

CIU | GLOBAL
SCHOOL



STUDENT HANDBOOK

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CAMPUS PHONE NUMBERS

Most CIU offices follow a Monday-Friday 8:00 a.m. – 5:00 p.m. schedule and some may be closed during chapel.

CIU Business (803) 754-4100 if extension is not known,
or dial direct 807+ extension

**CIU Global School
Dean's Office** (803) 807-5730

UNIVERSITY OFFICE HOURS

Accounting (803) 807-5079 or (803) 807-5016
Monday-Friday: 9:00 a.m. – 4:00 p.m.

Campus Bookstore ciu.slingshotedu.com
803-807-5290
Monday-Thursday: 9:00 a.m. – 4:00 p.m.
Friday: 9:00 a.m. – 3:00 p.m.
**Hours subject to change*
Email: ciu@slingshotedu.com
Slingshot Customer Support via chat, email or
phone can be found at: slingshotedu.com/support

G. Allen Fleece Library Service Desk: (803) 807-5109
General library information and renewals:
library.ciu.edu
Monday-Thursday: 7:30 a.m. – 12:45 a.m.
Friday: 7:30 a.m. – 9:00 p.m.
Saturday: 1:00 p.m. – 9:00 p.m.
Sunday: Closed
**Special hours for prayer days, holidays, fall/spring
breaks and summer. Hours will be posted in the
library, on the website and in [The Insider](#).*

Ram Tech (803) 807-5199 (I.T. Helpdesk)
For hours, please visit my.ciu.edu.

WELCOME FROM THE VICE PRESIDENT FOR CIU GLOBAL



Greetings CIU Global students!

I am SO very happy that you have chosen Columbia International University and its School of CIU Global for your degree program. CIU is a special place! Our mission says "CIU exists to educate students from a biblical worldview to impact the nations with the message of Christ." What makes CIU unique is that here we look at all theories, principles and ideas through the lens of Scripture.

What does this mean?

Imagine as you read this welcome that we are seated side by side. Now picture me in my left hand holding a textbook from one of your courses with my left arm fully outstretched. Now imagine a Bible in my right hand aligned between my eyes and the textbook. Here at CIU, we "look" at the textbook with all of its theories and ideas "through the lens" of Scripture. We will engage in discussions about what ideas align with a biblical worldview, which ones do not and why!

John 1:1 says, "In the beginning was the Word, and the Word was with God and the Word was God." Later in verse 14 we read, "And the Word became flesh and dwelt among us and we beheld His glory, the glory as of the only begotten of the father full of grace and truth." These verses teach us that the Word, Jesus, is God. Further, we learn that God is truth!

We "educate students from a biblical worldview" here at CIU because ultimately all truth is God's truth!

Welcome to CIU and the School of CIU Global!

A handwritten signature in black ink that reads "Brian S. Simmons". The signature is written in a cursive, flowing style.

Dr. Brian S. Simmons
Vice President of CIU Global

WELCOME FROM THE DEAN OF CIU GLOBAL SCHOOL



Welcome to Columbia International University! We are delighted that you have chosen CIU as the place to further your education. We look forward to partnering with you in the pursuit of your dreams. It is our belief that it is no coincidence that you chose CIU, but that God has led you here for us to collaborate with you in the learning process. As a Christian university it is our desire to equip you with an outstanding academic experience but also one of spiritual growth.

This handbook is a tool for you. It is designed to give you:

- An overview of CIU's academic policies
- The history, mission and vision of the university
- An understanding of what you can expect from faculty
- A resource with the contact information you need for assistance

There will likely be times throughout this journey in which you will feel overwhelmed by family, work, and school responsibilities but rest assured that we are committed to your success and are only a phone call or email away. Do not hesitate to reach out to us when you need assistance or encouragement or just someone to pray with and for you.

God bless you as you begin this journey!

A handwritten signature in black ink, appearing to read 'K Jones', written in a cursive style.

