. All international students must live in the University's residential housing system. The only exceptions are international students living at home with parents or immediate family (meeting the requirements listed in Section III above) or living with a spouse.
5. No student may reside within five miles of the University unless residing at home with a legal parent or guardian.
6. All students who sign the "Housing Contract" are bound to the terms of the contract as of August 1, 2018, whether or not they meet the requirements as outlined above.
7. All campus housing is considered private property, reserved for the exclusive use of resident students, invited guests, and authorized University personnel.

### **Alcohol Advertising**

Alcoholic beverage containers, empty or otherwise, or alcohol advertising signs are not permitted in residence halls.

### **Appliances**

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

### **Community Damage**

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

## Damages

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

1. On cinder block or sheetrock walls, ONLY blue painter's tape or Frog green tape may be used to hang pictures, posters, etc. Double sided tape may not be used.
2. On wooden paneled walls, ONLY thumbtacks may be used to hang pictures, posters, etc. Nails & screws of any size may not be used.
3. The following **MAY NOT** be used on any surface in a residence hall: paint, double sided tape, duct tape, packing tape, contact paper, nails, screws, poster putty or glue (of any type).
4. No locks or lock system of any kind, type or description may be put on drawers, cabinets, closets or other university property at any time.
5. Self-adhesive stickers may not be put on any surfaces.
6. Furniture, walls, or other property may not be written on for any reason.
7. Fines will be levied on anyone who commits an infraction. Fines will amount to at least \$25.00 plus repair charges. Fines not paid in a timely manner will result in dismissal from the Residence Hall and could lead to dismissal from the university. The cost of damage to the buildings, in halls, porches, lounges, stairwells, or furnishings will be prorated, unless the offenders are known. There will be a \$25.00 fine levied against damage to mini-blinds.

## Exterior Entry and Exit Doors

For fire and safety reasons, entry/exit doors in all halls must be kept closed at all times. Doors must not ever be propped open.

## Fire Safety

1. Students agree not to tamper with fire safety equipment. Violation is an extremely serious offense warranting disciplinary action of at least a \$100 fine up to and including loss of privilege to attend NGU.
2. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
3. Students agree not to set or cause to be set any unauthorized fire in or on university property.
4. The possession or use of fireworks on university property or at events sponsored or supervised by the university or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. Students agree to refrain from making or causing to be made a false fire alarm.
6. Drop Cords or Extension Cords are not allowed in the resident halls. Only multi-plug cords with surge protection are allowed in the resident halls.
7. There shall be no burning of incense, candles, open flames of any kind, or the use of any other items deemed dangerous or unsafe. Oil based air fresheners are prohibited.

## Furniture

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

### **General Public**

Outsiders who persist in making a nuisance of themselves in the university community will be barred from the campus. Students who live off campus may be denied the privilege of visiting in the Residence Halls for failure to abide by the university Residence Hall regulations.

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

### **Health**

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

### **Immoral Material**

No pornographic, lewd, vulgar, or provocative material in any form is allowed on campus. This includes but is not limited to: posters, magazines, Johnson T-shirts, audiotapes/discs, video tapes/discs and electronic data downloads from the Internet. Violations are a serious offense.

### **Keys and Card Access**

Each resident is issued a key at the beginning of the semester. If a key is lost during the semester, it **MUST** be reported immediately to the Area Coordinator responsible for your residence hall and replaced by paying a fee of \$50.00. If the originally issued key is not returned by the resident at the end of the semester, that resident will be billed \$50.00 and disciplinary action may occur. Duplicate keys can be made only by the university maintenance department. Duplicate keys made by the student are a violation of policy. Students are to request a new key through the Office of Student Life. In the event of card access, losses of cards must be reported within 24 hours to Student Life and a replacement card will be issued. The cost is \$25.00 (standard card) or \$35.00 (prox cards). The women's residence halls will be locked at all times. Access is by key or card access. Alarms are set. Tampering with the Access system or alarms will result in fines and other disciplinary measures.

### **Meetings**

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

### **Pets**

Aquarium fish are the only pets allowed in the residence halls. Tanks may be cleaned in designated areas only. Contents of tanks may not be disposed in sinks, toilets, showers, etc. (See your Coordinator for instruction on proper disposal). Tanks over 10 gallons are not allowed. Comfort pets may be considered by Student Life if all proper medical documents have been signed and have been submitted to the Student Life office.

### **Quiet and Noise**

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

## Relocations and Consolidations

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

## Residence Hall Regulations

1. **Hours:** The women's residence halls will be locked at all times. Access is by key or card access. Alarms are set. Residents are to be off campus following their last class at the beginning of any holiday period. No vehicles are to be left on campus during breaks without written permission from Public Safety.
2. **Guests:** Students may request in writing to have overnight guests and the request must be approved in advance by the Men's or Women's Residence Coordinator respectively. Forms are available. Student hosts will be responsible for their guests' behavior while on campus. Pre-approved guests may visit on Friday and /or Saturday nights only. Exceptions will be considered on a case-by-case basis. Roommates must approve of a guest's being in the room. Guests must be of university age and must permanently reside at least 60 miles from NGU. All university policies apply to guests. Students who violate this policy will be fined and disciplined.
3. **Hall Closing:** All students must vacate the residence hall when they have finished their last examination. Established room checkout/room clearance procedure must be followed. Exceptions to this are graduating students and marshals for commencement who are pre-approved by the Residence Coordinator to remain in halls. All students must vacate the residence halls during holidays and various breaks.
4. **Hall Opening:** The residence halls open at announced times at the beginning of each semester and after holidays. Students may not return to the residence halls prior to the announced opening time.
5. **Holiday Closing:** All students are required to leave campus during fall break, spring break, all holiday breaks, and between semesters. Proper Checkout procedure must be followed. If students are required by the University to remain on campus during a holiday break they will be consolidated.
6. **Room/Board:** Students who live in university residence halls are required to pay board and take their meals in the university dining hall.
7. **Room Changes:** Residents may change rooms or roommates only with prior permission from the Men's or Women's Residence Coordinator respectively. Changing rooms/roommates without prior permission will result in disciplinary action. The required form must be completed.
8. **Room Checks:** Keeping an orderly, clean, neat room on a daily basis is one characteristic of maturity. Rooms must be neat and uncluttered at all times. Room checks by your Coordinator or other Student Life staff will be made on a weekly basis and spot checks will be made as needed. Semester schedules will be distributed. Guidelines for maintaining an orderly room will be issued to all residents. Students may forfeit their right to live in the residence hall for substandard room conditions. Other disciplinary measures, including fines, may apply.
9. **Room Checkout/Clearance:** Students must follow proper room check-out/clearance procedure when vacating a room. Improper room check-out/clearance will result in at

least a loss of damage deposit. The deposit must be reinstated to 100% before a student may return to the hall. Residents will forfeit their room damage deposit for rooms vacated and not left in a satisfactory manner. Additional fines may be assessed.

10. **Room Eligibility:** Resident students must take a minimum full time class load of twelve hours in order to remain in residence. Residents who attend for fall semester and return for the following spring semester must continue to reside in the hall unless otherwise approved.
11. **Room Security:** Students are to respect the privacy of other residents by not entering another's room when that person is out. All residents should lock their rooms when they are out. The university **IS NOT** responsible for theft or damages. The university cannot supply safe deposit or offer secure facilities for maintaining valuables. Students are discouraged from bringing valuables or keeping sums of money in their rooms. The University strongly suggests that students purchase insurance for their personal belongings.

### **Resident Assistants**

The University employs students to serve as Resident Assistants (RA) in Residence Life and in the Student Center. It is the responsibility of these students to assist the Offices of Student Life, Residence Life, and Student Activities in maintaining the proper atmosphere for rest, study, relaxation, recreation, and healthy living on campus. Resident Assistants are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful to others. The RA is a primary resource person in the residence halls and in the Student Center for information and assistance. Although not a disciplinarian, RAs are responsible for ensuring that all students abide by all policies. RAs will issue incident reports to students who are found to be in violation of university policies. RAs are employees of the university and must be treated with the same respect as any other employee.

### **Room Search Procedures**

Student Life reserves the right to search any room, automobile, electronic system, or person at any time when such action is deemed to be in the best interests of the University in accordance with the student handbook and the Search Procedures. Searches will not be conducted arbitrarily, instead Student Life staff must use reasonable suspicion to initiate a search. Reasonable suspicion includes, but is not limited to: items in plain view, words, actions, pictures, or anonymous tips, which are plausible in the opinion of an official. North Greenville University reserves the right to use drug detection canines and subject students to drug and alcohol testing to preserve the safety, health, and welfare of the campus.

These procedures are as follows:

1. A resident of the room may be present during room search.  
If the resident is not present, he/she will be notified either in writing, verbally, or electronically of the search once it has been completed.
2. Student Life officials must conduct room search.  
At least one full-time Student Life Staff member must be present to conduct/supervise the search. The Staff may be assisted by Resident Coordinators if needed. Campus Security may be present but cannot directly search a student, their room, or their property without the permission of Student Life.
3. If present, the resident should observe the opening of all drawers, suitcases, or other closed containers from the doorway of the room or the area of which is being searched.
4. Anything that is prohibited by University policies shall be confiscated and turned over to the Director of Student Conduct. University officials will file a report in Student Life.

5. Students found to be in violation of University policies shall be formally charged by the Assistant Vice President of Student Life or his/her representative.
6. Room inspections for orderliness, cleanliness and/or damages do not necessarily constitute a room search. However, a resident's room, student's vehicle, student's personal belongings or the student may be searched when university officials have reason to believe a search is in order. Reasons to believe include searches to insure that all university policies are being observed at all times by students. Searches will include the opening of drawers, storage space, and other places where alcohol, drugs, tobacco products, pornographic materials, or other kinds of contraband or unauthorized materials might be hidden. The Student Life Staff will make periodic checks at the discretion of the Associate Vice President of Student Life. The Resident Coordinators may confiscate contraband that is openly visible; however, they cannot conduct a search without the permission of a Student Life Official. Formal notice of their findings will be given to the Director of Student Conduct. Therefore, it can be used as evidence that might incriminate the student.
7. Any student may be searched physically by an authorized university official of the same sex.
8. The university reserves the right for an authorized university official to enter any room at any time.

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

### **Solicitation**

Sales or solicitations of any kind are not permitted on NGU property without specific written permission from the Office of Student Life.

### **Trash Disposal**

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

### **Visitation**

Students agree to refrain visiting in the residence hall or campus controlled houses occupied by members of the opposite sex, unless it is during a University sponsored "special event." No matter the length of the visit, any visitation outside of sanctioned times will be considered a major offense. There is no reason for an individual to enter into a residence hall occupied by the opposite sex, unless the individual is sanctioned to do so by the University. Specific guidelines for each special event will be published and must be followed during the event.

When dropping female students off at their dorms, male students may drive up to the front of Howard, Trustee, or Self; however, they must leave in a timely manner. It is not permissible to remain in parked car for a prolonged period of time in these areas.

Male residents living in Bruce, the Units, or Anthony may be dropped off either from the main road or in the Units' parking lot. It is not permissible to remain in a parked car for a prolonged period of time in these areas.

Persons of the opposite sex are allowed to drop off and pick up students at any house used by Residence Life, Crusader Court, Georgia, or Marshall. When picking up, the driver must remain in the drive-way or parking lot and must leave in a timely manner. When dropping off, the resident must exit the car in a timely manner and the driver must leave in a timely manner. It is not permissible to remain in the driveway of a house or a parking lot for a prolonged period of time due to traffic flow needs.

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

# SEXUAL BEHAVIOR POLICY AND GUIDELINES

## **Sexual Relationships and Sexual Misconduct**

God created sexual relationships to be a beautiful, intimate experience between a man and a woman within a marital relationship for two purposes; for producing offspring (Genesis 1:28) and for pleasure within the marriage relationship (Proverbs 5:18-19, Song of Solomon).

Sexual Relations are intended to be between a man and a woman within the marriage relationship. (1 Corinthians 7:2-5). The physical and emotional intimacy of sex is designed specifically to unite a couple in a commitment to each other. (Genesis 2:24, Matthew 19:5.)

Sexual relations outside of marriage are strongly prohibited in scripture. (Exodus 20:14; Proverbs 5 1-11, 6: 23-33, 7:5-27; 1 Corinthians 6:13-20).

Sexual Immorality is clearly prohibited in scripture (Romans 1:26-28; 1 Thessalonians 4:3; 1 Corinthians 6:13-20).

Therefore, North Greenville University students agree to abstain from the following:

- Adultery
- Pre-marital sex
- Fornication
- Sex outside of the marriage relationship
- Fondling
- Inappropriate touching of intimate areas of the body
- Homosexual activity
- Actions or behavior discordant with birth gender.
- Pornography

This list is not intended to be exhaustive and North Greenville University reserves the right to identify additional behaviors and practices as prohibited sexual conduct.

North Greenville University students agree sexual misconduct is harmful to the image and reputation of the individual, the University, and it violates the call to sexual purity found in God's Word. Students should be careful at all times not to place themselves in situations or activities that may lead to temptations or actions that could be interpreted as the practice or promotion of sexual misconduct.