Dr. Kevin Jones
Dean of CIU Global School

Section 1:

FINANCIAL AID AND ACCOUNTING

FINANCIAL AID

STEP 1 How am I going to pay for school?

- Federal Aid, Military, VA Ed Benefits, Self Pay
- Federal Aid - Complete FAFSA - www.studentaid.gov
School Code: 003429
- Self Pay - notify the Financial Aid office and request to waive your FAFSA
- Visit www.ciu.edu/financial-aid for additional information

STEP 2 Requirements

- Upon receipt of your FAFSA or Acceptance, you will receive communication via email regarding outstanding requirements.
- After acceptance you can track and complete your outstanding financial aid requirements through your MyCIU portal

STEP 3 Financial Aid Award

- Your Financial Aid will be awarded after you are registered.
- You will receive your financial aid offer via email.

STEP 4 Accept, Decline or Modify your Aid

- Log In to your MyCIU Portal - Review the Terms & Conditions Accept, Decline or Modify your financial aid offer.
- Check your documents! Make sure all documents are marked "received"
- If you do not have enough aid to cover your bill, make arrangements with accounting to cover the remaining balance.

STEP 5 Disbursement of Fund(s)

- Before your financial aid can be applied to your student billing account you must: Complete ALL required documents, be degree seeking and all courses must be required for your degree program and be enrolled at least half-time.
- Disbursements are made in TWO installments per term:
 1. The first disbursement will be applied after the start of your first class, once attendance and participation is verified. This disbursement covers the total cost of tuition, books, fees and any other authorized charges on your student account.
 2. The second disbursement will be applied at the midpoint of the term, once attendance and participation is verified. This disbursement will cover any remaining balance of tuition, books, fees, and other authorized charges generated after the first disbursement.
- Excess of Title IV Funds, also known as excess funds is generated when the amount of your federal financial aid disbursed is greater than the total tuition, books and fees for a specific term. Full-time students are rarely eligible for a Title IV refunds after the first disbursement. However, when this does result in a credit balance on your account, your funds will be released within 14 days of the disbursement unless the school has been authorized to hold them.

FINANCIAL AID, TUITION, AND FEES

When students are unable to fully fund their education from personal resources, it is Columbia International University's policy to attempt to assist them in obtaining additional financing from federal, state, institutional, and private resources to the fullest extent possible. Students who wish to be considered for aid from these sources must meet general eligibility requirements as well as fund-specific criteria. Eligibility requirements and instructions for applying are outlined below. International students are not eligible for federal or state aid but may qualify for institutional aid. The following requirements are necessary to be considered for all forms of financial assistance:

- Acceptance by the CIU Admissions office
- Completion of the FAFSA (annually) for US citizens
- CIU Financial Aid Questionnaire
- Enrollment as a degree-seeking student
- Full-time enrollment for institutional aid
- Minimum half-time enrollment for Federal student loans (6 hours per semester undergraduate; 4.5 hours per semester graduate/seminary)
- Enrollment in at least 1 credit hour for Federal Pell Grant
- For federal aid, a student must be a U.S. citizen or an eligible non-citizen and certify that funds will only be used for educational expenses
- Recipients of federal student loans must certify that they are not in default on any federal student loan and do not owe a repayment on a federal student grant

The two applications needed to determine a student's eligibility are the Free Application for Federal Student Aid (FAFSA) and the CIU Financial Aid Questionnaire. The FAFSA is available online at www.fafsa.ed.gov. CIU's federal school code is 003429. The CIU Financial Aid Questionnaire is available on Financial Aid Online (accessible through my.ciu.edu).

FEDERAL FINANCIAL AID

Once students submit their FAFSAs, the Financial Aid Office will send them an e-mail regarding the completion of their financial aid file. The student must respond immediately to any request for additional information or documentation. Failure to do so could cause the student to forfeit awards. Undergraduate students, if eligible, can receive federal grants, loans, and work-study. Graduate-level students, if eligible, can receive federal loans and work-study. Current information on federal aid is available online at www.ciu.edu/financial-aid, or by visiting the Financial Aid Office.

Section 2:

**STUDENT RIGHTS,
RESPONSIBILITIES,
SERVICES, AND
BEHAVIORAL
EXPECTATIONS**

RIGHTS AND RESPONSIBILITIES EXPRESSED IN COMMUNITY LIFE

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

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

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

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

One way of practicing the aforementioned community standards is the use of netiquette. Netiquette simply means that in the online classroom, people cannot see your face, they cannot hear the tone or inflection of your voice, and they cannot observe your body language to determine your intention. Therefore, when responding to another student's post, or even in creating your own, it is very important to write your thoughts out and take a few minutes away from them. Then reread what you wrote and make sure it answers the question(s) and is worded in a way that is not likely to offend others.

It is okay to disagree, but do so in a manner that is constructive rather than destructive, encouraging rather than denigrating. It is very easy to say the right words but for them to be "heard" incorrectly. Take the time to review what you type. This is one of the benefits of online education; you have the ability to wait and rethink what you will say before you say it. **USING ALL CAPITAL LETTERS IS THE SAME AS SHOUTING!!!!** Use capitals only to emphasize a point; do not type full posts in capital letters.

Respect others' opinions as you would have yours respected. This is a Christian school; please respect the religious beliefs of those around you.

Lord's Day/Sunday Observance

We recognize Sunday as a special day of rest, worship, and service to the Lord. We want our students to freely be involved in a local church and to attend Sunday school or a Bible study group, as well as the worship service of that church. We encourage rest on Sunday, but we also recognize employers may require students to work. Our programs are designed with a Monday-Saturday rhythm with the intent that you will be able to have a day of rest on Sunday. However, we understand that as working adults you may choose to use this day to get ahead for the week and that is completely up to you.

Basic Rights of Students

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

Access

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

Appeal

- The right to appeal decisions involving judicial or administrative action.
- The right to appeal decisions involving final grades for specific reasons spelled out in the [CIU University Catalog](#).
- The right to seek exceptions to program requirements or academic policies by petition.

Information

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

Privacy

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

Voice

- The right to be heard with regard to the formulation and improvement of educational programs, policies, and services.

Complaints

- The right to bring a formal complaint before the university through the Student Non-Academic Grievance and Appeal Policy (Policy 601.000).
- The right to file a formal complaint of discrimination on the basis of disability with the Office of Civil Rights (OCR) in the U.S. Department of Education.

Rationale

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

Title IX

Title IX policy complaints fall under their own government-mandated guidelines and may follow procedures that are not consistent with other CIU policies and/or procedures.

<http://www.ciu.edu/policy>

Harassment

Harassment is contrary to Scriptural principles, morally wrong, and illegal (see Title IX under the Student Appeal and Grievance Policy). We specifically forbid harassment or any threatening and offensive conduct or expressions with respect to (including but not limited to) race, color, national origin, sex, sexual orientation, gender identity, religion, disability, or age. Anyone who believes he/she has been harassed by a fellow student, CIU employee, or visitor to our campus, or knows someone who has, should report this to the Dean of CIU Global School. All cases will be reviewed and investigated in confidence, except as required by applicable law, and appropriate corrective action will be taken.

Harassment may include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying, pictures, or written material that a person finds personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. It should be noted that when one member of the CIU family encourages another member to abide by biblical and the CIU community lifestyle standards, it is not harassment, provided it is done in a respectful and loving manner. Students feeling harassed should tell the person harassing that he/she is being offensive and should also notify the Dean of Student Life.