Students who violate the policy regarding Sexual Relationships and Sexual Misconduct will be subject to the [disciplinary process](#).

Students who may be struggling with any sexual issue, concern or deviant behavior can seek non-disciplinary confidential counseling from the Office of Student Health-Counseling.

### **Sexual Harassment, Assault, and Violence**

North Greenville University is committed to providing an environment free from Sexual Harassment, Sexual Assault and Sexual Violence. Sexual Harassment, Sexual Assault and Sexual Violence by any member of the university community is a violation of both the law and university policy and will not be tolerated. Both males and females can be victims, and both males and females can be perpetrators of Sexual Harassment, Sexual Assault or Sexual Violence.

Incidents of Sexual Harassment, Sexual Assault or Sexual Violence will be addressed using the guidelines set forth by Title IX of the US Education Amendments, VAWA, local and state statutes and the student disciplinary process.

### **Title IX**

Title IX of the Education Amendments of 1972 states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." North Greenville University is a Christ centered community committed to the goal of educating individuals to become responsible citizens and leaders in the human community. The University is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the university community is a violation of both the law and university policy. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue that can affect any member of the university community and will be promptly addressed by the administration.

### **Definitions of Sexual Harassment**

For Students, harassment based on sex is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs and activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity;
2. Submission to such conduct is used as the basis for academic decisions affecting the individual, including, but not limited to, grade or academic progress:  
OR
3. When the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The basic point to remember is that sexual harassment is unwanted, unsolicited, or undesired attention of a sexual nature. Sexual harassment is a breach of the trusting relationship that normally exists between the employer-employee and the professor- student. Boundaries between the professional role and the personal relationship blur because the harasser introduces the personal element into what should be a sex -neutral situation. Sexual harassment can be exhibited verbally or physically. Examples of sexual harassment include; unwelcome sexual innuendoes, suggestive or insulting sounds, whistling in a suggestive manner, or humor and jokes about sex or (wo) men in general, implied or overt threats, and unwelcome patting, pinching, or touching.

### **Who can be Sexually Harassed?**

Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment can occur between supervisor and employee; coworker and coworker; campus visitor and university employee; professor and student, and student and student.

### **What you can do if you are Sexually Harassed**

1. Know your rights: See "Sexual Assault Victims' Bill of Rights" section below. Sexual harassment is illegal and university policy prohibits any university employee (faculty, staff, and student employees) or student from engaging in sexual harassment.
2. Speak up at the time: Say "NO!" clearly, firmly, and without smiling. This is not the time to be polite or vague. By being quiet, you enable the harassment to continue. Speaking up can protect others from being victimized and may decrease your feelings of helplessness.
3. Don't Blame Yourself: Sexual harassment is unwanted action that the harasser decides to take. It is not your fault.
4. Don't Delay: If you delay action, the harassment is likely to continue. An employee or student can report harassment to the following:
  - a. Title IX Coordinator - Robin McCarter - (864) 977-2008 or [robin.mccarter@ngu.edu](mailto:robin.mccarter@ngu.edu)
  - b. Campus Security (864) 977-7777
  - c. Assistant Vice President of Student Life - Billy Watson - (864) 977-7123 or [jw.watson@ngu.edu](mailto:jw.watson@ngu.edu)
  - d. Director of Student Conduct – Atari Jarrett – (864) 977-1283
  - e. Office of Campus Ministries - Dr. Steve Crouse - (864) 977-7022
  - f. Counseling Services:
    - i. Steven Bielby - (864) 663-0249
    - ii. Dr. Jared Thomas - (864) 663-0148

If you are an observer of what you perceive to be sexual harassment, you can also take steps to stop this form of discrimination. You can:

1. Speak up: Inform the harasser that his/her actions may be perceived as sexual harassment.
2. Support the victim: Provide comfort and assurance to the victim.
3. Report the incident: Talk to appropriate persons. (Title IX Coordinator, Student Life, Campus Security, Campus Ministries, or Counseling Services).

It is important for persons (victims and observers) to seek advice in determining if what they are experiencing is sexual harassment. Seeking advice can also provide information on how to keep what are initial overtures from developing into harassment. Oftentimes, persons may feel that

they can handle the situation when in fact they cannot. It is helpful to the university to know if such activities are occurring. Reporting the incident whether one decides to file an official complaint or not, benefits the victim, the university, and future students or employees.

### **Safeguards for Parties Involved**

Sexual harassment is a particularly sensitive issue that can affect any member of the university community. We will investigate Title IX complaints in a timely, fair and impartial manner. Trained university officials will conduct all investigations. Each reported incident will be handled on a case-by-case basis to determine whether the alleged violation occurred and if appropriate disciplinary action is warranted.

### **Sexual Assault Victims' Bill of Rights**

In accordance with Section 485 of the Higher Education Act of 1965, these rights are given to victims of campus related sexual assaults:

- The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right for North Greenville University (NGU) organizations which assist such victims to be recognized.
- The right to have sexual assaults committed against them investigated by North Greenville University Campus Security and Student Life and The University Title IX Coordinator; and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by NGU.
- The right to be free from any kind of pressure from any NGU entity that victims (a) not report crimes committed against them to NGU Campus Security, and disciplinary officials for civil or criminal action: or (b) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because:
  - victims are somehow "responsible" for the commission of crimes against them;
  - victims were contributory negligent or assumed the risk of being assaulted; or,
  - by reporting crimes, they would incur unwanted personal publicity.
- In any campus disciplinary hearing, the accused and accuser(s) have the right to have a family member present with them at the hearing. No lawyers will be allowed at the disciplinary hearing for either party. Both the accused and accuser have the right to be notified of the hearing outcome. The administrative staff member hearing the charges will determine the sanctions for the accused in cases of sexual assault. Sanctions may include any sanction deemed appropriate in The Student Handbook or Employee Handbook.
- The right to full and prompt cooperation from NGU personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by NGU, by other victim-service entities, or by services acquired by victims themselves.
- After campus assaults have been reported, the victims of such crimes shall have the right to require that NGU authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported

assailants. These steps also include immediate relocation of the reported victim to safe and secure alternative housing and transfer of classes if so requested by the victim.

In addition, students, whether sexual assault victims or not, have a right to habitability in on-campus housing accommodations for which NGU may receive any compensation, direct or indirect. Substantiated violations of these provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel.

### **Scriptural Defense of Marriage as Instituted by God**

Mylon Lefevre once said, "Anyone can have a marriage but only God can give holy matrimony." This is true because God is the giver and the sustainer of biblical marriage. After God created man from the dust of the ground and breathed into his nostrils the breath of life (Genesis 1:7), God placed him in the Garden of Eden and gave him the task of naming the animals. As they passed before Adam he realized that was not one of his kind who could be a suitable helper for him (Genesis 2:20). Then, for the first time, God declared something in His creation that was "not good." It was not good that man was alone, so God caused a deep sleep to fall upon Adam and He took a rib, fashioned a woman and brought her to Adam. Adam responded, "This is now bone of my bones and flesh of my flesh; she shall be called woman because she was taken out of Man" (Genesis 2:23). God then declared that a man would leave his father and his mother and cleave to his wife. The two of them would become one flesh as husband and wife (Genesis 2:24).

God's divine command for marriage is that a man and his wife would, "Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky, and over every living thing that moves on the earth" (Genesis 1:28). Solomon reveals God's plan for marriage also involves rejoicing and being exhilarated in the gift of love. The writer of Hebrews reminds us of the sacred nature of marriage, "Let marriage be held in honor among all, and let the marriage bed be undefiled; for fornicators and adulterers God will judge" (Hebrews 13:4)

In the New Testament, Jesus affirmed God's gift of marriage when He set a new standard for the permanent nature of marriage saying, "It was also said, 'whoever divorces his wife, let him give her a certificate of divorce. But I say to you that everyone who divorces his wife, except on the ground of sexual immorality, makes her commit adultery, and whoever marries a divorced woman commits adultery'" (Matthew 5:31-32). It is clear God's plan from the beginning was and still is one man and one woman for life.

Finally, in his letter to the church at Ephesus, Paul teaches us marriage is a living illustration to the world of the love Christ has for His Bride, the Church. After describing the love a man and woman should have for each other in marriage (it is a self-sacrificing, other focused love), Paul says, "Husbands, love your wives, just as Christ also loved the Church and gave Himself up for her; that He might sanctify her, having cleansed her by the washing of water with the word, that He might present to Himself to the church in all her glory, having no spot or wrinkle or any such thing; but that she should be holy and blameless" (Eph. 5:25-27). Later, Paul acknowledges, "This mystery is great; but I am speaking with reference to Christ and the church" (Eph. 5:32).

### **Scriptural Response to Homosexuality**

The book of Genesis clearly states God's intention for intimate human relationships to take place solely between a man and a woman. Genesis 1:27 says, "And God created man in His own image, in the image of God He created him; male and female he created them" One of

God's first creative acts was to create male and female and reveal the primary purpose of human sexuality. "God blessed them, and God said to them, 'Be fruitful and multiply, fill the earth and subdue it.'" Men and women were created to enter into the creative process with God by filling His creation with life through procreation. Homosexual relationships cannot fulfill God's primary purpose for procreating and filling the earth. Also, God saw that, "It is not good for man to be alone" and He responded by saying, "I will make a helper who is like him" (Genesis 2:18). God caused all of the animals He created to pass before Adam, in this, Adam discovered that there was no helper like him in the animal kingdom (Genesis 2:20). God created the woman to live in companionship with the man. When man was alone, God did not create another man to fill the companionship void in his life. God created woman, who joined the man to live in mutual oneness before God.

Later, in the Levitical Code, God communicated His contempt for same sex relationships saying, "If there is a man who lies with a male as those who lie with a woman, both of them have committed a detestable act; they shall surely be put to death. Their blood guiltiness is upon them" (Leviticus 20:13). This is a clear condemnation of homosexuality communicated in the context of all behavior that is considered to be immoral and detestable before the Lord.

The New Testament also confirms the condemnation of all same sex relationships. Writing to the Church at Corinth Paul says, "Or do you not know that the unrighteous shall not inherit the kingdom of God? Do not be deceived; neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor homosexuals, nor thieves, not the covetous, nor drunkards, not revilers, not swindlers shall inherit the kingdom of God." Some commentators have tried to explain away this direct condemnation of homosexuality by challenging the meaning of the Greek word *aresnokoitai* which, appears only in this verse to describe homosexuality. Some scholars argue Paul was exclusively condemning the Greek practice of pederasty, the relationship of an older man and a young prepubescent boy. However, the fact Paul actually made the word *aresnokoitai* by combining the Greek word *aresno* (male) and *koitai* (a slang term for intercourse) shows he was making sure no one would misunderstand exactly what he was condemning. By not using the Greek word for pederasty, opting instead to create a word that would clearly condemn male on male sexual activity, Paul was making sure no one would misunderstand exactly what he was condemning.

In his letter to the Church at Rome, Paul further clarified God's condemnation of same sex behavior by including it in his sweeping example of human beings' rebellion against the created order. Speaking about God's wrath being revealed from heaven, Paul writes "For this reason, God gave them over to degrading passions; for their women exchanged the natural function for that which is unnatural, and in the same way also the men abandoned the natural function of the woman and burned in their desire toward one another, men with men committing indecent acts and receiving in their own persons the due penalty of their error" (Romans 1:26-27). Here, Paul reveals God's condemnation for both homosexual and lesbian behavior, describing both as "degrading passions."

If you are struggling with same-sex attraction and want to get help, please reach out to one of our Student Life counselors. In a community of grace, your cry for help will be met with compassion by a confidential, caring, licensed counselor, who will help you on the path to freedom.

### **Scriptural Response to Transgenderism**

It is amazing how so many contemporary issues take us back to the book of Genesis for divine clarification! When God created humanity, he created male and female (Genesis 1:27-28; 2:18-

25). In fact, the Scripture acknowledges no other expression of gender. Yes, twelve times, the Bible mentions eunuchs (Esther, Isaiah, Jeremiah, Daniel, Matthew, and Acts) but each time, it is a reference to someone who agreed to be castrated for some particular service to a master or in order to serve in a specific role in government. The reference to eunuchs in Matthew says, "For there are eunuchs who have been so from birth, and there are eunuchs who have been made eunuchs by men, and there are eunuchs who have made themselves eunuchs for the sake of the kingdom of heaven" (Matthew 19:12). The statement, "eunuchs who were born" is simply a reference to men who were born without the ability to procreate. Those who were made eunuchs by someone else or by their own choice, were made eunuchs to qualify for a special place of service for a master or a King.

While it is true a person may agree with God's purpose for males and females and still make the argument their feelings tell them they should switch genders, as Christ followers, we are not to indulge or live by our feelings but by the transformation of our minds in Christ Jesus (Romans 12:1-2). The state of our emotions or our own desires should not take precedent over the way God has designed us and called us to live. We are called to "die to self," (Matthew 16:24) and to "no longer walk as we once did (Ephesians 4:17-18). We cannot accept the culture's call to be "true to ourselves" if that means going against God's Word.

Finally, if God's creative plan includes the binary of male and female, we are obviously meant to embrace the biological, creational difference between men and woman; and we cannot confuse these realities without displeasing God and calling His perfect design into question. We should remember that we do not possess an inalienable right to do what we please with our own bodies because, in reality, they are not our own. I Corinthians 6:19-20 says, "Do you not know that your body is a sanctuary of the Holy Spirit who is in you, whom you have from God? You are not your own, for you were bought with a price; therefore, glorify God in your body." It is impossible to "glorify God in your body" while rejecting the design God intended for your body.

If you are struggling with transgender issues and want to get help, please reach out to one of our Student Life counselors. In a community of grace, your cry for help will be met with compassion by a confidential, caring, licensed counselor, who will help you get on the path to freedom.

### **Biblical Statement on Pornography**

God prohibited sexually immoral acts in the Ten Commandments and the Law of Moses. Jesus elevated the standard from sexually immoral actions to sexually immoral thoughts. In the Sermon on the Mount, Jesus said, "You have heard that it was said, 'you shall not commit adultery. But I say to you that everyone who looks at a woman with lustful intent has already committed adultery with her in his heart'" (Matthew 5:27-28). Clearly, in this passage Jesus condemns lust. Since the very nature of pornography produces lust, a person cannot indulge in pornography without sinning.

Paul told the Thessalonian Christians to, "abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor, not in the passion of lust like the Gentiles who do not know God" (I Thessalonians 4:3-5). Peter warns God will, "keep the unrighteous under punishment until the day of judgment, and especially those who indulge in the lust of defiling passion and despise authority" (2 Peter 9-10). Paul wrote to the church at Colossae saying, "Put to death therefore, what is earthly in you: sexual immorality, impurity, passion, evil desire, and covetousness, which is idolatry" (Colossians 3:5).

While the Scripture's condemnation of pornography should be enough to deter anyone who seeks to please God to abstain from viewing pornography, there is a wealth of scientific evidence that shows viewing pornography is addictive and it can alter the brain. Mary Anne Layden, co-director of the Sexual Trauma and Psychopathology Program at the University of Pennsylvania's Center for Cognitive Therapy says porn is the, "Most concerning thing to psychological health that I know of existing today." She went on to say, "Pornography addicts have a more difficult time recovering from their addiction than cocaine addicts, since coke users can get the drug out of their system but pornographic images stay in the brain forever."

Psychiatrist Jeffrey Satinover said, "Pornography really does, unlike other addictions, biologically cause direct release of the most perfect addictive substance....naturally occurring opioids, which in effect, does what heroin can't do."

If you are struggling with viewing pornography and want to get help, please reach out to one of our Student Life counselors. In a community of grace, your cry for help will be met with compassion by a confidential, caring, licensed counselor, who will help get you on the path to freedom.

# PARKING AND TRAFFIC REGULATIONS

## 2018-2019 Parking Regulations

### Important Notice

Due to construction and policy changes at North Greenville University, North Greenville University Campus Security reserves the right to change or add to these Parking Regulations to better accommodate parking and traffic for students, faculty, staff and visitors at any time. Proper e-mail and other notices will be made before these changes take effect.

These regulations are applicable to all members of the campus community, including students, faculty, staff, and visitors.

### Parking Spaces

Below is a list of the different colored lines you will see on campus and what they mean.

- White Lines: student parking. Any student may park in this space so long as it is within a lot they are permitted to park in (for a detailed explanation of what permit type allows a student to park in what lots, see Where can I park?).
- Yellow Lines: faculty/staff parking. Students are not permitted to park in yellow spaces between 7:30am and 5:30pm. Students may park in yellow spaces from 6:00am until 7:30am or after 5:30pm. However, students are not allowed to leave their cars parked in yellow spaces after curfew (Sunday-Thursday: midnight, Friday-Saturday 1:00am).
- Blue Lines: state-mandated handicapped parking. Only those with state-issued handicapped permits, plaques, or license plates may park in blue spaces (note: an appropriate NGU-issued parking permit should also be displayed). Those with temporary medical permits issued by Campus Security are not allowed to park in state-mandated handicapped spaces (for questions about temporary medical permits, see Where can I park?).

- Red Lines/Curbs: fire lanes and no-parking zones. No parking is permitted in zones with red lines or curbs. Those who choose to park in red line areas will be ticketed.

### **Special Reserved Spaces**

There are several special reserved spaces around campus. These spaces are marked with a sign and are unavailable for students, faculty, staff, or visitors at all times. These spaces include, but are not limited to:

- Dr. Fant (President's) Space
- Chairman of the Board of Trustees' Space
- Marked spaces at Younts Football Stadium
- Spaces reserved for Student Life employees in the resident hall areas (marked by yellow lines and/or signs)

### **Visitor/Guest Spaces**

There are several spaces around campus that are reserved for visitors and guests to specific facilities, such as in front of Hayes Ministry Center and Turner Chapel. These spots are reserved only for off-campus visitors/guests of those departments and are unavailable to students, faculty, and staff at all times.

### **Chapel Speaker Spots**

The Chapel Speaker Space is reserved for the Chapel Speaker on Monday and Wednesday mornings. All other times, this space should be treated as a visitor or guest space.

### **Purchasing a Parking Permit**

All students, staff, and faculty members are required to have a parking permit.

### **Faculty and Staff**

Permits are available for faculty and staff members at no charge at the Campus Security office. Faculty and staff members may have as many permits as needed.

### **Students**

Students are required to purchase a parking permit each school year. Permits are issued from August 1 of the first calendar year (i.e. 2018) through July 31 of the second calendar year of the school year (i.e. 2019). At this time, single-semester or half-year permits are not available.

There is a parking permit fee of \$65.00. Students who wish to have two cars on campus may do so, but must purchase a second permit at the Campus Security Office. The charge for a second permit is \$10.00. If two students are members of the same household, they may purchase a primary permit for one student for \$65.00 and the other a secondary permit for \$10.00. Students wishing to purchase two permits in this manner must either be siblings residing in the same home or married students. Any student under 18 years of age at the time of enrollment must discuss the parking regulations with a parent or guardian at the time a permit is purchased.

If a student wishes to purchase his or her permit with a credit or debit card, visit <https://www.permitsales.net/NGU>. If a student is unable to purchase his or her permit with a credit or debit card, a parking permit may be purchased with cash or check at the Campus Security Office located at 23 Wingo St. (behind Todd Dining Hall).

If a student serves as a Resident Assistant (“RA”) or Resident Coordinator (“RC”), he or she is entitled to one free permit. If an RA or RC wishes to have two vehicles on campus, a second permit may be purchased for \$10.00.

Student vehicles with a North Greenville “NU” vanity license plate (see picture) are required to register their vehicles with Campus Security and are entitled to receive one free parking permit. By purchasing or accepting a permit, a student is acknowledging that he or she understands and agrees to abide by the parking regulations. Furthermore, he or she agrees that failure to obey regulation will result in a ticket for which he or she will be financially responsible.

In the event a student is unable to purchase a permit due to financial difficulties, a student may bring documentation of that difficulty to the Campus Security Office in order to make other arrangements for purchasing a parking permit. All requests will be reviewed on a case-by-case basis.

### **Where Can I Park**

Please find your permit type below to determine where you may park on campus.

#### **Grey Parking Permits**

Grey permits are issued to all commuter students. Students with a green permit may park in parking lots marked with corresponding color. Grey lots include the Commuter Lot around and behind the Averyt-Wood Classroom Building and Hayes Ministry Center, Tigerville Baptist Church Lot, Tuttle Clinic Overflow Lot, and the general overflow area of the Self/Trustee/Horton-Tingle/Emery Lot. Note that vehicles with grey permits are not allowed to be left on campus later than curfew (Sunday-Thursday midnight, Friday-Saturday 1:00am) without making prior arrangements with Campus Security.

#### **Blue Parking Permits**

Blue permits are issued to the male resident students.. Male residents may park in the areas marked for male residence halls. Vehicles with Blue parking permits parked in lots reserved for commuters or female residence halls will be ticketed.

#### **Red Parking Permits**

Red permits are issued to female resident students. Female residents may park in the areas marked for female residence halls. Vehicles with Red parking permits parked in lots reserved for commuters or male residence halls will be ticketed.

#### **Black Parking Permits**

Black permits are issued to all graduate school students. Black permits are allowed to park at the graduate facilities at the Fairview Campus, the Brashier Campus, and the new graduate facility in Greer.

#### **DE (Dual-Enrollment) Parking Permits**

DE permits are issued to dual enrollment students. Students with DE permits may park in the same areas designated for those with gray permits.

#### **Faculty/Staff Parking Permits**

Faculty/Staff permits are issued to part-time and full-time faculty and staff members of North Greenville University. Faculty and staff with a Faculty/Staff permit are allowed to park in yellow spaces convenient to the building in which they work.

### **Motorcycle Parking Permits**

Students who wish to have a motorcycle, “street legal” dirt bike, moped, or motorized scooter on campus must purchase a motorcycle permit. The cost of a motorcycle permit is \$65.00 if it is your primary vehicle or \$10.00 if it is your secondary vehicle. Motorcycles must obey all parking and traffic regulations and should be parked in the student’s designated area (for example, a male student living in Crusader Court should park his motorcycle in the CC parking areas or a female commuter should park her motorcycle in C parking areas). At this time, motorcycle permits are not available for purchase online, but can be purchased directly from the Campus Security office by cash or check.

### **Temporary Medical Parking Permits**

Temporary medical parking passes are issued to students with a temporary or permanent medical condition or issue who do not otherwise qualify for a state-mandated handicapped parking permit, plaque, or tag (such as a broken foot, a temporary illness, etc.). Students wishing to obtain a temporary medical parking pass may do so by bringing a note from their doctor to the Campus Security office and applying for one. (Note: a temporary medical parking pass does not negate the need for a current year permit.) Students with a temporary medical parking pass may park in any legal yellow or white space convenient to the buildings they need to use. However, students with a temporary medical parking pass may not park in the state-mandated handicapped parking spaces.

### **Campus Visitors**

Faculty, staff, and students who wish to bring a visitor onto campus are responsible for assisting that guest in finding appropriate parking and securing an appropriate parking pass for his or her visitor.

### **Short-Term/Day Visitors**

Short-term visitors/day visitors (those who will not be staying on campus overnight) should come by the Campus Security office and ask for a temporary permit. Visitors may park in any lot designated for Commuters or in front of the residence hall in which the student they are visiting resides.

### **Overnight Visitors**

Overnight visitors should obtain and fill out the Campus Guest Request form from the Office of Student Life. On this form, you will find a section labeled *Guest Vehicle Copy*. This portion should be placed on the dash on the driver’s side of the guest’s vehicle and will serve as his or her parking pass while on campus. Guests should park in the dorm area where they are staying.

### **Tickets Issued by Campus Security**

The North Greenville University Campus Security Department is authorized to enforce both campus policy and state law on the property of the university (Ch. 18, Title 40, South Carolina Code). Campus Security is authorized to issue both “campus tickets” and South Carolina Uniform Traffic Tickets (“blue tickets”).

### **Areas Where You Are Subject to be Towed**

1. Obstructing access to fire hydrants
2. Fire lanes
3. Handicap spaces (unless you are properly permitted)
4. Blocking driveways, alleyways, walkways, (including vehicles parked on curbs)

5. Sidewalks
6. Grass areas
7. Curb ramps
8. Service drives
9. Trash pickup areas (In front of dumpsters)

### Permit Regulations

All parking permits (with the exception of temporary or temporary medical permits) must be adhered to the windshield of the vehicle for which it is registered. Students' permits should be placed on the front windshield on the driver's side at the bottom and the rear windshield on the driver's side at the bottom. Please see the illustrations below.



Faculty/Staff should receive one permit instead of two. Faculty/staff permits should be adhered to the front windshield on the driver's side at the bottom (see above illustration). Note that Faculty/Staff permits are "cling" permits that adhere to the inside of the windshield.

When a student's permit order processes, the student will receive an email confirmation. Within that email there will be a link to print a temporary parking permit. Students should immediately print this temporary permit and place it on the driver's side dash facing outwards. This will be used in place of a permit until the actual permit arrives by mail at the address chosen by the student.

If a student has a leased vehicle and is not permitted to place stickers on the vehicle, he or she should contact Campus Security for advisement on alternative parking permit placement.

### Driving Regulations

The campus-wide speed limit is 15 miles per hour (MPH).

Obey all traffic signs and traffic laws of the state of South Carolina.

Watch for and yield right-of-way to pedestrians.

Students are not permitted to drive on Lakeview Rd. (the gravel road from the Maintenance Building to the back of Crusader Court).

Please be aware that most of Taylor St. is a one-way street (from the intersection of Taylor St. and Wingo St. to the back of Neves Building). The only exception to this is after curfew (Sunday-Thursday: midnight, Friday-Saturday: 1:00am) due to the Back Gate being locked. If the Back Gate is locked, students must travel up Taylor St. towards Wingo St. in order to exit the campus.