Review the aforementioned information on netiquette.

my.ciu.edu

All students are issued an account within CIU's online community (my.ciu.edu). Due to the important nature of much of the information sent by CIU offices to students via the student's @ciu.edu email account, students are expected to check their account regularly. Students are responsible for information posted at my.ciu.edu or sent to their CIU email accounts. Technical assistance (opening an account, logging in, forwarding emails to a preferred email address, etc.) is available online or at (803) 807-5199.

Please check your name@ciu.edu account often; you can even forward it to a preferred email account.

STUDENT SERVICES & UNIVERSITY INFORMATION

NetTutor

For over 20 years, NetTutor has offered live tutoring on-demand, question drop-off, and writing feedback. Tutors are subject matter experts trained in how to translate tutoring best practices and learning strategies to support students online, one student at a time. Over 150 subjects are offered, including live tutoring for Math, Writing, and Student Success available 24 hours a day, every day of the year.

Connecting with a tutor is fast and easy, with no downloads necessary and a service that doesn't require ample bandwidth. All tutoring takes place on an intuitive whiteboard interface and is facilitated with course specific tools and functions. NetTutor also complies with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and Section 508 of the Rehabilitation Act and is FERPA-compliant. NetTutor meets every learner who asks for help "where they are" with an unwavering commitment to quality and inclusivity.

NetTutor is the only major online tutoring service that allows each institution to customize every aspect of the service their students will receive. Campus partners are invited to customize "Rules of Engagement"—a collaboration that ensures students receive tutoring in NetTutor that is consistent with the support they would receive on campus.

NetTutor is research-based and has a rich history of providing online tutoring and academic support to education institutions in a variety of disciplines and academic programs. Partnering with NetTutor means giving your students the assistance they need from experienced and qualified online tutors.

Access to NetTutor can be found in each course on Canvas on the course homepage menu options.

CIU Campus Store

www.slingshotedu.com

- Required course materials automatically provided with enrollment (see website for details)

Online Community Chaplain

Dr. Dave West

Dr. Dave West served as a Chaplain (Colonel) in the U.S. Army until his retirement in 2010. Dr. West attended Southwestern Baptist Seminary where he received a Master of Divinity degree in 1998.



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As Online Community Chaplain my focus is to support each student with the best possible Soulcare ministry and resources. Soulcare seeks to facilitate spiritual guidance and growth throughout the CIU Online learning experience, to help individuals formulate and live out a Biblical worldview. To accomplish this, we have adopted the following:

Mission

To provide Christ-centered support, resources, and services so that all CIU Online Students formulate a biblical worldview to impact the nations with the message of Christ.

Vision

CIU Online students experiencing a full life through Jesus Christ.

Commitment

To offer help, hope, and healing in life situations.

- Think About This: God Knows You and Me
- O LORD, you have searched me and known me! (Psalm 139:1 ESV)

Have you ever wished you would have known everything there was to know about a subject? If this was possible for us, we would not need to have online classes, study a specific subject, write lengthy papers, nor take final exams.

What about knowing everything about a person? Often people only let us see the good qualities they have. Some people even pretend to be something they are not. The Psalmist opens this passage with a very revealing statement. God knows me!

Let the thought that God knows you settle upon you. In fact, the Psalmist not only says that God knows you, but that God has searched you. There is nothing about you that God does not know: the good, the bad, and the ugly.

With everything God knows about you and me, isn't it wonderful that He desires to

have a relationship with us? As you begin your CIU journey, continue to think about all that God knows about you and how much He loves you and desires to have a relationship with you.

Prayer Requests can be submitted at:

https://my.ciu.edu/ICS/Services/Online_Chaplain/

G. Allen Fleece Library

The G. Allen Fleece Library supports the Columbia International University mission and academic program by providing information and ministry resources along with professional services designed to develop and equip lifelong learners.