## Bicycle Regulations

North Greenville University has the authority to enforce the bicycle traffic laws of the state of South Carolina. For applicable bicycle laws, see South Carolina Code Sections 16-13-80, 16-21-70, 56-5-150, 56-5-160, 56-5-710, 56-5-3230, 56-5-3430, and 56-5-3490. Per section 56-7-10, Campus Security may issue State Uniform Traffic Tickets (“blue tickets”) for bicycle violations.

## Other Regulations and Considerations

There will be a grace period of five (5) class days at the beginning of each semester for students to make arrangements to obtain their parking permit. After the first five (5) days of the semester, Campus Security will begin issuing tickets for no permit or expired permit.

Students are responsible for where their vehicle is parked. If a vehicle is lent to another person, the owner of the vehicle assumes all responsibility for compliance with the parking regulations.

From time to time, it is necessary that a lot or portion of a lot be closed due to special events, visitors on campus, construction, weather-related issues, or other situations. If certain spaces or sections of a lot or lots are unavailable, they will be marked with traffic cones. Do not remove cones for any reason, including parking in a spot where a cone is or to drive through an area a cone is blocking. Doing so will result in a citation.

There are several roads and streets on campus that are one-way streets. Vehicles parked facing the wrong way on a one-way street are illegally parked and subject to be ticketed.

## Ticketing, Boots, Towing, and Appeals

### Ticketing

Below is a description of the types of “campus tickets” issued by Campus Security. Note that certain tickets can be issued even if there is no vehicle involved (see J, W, and AA)

Ticket	Description	Fine
A. Parking out of assigned space	This ticket is issued to a vehicle found to be parked out of its assigned area (i.e. a vehicle with a CC permit parked in a C area).	\$20.00
B. Parked in Faculty/Staff parking	This ticket is issued to student vehicles found to be parked in Faculty/Staff spaces at times other than when is legally permitted.	\$20.00
C. Overnight parking	This ticket is issued to vehicles found to be parked out of assigned area or on-campus without permission after curfew (Sunday-Thursday midnight, Friday-Saturday 1:00am).	\$20.00
D. Parked on sidewalks or grass	This ticket is issued to vehicles found to be illegally parked on sidewalks or grass areas.	\$20.00
E. Expired NGU parking permit	This ticket is issued to vehicles that display an expired NGU permit but no permit for the current term.	\$65.00
F. No NGU parking permit	This ticket is issued to vehicles not displaying NGU parking permit.	\$65.00
G. Improperly displayed permit	This ticket is issued to vehicles found to have an NGU permit, but it is improperly displayed (i.e. only placing one of the two stickers on the.	\$65.00

H. Fraudulent use of NGU parking permit	This ticket is issued to vehicles found to be using a permit not in accordance with NGU permit regulations (i.e. a counterfeit or two vehicles “sharing” a permit).	\$50.00
I. Unauthorized use of state-mandated handicapped space	This ticket is issued to vehicles found to be parked in state-mandated handicapped parking spaces without proper display of a handicapped permit, tag, or placard.	\$50.00
J. Removing a traffic cone or sign	This ticket is issued to students who remove a traffic cone or sign placed by Campus Security or the SCDOT. This ticket may be assessed per cone or sign moved (i.e. moving three (3) cones may result in three (3) tickets).	\$20.00
K. Blocking entrance to building or dorm	This ticket is issued to vehicles illegally parked so as to block or impede the entrance to a building or dorm.	\$20.00
L. Fire lane violation	This ticket is issued to vehicles found to be parked in or blocking access to a fire lane.	\$100.00
M. Speeding: 1-18 miles per hour over the limit	This ticket is issued to drivers found to be driving between 1 and 18 MPH in excess of the 15MPH campus-wide speed limit.	\$50.00
N. Speeding: 19 or more miles per hour over the limit	This ticket is issued to drivers found to be driving 19 or more MPH in excess of the 15MPH campus-wide speed limit.	\$85.00
O. Driving too fast for conditions	This ticket is issued to drivers who drive at a speed deemed to be unsafe for present conditions (i.e. snow/ice or heavy foot traffic in the area).	\$35.00
P. Reckless driving	This ticket is issued to drivers found to be driving recklessly, irresponsibly, or with disregard to their personal safety or the safety of others.	\$35.00
Q. Failure to obey traffic signs	This ticket is issued to drivers who fail to obey posted traffic signs (i.e. running a stop sign or ignoring a one way sign).	\$25.00
R. Failure to yield right of way	This ticket is issued to drivers who fail to yield right of way (i.e. at a four-way stop).	\$20.00
S. Driving the wrong way	This ticket is issued to students who are driving in the wrong direction on posted one-way streets or passages.	\$30.00
T. Failure to give proper signal	This ticket is issued to drivers who make a turn without giving proper signal.	\$15.00
U. Malfunctioning or defective equipment	This ticket is issued to drivers with malfunctioning or defective equipment on the vehicle (i.e. a brake light that is burned out).	\$15.00
V. Failure to wear a seatbelt	This ticket is issued to drivers or passengers who are not wearing a seatbelt.	\$15.00
W. Failure to obey a school official	This ticket is issued to students who refuse to obey the lawful command of a school official (i.e. entering a building after being told not to do so).	\$50.00
X. Failure to present ID, driver's license, registration, or proof of insurance	This ticket is issued to those who are unable to or refuse to provide a Campus Security officer with a valid ID, driver's license, registration card, or proof of insurance upon issuance of a lawful request.	\$20.00

Y. Boot removal fee	This ticket is issued to vehicles who students who have three (3) or more unpaid citations. A boot will be placed on the vehicle and will not be removed until all tickets are paid.	\$65.00
Z. Court fee	This ticket is assessed on those who make an unsuccessful appeal in Traffic Court. It is similar to the Court Fees assessed by municipal courts for unsuccessful appeals.	\$10.00
AA.Dumping trash/littering	This ticket is issued to those found to be disposing of waste, whether intentionally or unintentionally, anywhere other than an approved bin (i.e. trash blowing from the uncovered bed of a pickup truck or leaving trash behind after a bonfire).	\$20.00
BB.Boot tampering fee	This ticket is issued to vehicles that have been booted and the boot has been tampered with or damaged.	\$600.00

Students may pay tickets any time with a debit or credit card by visiting <https://www.permitsales.net/NGU>. Students may pay a ticket with cash or check at the Campus Security office Monday-Friday from 7:00am-5:00pm.

Students who pay their ticket within five (5) days of issuance will be given a discount of five dollars (\$5). Please note that the day the ticket is issued is counted as “day one” and this is five (5) calendar days, not business days (i.e. if a ticket is issued on the 14<sup>th</sup>, the 14<sup>th</sup> is “day one” and the ticket must be paid by the 18<sup>th</sup> to receive the \$5 discount regardless of whether the 18<sup>th</sup> falls on a weekend or holiday).

All tickets are due ten (10) calendar days after issuance. Students who do not pay their ticket within ten (10) days of issuance will be charged a ten dollar (\$10) late fee. Please note that the day the ticket is issued is counted as “day one” and this is ten (10) calendar days, not business days (i.e. if a ticket is issued on the 14<sup>th</sup>, the 14<sup>th</sup> is “day one” and the ticket must be paid by the 23<sup>rd</sup> to avoid the \$10 fee regardless of whether the 23<sup>rd</sup> falls on a weekend or holiday).

Students who do not have sufficient funds to pay a ticket should contact [Parking.Permits@ngu.edu](mailto:Parking.Permits@ngu.edu) in regards to making alternate arrangement for payment as soon as he or she becomes aware of the ticket.

### **Booting**

Vehicles with three (3) or more unpaid tickets are subject to being booted. Boots will not be removed for any reason until all tickets are paid. If a boot is tampered with or removed by anyone other than North Greenville University Campus Security officers, a \$600 boot tampering fine will be assessed (see 2 on table above). Tampering includes, but is not limited to:

- Removing the wheel on which the boot was placed
- Driving the vehicle while the boot is attached/running over the boot
- Attempting to pull the boot off of the wheel

### **Towing**

North Greenville University reserves the right to have a vehicle towed. This includes, but is not limited to, circumstances of repeat or severe violations or the vehicle constitutes a serious hazard, impedes traffic or operations, is blocking access to a fire lane, or has been abandoned. The owner of the vehicle is responsible to the towing company for any and all costs or charges

related to towing and any damages incurred as a result of towing. Costs and charges may include, but are not limited to, towing fees, storage fees, administrative costs, etc. Neither North Greenville University nor Campus Security is in any way liable for any damages or costs.

### **Appeals**

Students who feel they were inaccurately ticketed may submit a written appeal online at <https://www.permitsales.net/NGU>. The ticket will be reviewed by a Campus Security official and determine the final disposition of the citation.

### **Penalties for Failure to Pay Tickets**

No student who is delinquent in paying a traffic fine will be permitted to represent the university in any official or assigned capacity. This includes, but is not limited to: athletics, organizations, choral or band groups, and club participation. In accordance with the Student Handbook, a ticket is delinquent if it has not been paid within 14 days of the ticket's issuance.

**No student will receive their exam pass if he or she has unpaid parking tickets or fines.**

### **Common Issues with Permits**

#### ***I ordered my permit, but it never came. What should I do?***

Please allow two weeks from your order date for your permit to arrive by mail. If you have not received your permit within that two-week window, check that you received an email confirming your order. If you did not receive a confirmation email but believe the order went through, call Campus Security so that we can check our records. If your order did process but your permit has not been received, you will be issued a new permit.

#### ***What if the permit I receive does not match my housing assignment?***

#### ***What if my housing assignment changes?***

From time to time, computer errors, changes to housing assignments, or other circumstances result in a student being issued the wrong permit type. If you receive a permit different than that which is listed above for your residence assignment, please come by the Campus Security office and bring the errant permit. There is no charge for permit reassignment.

#### ***I am borrowing a car from my parents, grandparents, friend, etc. What do I need to do?***

If you will be bringing a borrowed car onto campus on a temporary basis for any reason, you will need to come by the Campus Security office and register for a temporary parking pass. If you have already purchased a permit for the current year, temporary passes are available for any amount of time needed. If you do not normally have a car on campus and therefore have not purchased a permit, but will have a car on campus for a temporary time period, you will be issued a temporary parking pass. However, students who have not purchased a parking permit for the current year will not be issued temporary passes whose combined issuance exceeds 2 calendar weeks in any academic year. If a student will have a vehicle on campus for more than 2 weeks of the academic year, he or she must purchase a parking permit.

### **Campus Security Hours of Operation**

Campus Security is open twenty-four hours per day, three hundred and sixty-five days per year and can be reached at (864)977-7777.

Our administrative offices are open Monday-Friday 8:00am-5:00pm to address issues with permits, parking tickets, records requests, and other administrative functions. The administrative office is closed in accordance with university holidays (Spring Break, Fall Break, Christmas Break, etc.).

# ACADEMIC POLICIES

## Academic Integrity

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
2. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material that can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the university, without authorization from the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be identified and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.
5. Sanctions for Academic Irregularity: Violations of the Student Conduct Code such as cheating or plagiarism will result in sanctions deemed appropriate for the offense. Possible sanctions include:
  - a. Assignment failure: a grade of “zero” for the assignment involved.
  - b. Course failure: a grade of “F” for the course in which the offense occurred.
  - c. Forced Withdrawal: withdrawal from the academic course with which the offense occurred without credit for the course. A failing grade may be assigned

A student can be referred to the AVP of Student Life for repeated violations of the academic integrity policy. The AVP in conjunction with the VP of Academics will determine what sanction(s) are appropriate for repeated violations of the academic integrity policy. Refer to the [Student Accountability](#) section to see a list of sanctions that can be applied.

### Academic Integrity and Courses that Employ online Components

Courses at NGU that employ online components, mainly “online” (or distance/DE) and “hybrid,” require a higher level of maturity and ethical standards on the part of the student. Instructors in these courses tend to post material to the course and expect the students to access it. Hard copies are rarely, if ever, distributed in these types of courses. The mention that specified resources are on the website, implies that the student is expected to access the materials for themselves and take whatever action is needed.

Ethically, the student in these types of courses must recognize that their education is their own responsibility and they must rely upon themselves to maintain their moral and ethical standards and avoid the temptation to take short cuts. Online/DE courses (also called “asynchronous” courses) in particular differ significantly in some respects to a course offered in a traditional classroom setting where the student and the instructor meet face-to-face on a regular basis during the semester. These courses ordinarily require a large amount of reading and constant attention to detail. The course syllabus spells out how the course works. Students cannot afford to ignore or never read all of the introductory materials to a course. To do so will result in a failure to follow procedures and thus lose points on their grades. Courses that employ online

components are rarely easier than traditional courses. They are more accessible and allow for greater flexibility in one's daily schedule.