Library Guidelines & Overview

<https://www.youtube.com/watch?v=qdENgSYuWlQ&feature=youtu.be>

<https://ciu.libwizard.com/f/tour>

Library website: library.ciu.edu

Obtain information about library hours, borrowing and renewing materials, research assistance, and contact information

Resources

Over 70,000 books in print, including:

- CIU dissertation collection
- Faculty author collection
- Juvenile collections including Caldecott and Newbery
- DVDs and leisure reading

More than 250,000 electronic books

Millions of academic journal articles and magazine and newspaper articles

More than 130 Research databases: <http://libguides.ciu.edu/az.php>.

Services

Ask any library question through chat! Libchat is located on the library homepage: library.ciu.edu

Research assistance is available in person or by appointment through "Reserve a Librarian" on our website:

<https://libcal.ciu.edu/appointments/?g=229>. The Information Specialist will be happy to assist you in person, by phone, email, or video chat.

Tutoring is available through NetTutor and is accessed through the home page of each course in Canvas

Study the Bible from anywhere: <http://libguides.ciu.edu/ebooksbible>

Learn how to use the library resources with interactive tutorials and videos:

<http://libguides.ciu.edu/tutorials>

Even if the library does not have it, obtain a full-text copy through interlibrary loan: <https://2660.account.worldcat.org/profile>

Check your papers for grammar, spelling, and plagiarism, before you turn it in, using Turnitin: <https://libguides.ciu.edu/testyourpaper>

Have a suggestion on an item that would be great for the library collection? You can request your library to order any books, movies, and music at the following link:

<http://library.ciu.edu/cgi-bin/koha/opac-suggestions.pl?op=add&bibliumber=6941>

Section 3:
NEED HELP

OFFICE OF ACADEMIC ADVISING

The Office of Academic Advising will be your first resource if you are not sure how to navigate. Advisors will reach out to you if they see you may be getting behind, but they will also help you know your options if you need to modify your schedule. After your first week of class, your Academic Advisor will be the first person you will want to reach out to with any questions or concerns.

Current students can email Advising@ciu.edu or email their advisor directly. Prospective students can continue reaching out to the Admissions Office at YesCIU@ciu.edu or directly to their Admissions Office Representative.

How do I know if I need to contact my professor or my academic advisor?

If your question is about an assignment or discussion post, then you will want to reach out to your professor first. If the professor doesn't get back to you within 48 hours, then let your academic advisor know.

What if I need to drop or add a class?

The program you are in is setup to automatically register you. If you need to retake a class, then you will need to submit a Manual Registration Form found in your MyCIU account. You can contact your Academic Advisor if you need help.

What if I have an issue or complaint with a professor?

You can reach out to your academic advisor to help you know what to do. Normally, you will need to communicate any grading concerns first with your professor. The academic advisor is an advocate for you, but they have no control over grading. Grading is done by the professors.

What if I have questions about careers?

Your academic advisor can help you get the resources you need. This may include having you do a career assessment, connecting with a program director, or helping you work with the [Career Services](#).

What should I expect from my advisor?

Your advisor should be able to reach back out to you within 24 business hours, and sometimes up to 48 hours if there is a high volume time (ex; week of graduation). Your advisor will not be in communication your first week in your program, to avoid a confusing overlap in conversations that you may have with your Admissions Representative.

You will need to treat emails from your advisor as top priority. They usually work with other departments, and can be the mouthpiece to help you out.

What should my Advisor expect from me?

You will need to communicate through your CIU Microsoft Email account (you will receive login information after you have been registered). This is a crucial step in the academic advising world. We encourage that you send emails instead of calling, since emails will help you clarify your thoughts, and they will also allow your academic advisor time to gather the information together that you are looking

for. Try to keep your emails as professional as possible when emailing with faculty, staff, and other students. This will help you in the professional world.

Owning your plan

Your academic advisor is here to help you through your journey, but you are ultimately responsible for knowing which classes you need to take, and the graduation requirements. These requirements can be found in the academic catalog.