Students who enroll in these types of courses must possess adequate computer and Internet resources. Students are required to have reliable access to a reliable computer to fulfill the course requirements. The computer must be able to access and manipulate Blackboard® and the other software used in the course. The computer must be loaded with compatible software. It is absolutely necessary that your word processing software be capable of manipulating Microsoft Word® files, and probably Microsoft Excel compatibility is also a minimum requirement. Some courses will require other and perhaps higher level software compatibility. Students using Mac machines sometimes encounter problems with Blackboard®. At this time, NGU is able to offer very little help for Mac users in these areas of compatibility. Failure to have a reliable computer, Internet connection, and/or compatible software are not reasons for failure to complete work on a timely basis in any course that requires online submissions. NGU offers computers for student use in a variety of locations on campus such as the library and the computer laboratories.

## Intellectual Property

North Greenville University is committed to fostering an environment that supports the teaching, learning, scholarship and other creativity of its faculty, staff, and students. Thus, the Intellectual Property Policy covers all types of intellectual property, including works protected by copyright and patent and trade secrets.

### Definitions

1. **Intellectual Property.** Intellectual Property includes creative ideas and other expressions of human ingenuity that receive the legal protection of a property right. Expressions of Intellectual Property include any copyrightable material, trade secret, or patentable invention. It also includes creations, works of art, or inventions that might be normally developed on a proprietary basis.
2. **Creator.** Creator signifies any person (s) who create an item of intellectual property.
3. **Substantial use.** Substantial use of University facilities means the use of University facilities, personnel, equipment and other resources, to an extent greater than that which occurs in the normal and regular course of one's undertaking to perform and carry out the task for which one has been employed, or which is greater than the use afforded to students in the regular course of their studies. The use of University equipment or other resources is deemed "substantial" when it entails a level or kind of use not normally available to virtually all of the faculty, staff, and students. Incidental use of a University facility does not constitute substantial use—the facility must be important to the creation of an intellectual property.

### Intellectual Property Types

Types of intellectual property also include (1) internally sponsored works; (2) externally sponsored works; and (3) substantial use of University facilities.

1. **Internally Sponsored Work.** Internally sponsored work refers to work for which the University provides funds or other facilities that rise to the level of substantial use. When the university provides funds or other facilities in the generation of a particular project to the extent of substantial use, it may also choose to declare itself the owner of the intellectual property resulting from the project. The University by way of the Executive Council will provide in writing in advance the disposition of any intellectual property rights arising from a proposed project. Any proposed project must be approved in advance

through normal University channels with final approval to be given by the Executive Council.

2. **Externally Sponsored Work.** Externally sponsored work refers to work conducted under an agreement between an external sponsor and the University that also specifies the ownership of such intellectual property in the agreement.
3. **Intellectual Property Created within the Scope of Employment.** In cases where University employees are specifically asked to create a particular intellectual property, such property shall be owned by the University if said intellectual property was not produced within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. Computer programs generated on the job by faculty and staff computer programmers fall under this provision. Material created for ordinary teaching use in the classroom and in departmental programs, such as presentations, syllabi, assignments, class notes, and tests shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty authored syllabi and course descriptions.
4. **Individual Agreements.** Intellectual property that is the subject of a specific agreement between creator (s) and the University shall be owned as provided in the said agreement.
5. **Other intellectual Property.** Intellectual property created by University staff employees and students not within the scope of employment, not by agreement, and not internally or externally sponsored, shall be owned by the University if the creation involved substantial use of University facilities: if there was no substantial usage, then the creation will be owned by the creator. Prevention of unauthorized use of University facilities is the rationale for this provision.
6. **Consulting Agreements.** Work performed by individuals who serve as consultants to outside entities is not to involve substantial use of University facilities, and the rights to any intellectual property created under consulting agreements are retained by the outside entities or the individual as specified by the terms of the agreement. A member of the University community engaged in business or consulting work is responsible for ensuring that the provisions and work in the agreement do not conflict with the University's mission and values, are not in conflict with the University's policies concerning other employment, and do not prevent the University employee from fulfilling his or her responsibilities to the University. A creator of intellectual property should make his obligation to the University clear with those whom he or she makes such agreements and should also ensure that outside entities are provided with a current copy of the University's intellectual property policy. No member of the University will represent themselves to be, nor will they act in a manner which would reasonably cause another to conclude that they are agents of the University and thereby authorized to act on behalf of the University in dealings with outside entities in regard to dealings regarding contracts, grants, sponsored research, or other undertakings.

### **Policy Provisions**

The creator (s) of any intellectual property that might be owned or is owned by the University under this policy is required to make a written disclosure of the work to the University's President in a reasonably prompt time. Furthermore, said creator (s) are to execute any document deemed necessary to perfect legal rights in the University and enable the University to file copyright applications and patent applications when appropriate. The above-mentioned disclosure to the President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is used for profit, sold, or

disclosed to the public. Regular records should be kept by all persons engaged in such creative activity whenever legal protection for the creation is contemplated.

### **Distribution of Funds**

In cases where the University exerts ownership, the distribution of monetary proceeds from applicable intellectual property shall be distributed as follows:

- Creator—25%
- University—75%

The University's share of proceeds under this policy will be used to reimburse the University for its expenses for commercial development of intellectual property. Any additional returns will be used to further the purposes of the disciplines of the entire University. Faculty, Staff, and students retain the right to all royalties resulting from the publication of their scholarly works.

### **Dispute and Emerging Issues Resolution**

This policy constitutes an understanding which is binding on the University and on the faculty, staff, and students upon whom it is effective. Questions regarding emerging issues and disputes will be addressed by the Intellectual Property Adjudication Committee, the members of which are appointed by the President. The Intellectual Property Adjudication Committee will consist of a chair who is a staff member at the Vice Presidential level, two members of the University faculty, and two other members representing respectively the University administration. The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute. Disputes are resolved by submitting a grievance letter to the Intellectual Property Adjudication Committee, which shall issue a decision within 60 days.

# **TECHNOLOGY AND IT SERVICES POLICIES**

By using the technology provided at North Greenville University, you agree to abide by the following policies for acceptable use.

### **Network Acceptable Use**

The NGU network must not be used for any activity that does not support the mission and purposes of North Greenville University. If a particular usage is not in the best interest of the University, or if it does not support the University's mission and purposes, then it must not be performed.

1. Deliberate disruption of NGU technology resources is expressly prohibited, including any action intended to disrupt system services, user accounts, network performance, Internet access or any other technology resources.
2. Students must not make any unauthorized copies of copyrighted materials, (software, media, etc.). Software provided by NGU is purchased under software licensing agreements that place legal restrictions on their use and copying.
3. The NGU network must not be used for any unlawful or malicious purposes. Specifically, resources must not be used by anyone to transmit threatening, obscene, harassing, or pornographic materials, or any outcome that would interrupt the normal operations of

provided services. Any attempts to penetrate remote or local service without proper authorization are forbidden.

4. Students must not intentionally seek information about, browse, copy, or modify files or passwords belonging to other students. Students must not attempt to decrypt or translate encrypted material not intended for them or obtain system privileges to which they are not entitled. If a network security exposure is encountered or observed, it must be reported to Information Technology Services (ITS) immediately.
5. The use of p2p (peer-to-peer) "file sharing" applications is prohibited. First, Copyright infringement is illegal and subject to federal and civil prosecution. Second, a large percentage of files being downloaded are indecent, obscene, and a violation of the University's mission and purpose as a Christian institution. Third, the excessive traffic generated by file sharing applications is wasteful of network resources, causing significant problems for all network users.
6. Students are prohibited from attaching any wired or wireless "network device" to any campus network connection that functions as a bridge or routing device. Such network devices include routers, switches, bridges, access points, and any printer or streaming device that functions as a bridge or router. With the exception of end-point wired hubs, wireless printers, or wireless streaming devices (which students may install in their rooms as needed), the installation and configuration of any network devices on the University's network is solely the responsibility of the ITS department.
7. Students may not run any network services (e.g., DHCP, DNS, WINS, FTP, NAT, etc.) via any kind of file server or web server or host any Internet-based services on a computer or laptop.
8. Students may not circumvent firewall or Internet filtering functions by using tunneling or proxy server techniques.
9. The University provides wireless service across campus, including all computer labs, classrooms, and residential buildings. If anyone other than an authorized employee installs an unauthorized or unregistered device on the campus network, such device will be confiscated and the offender will face applicable disciplinary sanctions.
10. Students must not create or willfully disseminate computer viruses. Students must install anti-virus software on their desktops or laptops and must take adequate steps to ensure that virus signature/update files are maintained and updated regularly.
11. Students must regularly (at least once a month) apply operating system patches as provided by the OS vendor (Apple, Microsoft). Assistance in applying OS patches can be obtained from the ITS Helpdesk.
12. Students need to be aware that there are federal, state, and sometimes local laws that govern certain aspects of computer and telecommunications use. Students are expected to respect these laws and to observe and respect University rules and regulations.
13. Any questionable use must be considered "not acceptable." In cases where it may be necessary to request an exception to any of these policies, such requests must be submitted in advance to the ITS Department for review and possible approval.

### **E-Mail Acceptable Use Policy**

E-mail services are provided by NGU and should be used to support the mission and purposes of the University.

1. E-mail services may be used for incidental personal purposes provided such use:
  - a. Does not directly or indirectly interfere with the operations or e-mail services of the University
  - b. Does not burden the University with noticeable incremental cost
  - c. Does not interfere with the e-mail user's employment or other obligations to the University.

2. Students are not permitted to send e-mail solicitations and must not forward e-mail chain letters to any person, on or off campus, except to forward a message to the ITS Department.
3. Only authorized employees may send broadcast e-mail messages. Unauthorized users are specifically prohibited from using the University's Address Book to harvest e-mail addresses for bulk e-mail purposes. Requests to send broadcast e-mail messages may be submitted to Student Life.
4. Students should be aware of the following:
  - a. E-mail is less private than users may anticipate.
  - b. Deleted e-mail may persist on backup facilities and thus be subject to disclosure under state and federal law.
  - c. E-mail stored on University equipment, whether or not created on University equipment, constitutes a University record subject to disclosure.
  - d. The University cannot protect users from receiving all e-mails they may find offensive.
  - e. Students are strongly encouraged to use the same personal and professional courtesies and considerations in e-mail as they would in other forms of communication.

### **Internet Acceptable Use Policies**

High-speed Internet services are provided by NGU and should be used to support the mission and purposes of the university.

1. Web site filtering is performed to block Internet sites that are offensive, malicious, bandwidth intensive, illegal or unethical. Web sites in categories that will be blocked include but are not limited to the following: adult content, gambling, hacking, audio/video streaming, pornography, tastelessness, sexuality and violence.
2. It is a violation of the Internet Acceptable Use Policy for any student to bypass or attempt to bypass the Web content filtering controls used on the NGU network.
3. If a particular website is blocked and a student needs access to this site as part of their approved academic purposes, a request to unblock the site must be sent to the ITS Helpdesk by the student's professor. Requests will be considered on a case-by-case basis.
4. The CIO will review the request and ultimate approval to unblock a site will come from the Vice President for Academics.