Section 4:

**REGISTRAR AND
ACADEMIC POLICIES**

All Columbia International University policies can be found at ciu.edu/policies

TECHNOLOGY REQUIREMENTS

Things you will need to be successful in CIU's Online Program

- Access to a Computer. Tablet and other iOS devices can interfere with the LMS. It is recommended to access the LMS via a computer operating system. Our LMS, Canvas, interacts better with a PC than a Mac.
- Access to Stable Internet Connection
- In the event that the CIU Portal goes down here is the direct link to your course in Canvas <https://canvas.instructure.com/login/canvas>

Network Username and Password

This is provided to you in a separate document. Please login to your computer with the above username and password, and then visit <http://my.ciu.edu> to reset this password to a password of your choice. The new password must be between 8-16 characters in length and contain 1 Uppercase, 1 lowercase letter, 1 number, and 1 special character. This will be your username and password to login to your computer, for your corporate email, for SharePoint, for MyCIU, and courses.ciu.edu. At the same time fill out your Challenge Questions.

- Please keep your password safe and secure at all times and do not share it with anyone.

You can access your email from your computer by launching the Outlook application and choosing Start - Microsoft Office Outlook 2013. You can also access your email at outlook.office365.com, on or off campus at any time. The username and password for access is the same as your network login and password.

All university related email communication is to be conducted through your CIU email.

CIU Online (<http://my.ciu.edu>)

MyCIU is your one stop shop for department information. Take some time to login and browse the site. Check out the Resources Tab and all of the Department pages, including IT and Human Resources. You will login to MyCIU with your network login username and password.

Canvas Support

24/7 Canvas Support Hotline: (844) 805-2219

NETIQUETTE

Communication on CIU online platforms is a key part of the learning environment. Whether you are emailing a fellow student or professor, writing a discussion thread, or responding to another student's post, we expect you to be kind and courteous in all interactions. Netiquette is etiquette for the online environment or the correct and acceptable way of communicating online. The following are steps you can take to help foster a respectful learning environment.

1. Craft your message with care. Your writing is a reflection of you. Canvas and email are to be used to share knowledge and ideas in a clear concise manner.
2. Write academically; not as you would if texting a friend.
3. Read and re-read your message. Check for proper grammar and spelling.
 - a. Stay away from writing in all caps, bold, italicized, or underlined text. This can come across as rude to the reader.
4. Criticism & discussion are a part of academia and should be done in a respectful way that shares well thought out alternatives. Do not intentionally provoke another student.
5. Racist, sexist, vulgar, inflammatory, or otherwise inappropriate language will not be tolerated.
6. While conducting yourself online, remember Matthew 7: 12 which states "Do to others whatever you would like them to do to you.."

POLICY STATEMENT

Columbia International University is a Christian institution of higher learning that holds to high expectations regarding the personal and professional conduct in the online setting. These expectations include an online environment that promotes a learning environment that is positive and allows for a professional standard of instruction.

The following conduct is prohibited in any setting of the University, including students enrolled in an online course:

- Engaging in or threatening to engage in behavior(s) that, by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health, safety, or well-being of oneself, another person, or the general University community. This includes, but is not limited to, threatening, tormenting, mocking, intimidating, maliciously or inappropriately ridiculing another's work, and exploiting known psychological or physical vulnerabilities or impairment.
- Abusive behavior toward a University employee or agent acting in performance of their duties.

- Physical violence, actual or threatened, against any individual or group of persons.
- Disorderly, disruptive, or antagonizing behavior that interferes with the safety, security, health, or welfare of the community, and/or the regular operation of the University.
- Behaviors that, by virtue of their intensity and/or repetitiveness, interfere with an educational activity (e.g., classroom, remote or online learning environments, advising session, lecture, workshop). Deliberately engaging in behaviors that unreasonably and illegitimately distracts from or interferes with the educational experience or otherwise violates University policy.
- Engaging in behavior prohibited under the CIU's Non-Discrimination and Anti-Harassment Policy for Students or for Employees (See CIU's Human Resources Office for this policy).