### **Cellular and Mobility Acceptable Use Policy**

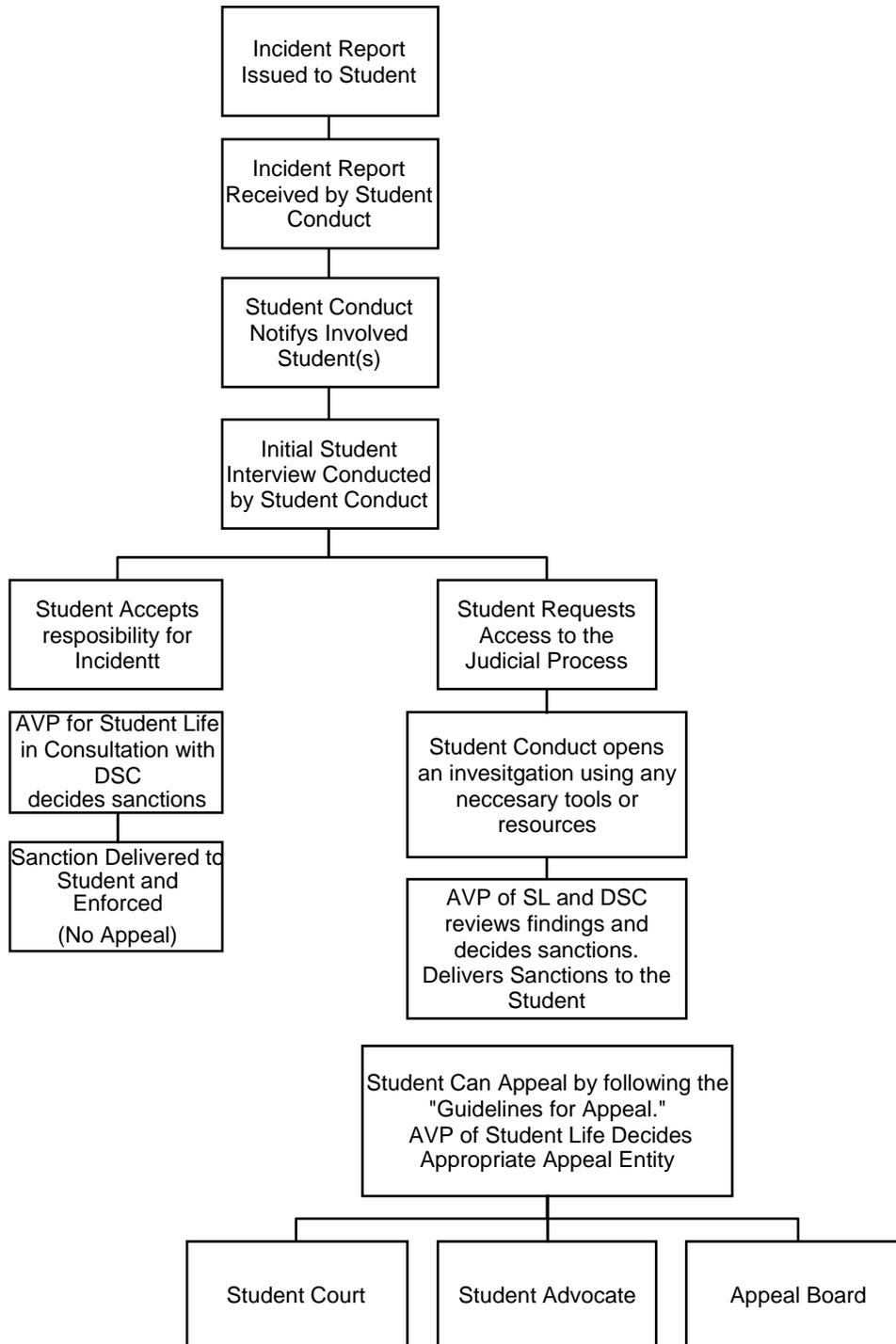
Cell phones and other communication devices are permitted for personal use. Cell phones must be used in the silent/buzz mode whenever a student is in attendance in the classroom, chapel, cultural events, or other school directed requirements for attendance. If the device does not have the silent/buzz mode, the device should be turned off. While in class, chapel or cultural events phones should remain in your pocket or purse unless otherwise instructed by a faculty or staff member. Students may not use phones for calls, text messaging, games or other uses during class, chapel or cultural events. Students may use smart phones, electronic notebooks, and other similar devices if they are using them as their Bible. Faculty may impose standards for use in addition to this policy.

Students agree to refrain from using cellular devices with "Hotspot" functionality on campus. These devices and associated technology should not be used to circumvent any decency or acceptable use standards for all students, faculty, and staff whether on campus or away.

# STUDENT ACCOUNTABILITY

## Accountability Process for Students

The following chart should be used as a guide for the accountability process that a student will be required to go through if an incident report has been issued to the student. In all stages of this process the AVP of Student Life along with the Office of Student Conduct will remain in contact with the student to assist in this process.



## Accountability Sanctions and Status Levels

The following sanctions will be used as corrective, educational and restorative measures when students violate policies found in the Student Code of Conduct. These measures may be used separately or in combination depending on the incident and the student's disciplinary record. Sanctions may carry over from one semester to the next and from one academic school year to the next.

Students who act directly or indirectly in concert to violate the student code of conduct have individual and joint responsibility and will

Students are held accountable for the student code of conduct while associated with North Greenville University during the entire Academic year – Fall and Spring including all holiday breaks. Summer school students are held accountable while their summer school is in session.

## Sanctions

The following sanctions can be applied to a student when he or she is found to be in violation of any policy recorded in the student handbook. These sanctions can be applied by themselves or in any combination as deemed necessary by the AVP of Student Life in conjunction with the Office of Student Conduct.

1. Warning: Notice to the student in writing that continuation or repetition of the conduct violation will be cause for more severe disciplinary action. The warning may be verbal or written.
2. Censure: Written reprimand for violation of specific regulation.
3. Fine: Monetary amount to be charged a student. Fines may be imposed in addition to other disciplinary measures. Fines may vary based on the offense and prior disciplinary record. North Greenville University Institutional financial aid cannot be used to pay a disciplinary fine.
  - a. Violations of polices identified as "Major" by the University may result in a maximum \$500 fine for a 1st offense and a maximum \$800 fine for a 2nd offense. Other sanctions will be used in combination with fines for "Major Violations."
  - b. Student Life will publish a list of fines for General or Resident Hall violations. This list should not be viewed as exhaustive of all General or Resident Hall fines.
  - c. The Office of Student Life reserves the right to issue fines when it deems it necessary.
4. Community Service: Assignment to a campus community service detail for a set number of hours to be completed within a specific time period.
5. Restrictions: Denial of privileges. For example a student may be restricted from a certain area of campus, campus event or campus amenity.
6. Restricted Hours: Students may be required to be in their resident hall or restricted from leaving campus at a certain time or for a certain period of time.
7. Counseling: Student is required to attend counseling sessions. The counselor, in contract with the student, will determine with the number of counseling sessions appropriate for the student. The counseling is confidential under guidelines given by the counselor. A report of counseling will be issued by counselor as satisfactory completion of this sanction.
8. Education: The education sanction may consist of such activities as seminars, videos, on-line courses, lectures and research.
9. Accountability: Student will be assigned to a member of the University faculty or staff for accountability.

10. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate compensation for damages or services to repair. Reimbursement may be required for University property or university community member's personal property.
11. No Contact Order: A "No Contact Order" means a student must make all reasonable effort to avoid any contact with a particular member of the University Community. Contact is defined as, but not limited to, close proximity to, contact through other members of the University community or outside persons, any digital or social media platform. This sanction would be applied to both on campus and off campus situations.
12. Parent/Guardian notification: Parents or guardians may be notified of all disciplinary measures as a result of disciplinary action and will be notified in cases of withdrawal, suspension, or expulsion from the university.

### **Status Levels**

If a student is found to be in violation of a policy in the Student Handbook and he or she has received any of the above sanctions, then he or she will also be placed under one of the following status levels and will remain under the status until all sanction have been honored.

1. Disciplinary Notice: Students placed on Disciplinary notice are put on notice that any further action that violates any part of the Student Code of Conduct may be placed in a "Not in Good Standing" position or may face Disciplinary Withdrawal or Suspension. Disciplinary Notice will be used in combination with other sanctions.
2. Not in Good Standing: Students deemed "Not in Good Standing" with the University will not be allowed to actively participate in any extra-curricular activity. Students "Not in Good Standing" can only actively participate in activities that fulfill an academic requirement. Students who hold leadership position in any club, organization or team will be required to forfeit their leadership position while they are "Not in Good Standing." It is up to the advisor or coach if they are allowed to return to the leadership position when the student is restored to "Good Standing." Students may not receive any awards or honors while they are considered "Not in Good Standing." Students may be considered "Not in Good Standing" for a certain period of time that may vary from a few weeks up to a year. "Not in Good Standing" status may bridge from semester to semester.
3. Resident Termination: Termination of the privilege to live in Student Housing and other residence life benefits.
4. Disciplinary Withdrawal: Students who are responsible for committing a major offense or an excess of violations may be asked to withdraw from the university. A notation of the student's withdrawal will be placed in the student's disciplinary record. Students who withdraw for disciplinary reasons are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Assistant VP of Student Life or the Director of Student Conduct. Students under disciplinary withdrawal may reapply to the University for the next semester following their withdrawal. Students must follow guidelines given by the Office of Student Life in order to be re-admitted. Two disciplinary withdrawals result in a student's not being eligible to return for any subsequent semester.
5. Disciplinary Suspension: Students who have violated university policies in such a manner that it seems wise to sever their relationship with the University or students who do not seem to fit into the purpose and ideals of the University are suspended for a designated period of time of no less than one full semester past the semester in which they are suspended. Students who are suspended are not allowed to return to

- the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Assistant VP of Student Life. Students must follow guidelines given by the Office of Student Life in order to be re-admitted. A notation of the suspension is placed in the student's disciplinary record. Two suspensions result in a student's not being eligible to return for any subsequent semester.
6. Expulsion: Permanent termination of student status. Students who are expelled are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Assistant VP of Student Life.

## STUDENT ADVOCACY

The student Advocate for North Greenville University is Dr. Tony Beam (VP of Student Life and Christian Worldview). If you have any questions or concerns with the policies or practices of NGU as they pertain to students, you can contact Dr. Beam at [Tony.beam@ngu.edu](mailto:Tony.beam@ngu.edu). Additionally, Dr. Beam's office can be found in the Craft Hemphill Building.

# LOST AND FOUND

The University assumes no responsibility for lost, stolen, or damaged articles. Articles lost, found, or stolen should be reported to the Office of Campus Security. A police report will be filed and insurance claims for such items should be filed on the student or parent's homeowner's policy. University insurance does not provide or include any coverage for lost or stolen items. The University strongly recommends all students buy personal insurance for their belongings. [NSSI](#) is the recommended personal insurance company for our students.

If an item has been lost, check with the front desk in Student Life. This is where the university's lost and found is located.

# DINING HALL POLICIES

All rules of courtesy that apply to gracious living should be observed in the dining hall. Students agree to be appropriately dressed for all meals. Students agree to wear shoes to be served. Other policies that shall be followed are:

1. Students agree to refrain from entering the dining hall without an ID card. If an ID card is lost, the student agrees to obtain another one from the Student Life Office. Students have unlimited access to the dining hall during regular operating hours, however they must swipe their ID card each time they enter the Dining hall.
2. Students agree to enter only through the main entry door and exit only through the exit door.
3. Indulging in loud, boisterous behavior or throwing food is not permitted. Violation may result in expulsion from eating in the dining hall.
4. Students agree to refrain from taking out dishes or utensils from the dining hall. Students agree to refrain from bringing pitchers, thermoses, or large cups into the dining hall for drinking purposes.
5. Carry out containers are available at the cashier station and will be provided as needed. An additional card swipe will be required to receive the take out option. In case of illness, carryout trays for others are available. To obtain one Student Life must be notified. Only Student Life can order a take-out tray on Monday-Friday. On weekends the resident coordinator must call the cafeteria. ID's must be presented to either Student Life or the resident coordinator.
6. Students agree they will not be served after the serving line is closed.
7. Due to insurance regulations, students agree to stay out of the kitchen area.
8. In order to maintain a place in line, a person must stand in line after the front door is open. Breaking in line is not permitted.
9. Seconds will be available at all meals with the exception of the premium entree served on special nights. If seconds are desired, please consider those who have not yet been served, and go to the end of the line. Remember, wasted food increases the cafeteria cost, which will increase the cost to students. Please help us keep costs to a minimum.
10. Proper attire must be worn in the dining hall. No one will be permitted to enter the cafeteria without proper dress.
11. Students agree if they redeem a meal equivalency at the 63/64 Crusader Grill, they will not be permitted to enter the Dining hall until the next meal period. Students agree if they

swipe their card to enter the Dining hall during Lunch or Dinner, they forfeit meal equivalency at the 63/64 Crusader Grill for that meal period, including late lunch.

Violation of any policy will cause disciplinary action.

## POST OFFICE

On-campus Post Office Services are available for internal use. Resident and Commuter students are assigned individual post office box numbers. Mail will not be delivered except to the assigned student post office box. Packages too large to be placed in the student post office box may be picked up at the NGU Post Office window during operational hours only.

Student mail is in their box by noon each day. We do not give mail out through the package pick-up window. The post office staff will only give mail to whom the mail is addressed. Each student is expected to use combinations to access his mailbox. Packages may only be picked up during operating hours.

### Post Office Hours

Monday – Thursday 10:00 AM – 4:30 PM  
Friday 10:00 AM – 12:00 noon

## NGU UNIVERSITY STORE

The university store is owned and operated by North Greenville University. It is provided to serve students, faculty, and staff.

### Book Store Hours

Monday – Thursday 8:30 AM – 5:00 PM  
Fridays 8:30 AM – 12:00 noon

During home football games the book store will be closed; however, the staff will setup a merchandise table at the stadium.

### Services

The university store is a self-service operation. Students are asked to leave notebooks, books, and supplies in the places provided at the entrance of the store. This habit will eliminate any embarrassing situations for students and staff.

### Other Merchandise

Students will find a great many other items in addition to books at the university store. Art supplies, school supplies, clothing, toiletries, cosmetics, imprinted soft goods, glassware, and many more items are available. Computer programs may also be ordered through the university store. For refunds or exchanges on general merchandise, a cash register receipt must be presented which includes the item(s) to be returned or exchanged.

### **Check Acceptance**

The university bookstore will accept personal checks in payment for merchandise under the following conditions:

1. It is the student's own personal check or that of the parents.
2. The check may be made out for the exact amount of purchases.
3. Presentation of a valid student identification card.
4. There will be a \$25.00 service charge for each returned check.

### **Book Return Policy**

If students drop or change a course, the texts may be returned within the two-week drop-add period at the beginning of each semester under the conditions stated below:

1. Returns must be accompanied by the REGISTER RECEIPT.
2. Books must be in absolutely new condition free of all markings with pencil, or ink, other than the price label. Books that were originally "shrink wrapped" must be returned in the same condition as they were bought.
3. The store staff is the sole judge in determining whether books returned are in new or used condition.

### **How Textbooks are selected**

The faculty submits book requisitions to the bookstore, indicating author, title, and edition. The bookstore then proceeds to order the books, after taking into account current inventory. Prices are set by the publisher. If a new edition is published, the old edition has no cash value.

### **Textbook Sales**

In order to avoid lines, textbooks may be ordered in advance through [www.efollet.com](http://www.efollet.com). These orders may be picked up at the University Store. Regular textbook sales begin the first day of registration for each semester. The University Store will be open for evening classes the first night each class meets for each semester.

### **Out of Stock Textbook Reorder Policy**

There are many reasons why a store may run out of stock. Some of these are:

1. An unusually larger enrollment than estimated.
2. The title is temporarily out-of-stock at the publisher's warehouse.

An out-of-stock book can take as long as four weeks to arrive from the publisher after the order is placed. Teachers will be notified when the book arrives at the bookstore.

### **Cash for Your Used Textbook**

1. The bookstore will buy back used books provided they are your own books, they will be used again, and they are in good condition.
2. The bookstore will buy back used books at the end of each semester, usually during the week of exams. Lab manuals, workbooks, study guides, and other paperbacks will not be bought back.
3. The bookstore will buy back textbooks at one-half of the price paid for the book—used or new—if we are using it the next semester. If we are not using it, we will buy it back at the rate in our textbook-buying guide. Old editions have no value.
4. The books MUST HAVE OUR LABEL AND DATE IN THEM. Your student ID card may be used for identification purposes.
5. To sell your books, you do not need your sales receipt.

# GYMNASIUM POLICY

The Hayes Gymnasium is for the use of North Greenville University faculty, staff, and students only.

The following are the current rules and regulations for Hayes Gymnasium:

1. No outside guests allowed without permission.
2. Each person will be required to wear their street shoes to the gym and then change to their basketball shoes.
3. Each person is responsible for his or her own equipment (balls, shoes, etc.)
4. The student attendant or athletic staff personnel have the authority to require any student to leave the gym for failure to cooperate with regulations or requests that might be made.
5. Any student or students who cause damage to the facilities will be held responsible. Any student hanging from the rim or dunking the ball and causing damage to the rim of the backboard will be held responsible. Example of damage: a student grabs hold of a net and tears it from the rim. He is assessed the charge.
6. The gym will be closed to student use during athletic practices.
7. Any violation of the above rules will result in students forfeiting the opportunity to use the gym.

# NGU SAFETY PLAN

Emergencies can occur at any time and without warning. The safety and security of every individual on The North Greenville University campuses is always the primary concern of Campus Security, Student Life and the University. It is unlikely, and we continually pray that we do not experience a disaster at North Greenville University; however, we must be prepared.

## General Instructions for All People

1. Be as calm as you can.
2. Be aware of what the problem is; what has caused the "Safety Plan" to be initiated so that you will know how to respond.
3. Be informed and prepared before an emergency or disaster occurs.
4. Follow the instructions of the person(s) in charge.
5. When calling Campus Security or 911:
  - a. Speak calmly and clearly so that you are understood
  - b. Give your name, telephone number and location
  - c. The exact location of the emergency or problem
  - d. The nature and scope of the emergency or problem; (i.e. What is the problem? Are there any injuries? How many injuries?)
  - e. Do not hang up the phone until told to do so by the person you are talking to.
6. When exiting or evacuating a building or area, be careful of other people, not to push them down, step on them, or push other people onto fallen or disabled people.

## Faculty, Resident Assistant, and Supervisors Safety Plan Responsibilities

### If the alert is to evacuate the building

1. Faculty, Resident Assistants, and Supervisors should select one or two persons to lead others safely out of the building.
2. Faculty, Resident Assistants, and Supervisors are responsible for assigning two individuals per disabled person(s) during evacuation.
3. Faculty, Resident Assistants, and Supervisors should check any adjoining areas, such as restrooms or supposedly vacant rooms, to be sure that all persons are notified to evacuate.
4. Faculty, Resident Assistants, and Supervisors should be the last individual(s) to leave the building.
5. When everyone has safely evacuated the building, Faculty, Resident Assistants, and Supervisors will systematically sweep and check to see that everyone is accounted for. If there are two people searching the building, coordinate the search efforts. If someone is unaccounted for, Faculty, Resident Assistants, and Supervisors should immediately alert Campus Security on the scene. All students and personnel must operate on the buddy system to make sure all facilities are evacuated.
6. Do not go into any building after it has been evacuated until the "all clear" has been given by fire department or Campus Security.
7. Safety drills are planned each semester by Student Life. Both announced and unannounced drills will occur.
8. Failure to evacuate the residence hall during a drill will result in disciplinary action by Student Life.

### **If the alert is to stay in the building**

1. Faculty, Resident Assistants and Supervisors are to make sure that all people are moved to the safest part of the building as noted in the tornado section of this plan.
2. Faculty, Resident Assistants, and Supervisors are responsible for assigning two (2) individuals per disabled person during relocation to a safer part of the building. **Note:** A list of the safest part of each building is found under the tornado section of this Security Plan.
3. If the building is to be locked down, faculty, Residents Assistants and Supervisors are to make sure all doors are locked and people are on the floor and away from windows. Lights should be turned off.
4. Do not move out of the building unless instructed to do so by local law enforcement or Campus Security.

### **Evacuation Meeting Points (EMP) on Campus**

The following places are central meeting places if a building evacuation is ordered. If a building evacuation is ordered, go immediately to the central meeting place closest to the evacuated building. **Do not go anywhere other than the Evacuation Meeting Point. Go immediately! Then, identify yourself to the person in charge of the building (faculty, Resident Assistant or supervisor) to insure that everyone has safely evacuated the building and no one is missing.**

1. The field in front of the Student Center at least 200 feet from the building.
2. The tennis courts next to the gym.
3. The practice football field at the football stadium.
4. The parking lot next to the Porch Resident house.
5. The baseball field.

### **Safe Shelters**

The following places are locations that people outside in the open or in unsafe places can move to if conditions permit:

1. The Student Center; away from the windows.
2. Underneath the Library in Brisse, in the classrooms.
3. Bottom of Neves, Neves 101 and 102
4. Bottom of the Crain Science Building
5. Bottom of the Foster Education Building
6. Bottom of the Craft-Hemphill Building

### **Fire Safety**

Fires are unpredictable, fast and the smoke from the flames and burning of many different types of material that are burned is toxic and deadly. Your safety and the safety of others comes first and foremost.

1. Sound the building fire alarm. Call 9-911 from a campus telephone or 911 from any other telephone. Campus Security can activate a campus-wide alarm if necessary. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.
2. Identify the "Fire Exit" nearest your classroom, office or residence hall room.
3. Leave the building quickly and in an orderly fashion. Do not stop or go back for personal belongings. Do not use the elevator. Use the stairs. Do not lock doors while leaving the building.
4. Smoke is the most toxic part of a fire, stay close to the floor.
5. Assemble at one of the Evacuation Meeting Points listed earlier. Keep out of the way of firemen and police. Remain outside the building. After evacuating, stay with your co-

workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated

6. Notify Campus Security on the scene if you suspect someone may still be in the building.
7. Do not re-enter a building unless the “all clear” has been issued by the fire department or Campus Security.
8. If you become trapped in the building:
  - a. **DO NOT PANIC!**
  - b. Contact Campus Security by using your cell phone.
  - c. Put an article of clothing large enough to hang outside the window and into the room to mark your location for emergency personnel.
  - d. If the room has no windows, stay close to the ground; shout out loudly to attract the attention of emergency workers.

**Note:** If a fire appears to be controllable, first call Campus Security, then alert everyone to the fire, finally, use a fire extinguisher to put out the fire.

### **Violent Crime or Hostage Situations**

1. If possible, remove yourself and others from harm. If it is not possible to remove yourself from the situation, then lock/hide yourself in a room.
2. **Do not** attempt to confront, apprehend or interfere with the criminal except in case of self-protection.
3. Notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other telephone **immediately**. Give them your exact location and the location of the suspect(s) including building and classroom. Write down the features such as height, weight, sex, race, clothing, age and name of the person(s) you observed. Then immediately communicate this information to Campus Security. Notify Campus Security with this information when you are talking to them. Also inform Campus Security of any injuries.
4. Campus Security is to secure buildings and grounds and alert proper civil officials immediately.
5. Do not try to look or peek out windows or doors to see what is happening.
6. Do not leave your safe place unless instructed to do so by Campus Security or local law enforcement. Follow their instructions completely.

### **Sexual Assault and other Sensitive Crimes**

1. Try to be as calm as possible. This will help you to think more clearly.
2. Go to a safe place.
3. Preserve all physical evidence. This includes; **NOT** taking a bath or shower, **NOT** brushing your teeth, **NOT** cleaning your fingernails, **NOT** changing your clothes. Clean and fresh clothes will be brought or given to you after evidence is collected.
4. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.
5. Take time to write down, or describe to someone who writes down what you describe, an accurate description of the assailant. Note features as height, weight, sex, race, clothing, age and name, if known.

### **Medical Emergencies**

1. Do not move a seriously injured person unless it is a life-threatening situation.
2. If you feel you must have immediate help, and it is severe enough that you need EMS dial 9-911 from a campus telephone or 911 from any other telephone. Also, notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other

telephone.

3. If it is not an immediate medical necessity, call Campus Security will obtain medical help for the person(s) sick or injured. This includes but is not limited to: sprains, insect bites, scrapes, minor burns, splinters, small cuts and puncture wounds, etc.
4. Relay important information to Campus Security, such as: exact location, your name, name of person injured, type of injury, and extent of injury.
5. Do not contact blood or any other bodily fluid because of the possibility of blood borne pathogens unless you are wearing protective gear such as surgical gloves.
6. Stay with the person and reassure them of your presence and tell them that help will soon be with them to look after them.

**Note:** Campus Security will notify University officials if the emergency is of a serious nature.

### **Hazardous Materials**

If the identity of a chemical spill or leak is unknown, treat the spill or leak as toxic material. Treat the spill or leak as representing a danger to you and others. The following steps should be taken:

1. Do not attempt to confine or stop the spill or leak. Avoid contact with skin, eyes and clothing. Do not breathe the fumes and vapors. Avoid shutting the doors to the room.
2. Sound the building fire alarm so evacuation can begin. Inform people as to the reason the alarm has been sounded.
3. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.
4. Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes. (5) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.
5. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you cannot reach Campus Security or requested to do so by Campus Security.
6. Do not re-enter a building or return to the area unless the "all clear" has been issued by the fire department or Campus Security.

### **Bomb Threats**

Most bomb threats turn out to be false. For the safety and welfare of everyone, Campus Security will not ignore or treat lightly any threat. Each threat is assumed to constitute a clear and present danger to the people on campus and to the campus.

**If you see something that looks like a bomb or a suspicious package, do not touch it!**  
**Move away from the area, move other people away and contact Campus Security. Do not use any cell phone or two-way radio devices.**

The bomb threat procedures are as follows:

1. Notify Campus Security concerning any suspicious package or any threat received by phone, mail, e-mail, text message or any other means.
2. If conditions permit, a quiet search will be made without alarming faculty, students, staff and visitors by Campus Security.
3. If the threat appears credible, evacuate the building and area by quietly asking people to leave or by sounding the fire alarm.
4. Campus Security will contact local law enforcement and secure the area.

5. Movement on campus and access by other people is limited. I.D. cards are to be displayed by all people.
6. Do not re-enter an area or building unless the “all clear” is given by local law enforcement or Campus Security.

### **Civil Disturbance**

Civil disturbances include demonstrations, riots or assemblies that become disruptive.

1. Any person who sees a civil disturbance or becomes aware of the possibility or planning of a civil disturbance must contact Campus Security.
2. Avoid provoking or obstructing demonstrators. Leave the area of the disturbance.
3. If you are not in the area, do not go to the area to see what is happening. Avoid the area.
4. Close and lock all doors, especially external doors, but do not lock doors to prohibit emergency exits. Close windows and blinds.
5. Attempt to continue your normal daily schedule and routine.
6. Follow all verbal instructions and commands of Campus Security and local law enforcement.

### **Hazardous Gas Leaks**

If a gas cylinder or storage tank is suspected of leaking or there is a suspicious odor, do not attempt to discover where the leak or odor is. Do not attempt to stop the leak unless you are the supervisor responsible for the container. Your safety and the safety of others is paramount. The following steps should be taken:

1. Sound the building fire alarm so evacuation can begin.
2. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.
3. Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes. (4) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.
4. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you cannot reach Campus Security or you are requested to do so by Campus Security.
5. Do not re-enter a building or return to the area unless the “all clear” has been issued by the fire department or Campus Security.