CIU reserves the right to remove a student from an online class immediately if the student's behavior egregiously violates this policy.

Rationale

Students are expected to interact with one another, and with faculty members, in a manner that demonstrates respect for one another. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty, suspension from the program, or dismissal from the University. (*NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.*)

The goal of the disciplinary process is to provide the student with the opportunity to adjust his or her behavior so that university expectations are met. In egregious cases, a student could be dismissed for their first known violation of the policy.

POLICY PROCEDURES

Guidelines for Imposing Disciplinary Sanctions

In following the sanction guidelines, the Dean of the specific college in which the program is housed has the authority to give primary consideration to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction.

Disciplinary Warning

For a first documented offense an official sanction will be given in writing, notifying the student of his or her misconduct. This will include a warning that a subsequent infraction must not occur and may lead to other disciplinary sanctions.

Disciplinary Probation

An official sanction places the student in a position in which any further misconduct will result in additional discipline, including but not limited to, suspension or dismissal from the university.

Disciplinary Suspension

An official sanction that prohibits the student from attending the University for a minimum of one year. A registration hold will be placed on a student's record at the beginning of the dismissal and removed at the end of the dismissal. Students who wish to return to school after the suspension period has ended must submit a written appeal prior to registering for the term in which they desire to re-enroll.

Disciplinary Dismissal

Disciplinary expulsion is an official determination that permanently prohibits the student from attending the university. Any current or future registration will be administratively withdrawn from the institution (See *Withdrawal Policy* at www.ciu.edu/policies).

ATTENDANCE POLICY

For 8 Week Online Courses: Failure to attend (log in) an online course during the drop/add period will result in automatic drop from the course.

For 5-6 Week Online Courses: Failure to attend (log in) an online course during the drop/add period will result in an automatic drop from the course; two weeks of inactivity on course—no submitted assignment/quiz/discussion forum) will result in administrative withdrawal.

WITHDRAWAL POLICY

<http://www.ciu.edu/sites/default/files/Policies/108%20000%20Withdrawal%20Policy.pdf>

PLAGIARISM POLICY

<https://www.ciu.edu/sites/default/files/123%20002%20Plagiarism%20Policy%206.29.2023.pdf>

STUDENT PRIVACY RIGHTS

www.ciu.edu/sites/default/files/605%20001%20Educational%20Privacy%20Policy.pdf

STUDENT APPEAL AND GRIEVANCE POLICY

www.ciu.edu/sites/default/files/Policies/601%20000%20Student%20Non-%27Academic%20Grievance%20%26%20Appeal%20Policy_1.pdf

If a grade appeal is desired, based on the three valid reasons for an appeal as outlined in the policy, a student contact Dr. Kevin Jones, Dean of the CIU Global School, at kevin.jones@ciu.edu.

TITLE IX

www.ciu.edu/sites/default/files/604.003%20CIU%20Title%20IX%20August%202021%209.24.21.pdf

Title IX Compliance Officers:

Title IX Coordinator:

Dr. James Lanpher, Office of the Provost
Columbia International University, 7435 Monticello Road, Columbia, SC 29203
(803) 807-5027 • TitleIXCoordinator@ciu.edu

Title IX Deputy Coordinators:

Employee-related compliance matters:

Don Jones, Director of Human Resources
Columbia International University, 7435 Monticello Road, Columbia, SC 29203
(803) 807-5009 • Don.Jones@ciu.edu

Athletics-related compliance matters:

Kim Abbott, Assistant Athletics Director
Columbia International University, 7435 Monticello Road, Columbia, SC 29203
(803) 807-5248 • Kim.Abbott@ciu.edu

Section 5:

ACADEMIC DEGREE PROGRAMS

ACADEMIC DEGREE PROGRAMS

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Associate in Healthcare Administration

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MED in Educational Administration

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