### **Tornados and Severe Weather**

**Tornado Watch:** Tornados and thunderstorms are possible

**Tornado Warning:** A tornado has been spotted in area

If a tornado is sighted or severe weather is approaching the campus, the following action should be taken:

1. Notify Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone. Campus Security will activate the campus-wide alarm, if necessary.
2. If time permits, go to the basement or interior hallway on the lowest floor. Shut the doors of the dorm rooms or other rooms that lead to the hallway.
3. If time does not permit, get into the safest area of your classroom/room/office away from windows and doors.
4. If you are staying in the hall of a building, close the doors along the hallway.
5. Stay clear of auditoriums, gymnasiums or other structures with wide, free-span roofs.
6. Take shelter underneath your desk or any heavy furniture.
7. Assume a curled position to protect your head and eyes.

8. Stay inside until the fire department or Campus Security has cleared the building for you to leave.

### **Evacuation Locations and Instructions**

In case of a weather evacuation or shelter notice Blackboard Connect will be used to notify all students, faculty, and staff. The Connect codes will be in parenthesis after the building names below.

#### *Residential Halls:*

- **Bruce Hall (BE)**
  - Assemble in the halls of the bottom floor.
- **Units A - G (UTA - UTG)**
  - Assemble on the bottom floor lobby of each unit.
- **Units Laundry Room (UTL)**
  - Evacuate to the bottom floor lobby of Unit C or D Residence Halls. If evacuation is not possible, assemble in interior room away from windows.
- **Self Hall (SF)**
  - Assemble in the hallway of the bottom floor.
- **Trustee Hall (TE)**
  - Assemble in the hallway of the bottom floor.
- **Howard Hall (HD)**
  - Assemble in the downstairs hall of Howard Residence Hall.
- **Simpson Hall (SN)**
  - Assemble in the downstairs hall Simpson Residence Hall.
- **Horton-Tingle Hall (TN)**
  - Assemble in the hall of the bottom floor.
- **Emery Hall (EY)**
  - Assemble in the hall of the bottom floor.
- **Roberson Hall (RN)**
  - Assemble in the hall of the bottom floor.
- **Georgia Hall (GA)**
  - Assemble in the hall of the bottom floor
- **Marshall Hall (MR)**
  - Assemble in the hall of the bottom floor
- **James and Ruth Howard Jr. Hall (JR)**
  - Assemble in the hallway of the bottom floor.
- **Neb and Martha Cline Hall (CE)**
  - Assemble in the hallway of the bottom floor.
- **Hartness Hall (HS)**
  - Assemble in the hallway of the bottom floor.
- **Anthony Hall (AY)**
  - Assemble in the hallway of the bottom floor.
- **Martin Hall (MN)**
  - Assemble on the bottom floor and in the hallway and near the center of the building
- **Vandiver Hall (VR)**
  - Assemble on the bottom floor in the hallway and near the center of the building
- **Braisher Apartments (BR)**
  - Assemble in the hall or bathrooms on the lower floors. If time permits, evacuate to the Younts Athletic Building or the nearest shelter.

- Crusader Court Duplexes (**CC1A - CC33B**)
  - Assemble in the bathrooms, shut the door.

### *Residential Houses:*

There are several individual houses that have been converted into Student Resident housing. The safe location in each house is the hallway with the doors closed. The second location is the bathroom, in the bathtub. The names of the different houses are as follows:

- McLure House – 48 Blackwell (**ME**)
- Cabin – 60 Blackwell (**CN**)
- Blackwell House – 68 Blackwell (**BK**)
- West Crain Houses (**WC1, WC2, WC3 WC4**)
- McKinney House - 7701 Mountain View (**MY**)
- Porch House – 7820 N. Tigerville (**PH**)
- Yearwood – 7850 N. Tigerville (**YD**)
- Wood House A – 7873 N. Tigerville (**WDA**)
- Wood House B – 7873 N. Tigerville (**WDB**)
- Wood House C/Roper Mountain – 7905 N. Tigerville (**WDC**)
- Wood House D/Craft House – 7903 N. Tigerville (**WDD**)
- Wood House/Crouse House - 7901 N. Tigerville (**WDE**)
- Brand House – 4 Chinquapin (**BR**)
- Wilbanks House -12 Chinquapin (**WS**)
- Armstrong House-12 Chinquapin (**AG**)
- Duplex 111 through 117 Chinquapin (**DX1 - DX7**)
- Draper house – 153 Chinquapin (**DR**)
- England House - 163 Chinquapin (**ED**)
- Hail House - 170 Chinquapin (**HL**)
- Farm House - 251 Chinquapin (**FM**)
- President's Cabin – 17 Foster (**PS**)
- Foster 2 (**FR2**)
- Foster 4 (**FR4**)
- Foster 10 (**FR10**)
- Foster 11 (**FR11**)
- Foster 21 (**FR21**)

### *Administrative and Classroom Buildings*

- White Hall (**WE**)
  - If evacuation is not possible, assemble in hall of the bottom floor. Shut doors to the offices. If time and safety permits, evacuate the building to Turner Music Building or Howard Residence Hall.
- Turner Auditorium and Music Building (**TR**)
  - Assemble in the bottom floor hallway of Turner Music Building. If the building is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.
- Donnan Administrative Building (**DN**)
  - Assemble in the President's wing and the Business wing on the bottom floor.
- Crain Science Building (**CN**)
  - Assemble on the bottom floor in the hallway nearest the Learning Lab.
- Neves (**NS**)

- Evacuate to the Business/Sports Management floor or bottom floor, Neves 101 and Neves 102. If evacuation to these floors is not possible, assemble in Neves 5.
- Foster Student Center **(FR)**
  - Assemble on the bottom floor hallway.
- Joe F. Hayes Gymnasium **(GYM)**
  - Assemble in the offices on both levels.
- Younts fitness and Wellness Center **(YS)**
  - Assemble in the hallway near the offices.
- Todd Dinning Hall and Student Center **(TD)**
  - Assemble in the hall of the student center downstairs, away from the windows.
- Hamlin and Fine Arts **(HN)**
  - Assemble in the hall way to the Band Room, the bathrooms, or the Band Room. If the auditorium is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.
- Cothran Maintenance Building **(CN)**
  - Assemble on the bottom floor basement on the north end of the building or evacuate the building for a safer place.
- Baseball Offices **(BL)**
  - If evacuation is not possible, assemble in the dressing room.
- Tuttle Clinic **(TE)**
  - Assemble in the inner room or hallway.
- Cooper Apartments and Campus Security **(CR)**
  - Evacuate to the Tuttle Clinic for shelter. If evacuation is not possible, shut the bathroom door and remain close to bathroom door in the hall.
- Averyt Wood Learning Center and Library **(AT)**
  - Assemble in the bottom floor hallway near the elevator, space permitting, or in Brisse classrooms near the inner wall or classroom hall.
- Hayes Ministry Center **(HS)**
  - Assemble in the hallways of the Financial Aid and Admissions Offices.
- Mitchell Visitor Center at the Stadium **(ML)**
  - Assemble in the bathrooms or in the Concession stand.
- Younts Press Center at the Stadium **(PB)**
  - Assemble in the bathrooms or in the Concession stand
- Hendricks Athletic Center **(HS)**
  - Assemble in the hallway near the coaches offices, under the weight room or in the locker rooms.
- Eddie Runion Building **(RN)**
  - Assemble in the photography room and dark room on the first floor
- The Ole Studio; Pottery Studio **(OLE)**
  - Evacuate to the photography /dark room in the Runion building on the 1st floor. If evacuation is not possible, assemble in the bathrooms and hallway.
- North Greenville University School of Drama **(DA)**
  - Evacuate to the basement floor, in the back of the building.
- Billingsley Theatre **(BY)**
  - Bottom floor towards the front side of the building.
- Craft-Hemphill Building **(CH)**
  - Bottom hallway and classrooms at the front of the building.

## Evacuation

Some emergencies require the evacuation of building(s). If a building is to be evacuated, all personnel should assemble at the field in front of the Student Center, 200 feet from the buildings. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter the building unless authorized personnel give approval. **If campus-wide evacuation is necessary, Campus Security will notify the student, faculty, and staff via Blackboard Connect.**

## Blackboard Connect

The Blackboard Connect System allows Campus Security or the Office of Student Life to send an emergency message to all cell-phones, computer screens, and wireless enabled PDA's listed in the system. In addition, persons receiving the message will be able to respond with a code that will allow campus security to know their location on campus in the event of a campus wide emergency alert.

Three alert levels will be used to communicate with the NGU community:

### *Level One- Operational Alert*

This level will be used to communicate weather related or general information which would call for a change in the normal operation of the campus. Included would be information about the cancellation of classes due to inclement weather, power outages, a change in traffic flow, etc. The message will begin with **OA**. All information following would be instructions concerning a change in the normal pattern of NGU procedures.

### *Level Two- Situational Alert*

The **SA** message would be sent in response to an active, credible threat of harm made against the campus via phone, e-mail, mail, or made personally to a student, staff, administrative, or faculty member. The following procedures will be in effect if a Situational Alert is initiated:

1. The threat will be reported to Law Enforcement. Law Enforcement Officials will be advised of our alert status.
2. All doors to classrooms should be closed and locked (if possible) while class is in session.
3. Visitors to the campus will be required to check in with Campus Security.
4. All vehicles locked.
5. Campus Security will establish a checkpoint at the main entrance of the campus to check all incoming traffic.
6. No off campus visitors for students.
7. Students, faculty, and staff are encouraged to be on alert and report any suspicious activity to campus security.
8. RA's and Coordinators on alert monitoring activity in student housing.
9. All Campus Security Officers on duty and patrolling the campus.
10. No loitering on campus. Everyone should move quickly across campus to his or her destination.

### *Level Three-Emergency Alert*

An Emergency Alert will be issued in the event a clear and present danger exists on campus. An example would be an armed assailant on campus or a known fugitive in the area. An Emergency Alert message will be accompanied by a long, continuous blast of the campus emergency siren. The following procedures will be in effect if an Emergency Alert is initiated:

1. Stay where you are until the **All-Clear (AC)** message is sent. The all-clear signal will be accompanied by three short tones by the campus siren. Do not open the door to your office, classroom, or dorm unless directed to do so by Law Enforcement or Campus Security or until the all-clear message is sent and sounded.
2. If possible, lock the door to your office, classroom, or dorm.
3. Stay away from doors and windows.
4. Respond to **EA** message with your location using abbreviations for campus housing and campus buildings.
5. If the threat is in your immediate area, respond to the **EA** message with the 911 code following the letters for the building where the threat is located.
6. Take a deep breath, pray, and remain calm. Do not confront an assailant. If the assailant is nearby and you are in an open area where flight is a possibility, clear the area as quickly as possible or seek immediate cover. If you are in a confined area, look for cover or drop to the ground and play dead.

### **Emergency Telephone Network**

- Campus Security
  - 7777 from campus
  - 864-977-7777 from any other phone
- Fire or Medical Emergency
  - 9-911 from campus
  - 911 from any other phone
- Student Life
  - 7121 from campus
  - 864-977-7123 from any other phone
- Greenville County Sheriff's Department – 864-271-5210
- SC Highway Patrol – 864-271-100

# WHERE TO FIND HELP

Issue	Office to Contact
Absences from Class	Academic Affairs Office – Neves Hall
Absence/Loss of Chapel Credit	Director of Student Life – Tingle Student Center
Adding and Dropping Classes	Registrar's Office – Neves Hall
Admissions	Hayes Ministry Center
Alumni Affairs	Alumni Office – Donnan Administration Building
Athletics	Athletic Director – Hendricks Center
Bills, Fees, Etc.	Business Office – Admin Building
Calendar Activities	Director of Student Activities – Tingle Student Center
Career Services	Office of Career Planning – Tingle Student Center
Cultural Events	School of Theatre
Counseling	Personal: Student Life – Tingle Student Center Spiritual: Campus Ministries – Tingle Student Center
Faculty Advising	Academic Affairs Office – Neves Hall
Financial Aid	Office of Financial Aid – Hayes Ministry Center
First Aid & Illness	Nurse – Tuttle Clinic
Grades	Registrar's Office – Neves Hall
Grade Requirements	Registrar's Office – Neves Hall
Housing	Office of Residence Life – Wingo 101
I.D. Cards	Office of Student Life – Tingle Student Center
Intramural Sports	Director of Intramural Sports – Tingle Student Center
Mail	Post Office – Tingle Student Center
Clubs and Organizations	Office of Student Life – Tingle Student Center
Student Publications	Mass. Comm. Dept. – Tingle Student Center
Public Relations	Publicity Office – Media and Print Department
Registration	Registrar's Office – Neves Hall
Religious Activities	Chapel Coordinator – Tingle Student Center
Schedule of Meetings	Office of Student Life – Tingle Student Center
Social Functions	Office of Student Life – Tingle Student Center
Student Elections & SGA	Office of Career Planning – Tingle Student Center
Traffic & Parking	Campus Security
Transcripts	Registrar's Office – Neves Hall
Transfer Information	Registrar's Office – Neves Hall
Withdrawal from University	Student Life – Tingle Student Center
Work Study Program	Financial Aid Office – Hayes Ministry Center