



Student Handbook

2025-2026





Student Handbook

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Welcome to CIU

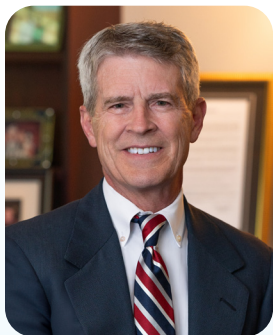
FROM THE PRESIDENT

Dear CIU Students,

Welcome to CIU! We are delighted that you have selected to become a CIU student! Our CIU family has been praying for you; these are not just kind words, but the faculty, staff and administration have prayer for each of you by name. My prayer for you is that CIU will equip you for your calling in life, and ultimately your career. You have been chosen by God to become a godly man or woman. CIU will invest in your life. Please introduce yourself to me as I want to get to know you on a personal level.

For this reason we also, since the day we heard about it, have not ceased praying for you and asking that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God; strengthened with all power, according to His glorious might, for the attaining of all perseverance and patience; joyously giving thanks to the Father, who has qualified you to share in the inheritance of the saints in light. - Colossians 1:9-12 (NASB)

May you seek to know Christ, that you may go and make Him known!



A handwritten signature in black ink that reads "William H. Jones".

Dr. William H. Jones
President

FROM THE DEAN OF STUDENTS

Students,

Welcome to CIU! We are so excited to have you on campus! If you are a new student or a returning student, please take time to read through the student handbook. It will guide you as you are on your journey to learn more about CIU. God brought you here, and while you are here, get involved in student life by attending student events and activities, as well as building new friendships and relationships.

One of my life verses is Philippians 4:13 which says, "I can do all things through Christ who strengthens me." Jesus Christ will help you overcome those difficult challenges and help you achieve your goals daily. Allow Him to lead and guide you while you are here experiencing life at CIU.

We are seeing God at work in the lives of our students. God is doing amazing things on CIU's campus, and we are glad you are here to experience a dynamic campus environment that will allow you to grow academically and spiritually. My door is always open, so I encourage you to drop by for a visit or feel free to ask for help any time.

We are glad you are part of the CIU family!
Go RAMS!!



A handwritten signature in black ink that reads "Philip W. Ritchey".

Philip W. Ritchey
Dean of Students

Welcome to CIU

PURPOSE OF THIS HANDBOOK

The Student Handbook is an official publication of Columbia International University, compiled and edited by students, faculty, and staff. It serves as a general guide to policies, procedures, and community expectations that apply to all students – whether undergraduate or graduate, residential or online. While many sections of the handbook apply broadly (e.g., academic integrity, grievance procedures, and access to student services), certain expectations are specific to the traditional undergraduate, on-campus experience (such as chapel attendance and residence life policies) and may not apply to graduate or online students. All students are responsible for understanding and following the portions of the handbook that are relevant to their program and learning format. CIU reserves the right to revise the handbook at any time by adding or amending policies. Failure to read the handbook does not exempt students from accountability for its applicable contents.



CIU'S IDENTITY

Columbia International University is a multid denominational Christian institution located in Columbia, South Carolina. We have been educating students from a biblical worldview since 1923. As a biblical university, Christian faith is our foundation, and we affirm the Bible as the foundation for all life and learning. Scholarship, community and the purposeful drive empowered by a zeal for the Great Commission are what have attracted thousands of students for nearly a century to our Christian university and seminary.

CIU'S HISTORY

The school began classes in the fall of 1922 in rented rooms at the former Colonia Hotel in downtown Columbia and at the YMCA and officially became Columbia Bible School in 1923. Two hotel rooms served as the classroom and the office, and the hotel's sunroom was used for popular Friday evening classes open to the public.

In 1929, the school's name changed to Columbia Bible College and six years later, the school began offering graduate courses. The college moved to its current location on Monticello Road in 1960 and the name was changed again in 1994 to Columbia International University.

For a full list of Columbia International University's accrediting agencies and affiliations, please click on this link - [Accreditation - Columbia International University](#).

Mission and Message

CIU'S MISSION STATEMENT

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

CIU'S VISION STATEMENT

Generations of graduates serving as professional ministers and ministering professionals all over the world.

CIU'S MOTTO

To Know Him
and to Make Him
Known.

CIU'S CORE VALUES

The five core values of CIU are literally written on stones at our campus: Authority of Scripture, Victorious Christian Living, World Evangelization, Prayer & Faith, and Evangelical Unity.

Authority of Scripture

The Bible is the ultimate foundation and the final truth in every aspect of our lives. We concentrate on mastering God's Word, learning to understand its meaning and apply its teaching.

Victorious Christian Living

Victory in Christ comes to those who yield humbly to the Holy Spirit, who makes us more like Him in our daily lives.

World Evangelization

We prepare each student to have an impact as part of the "missions team," whether in a sending church or as one sent. The Holy Spirit dispenses blessings and works through us so that we are a blessing ourselves

Prayer & Faith

The CIU community seeks joyful reliance upon God for material provision, victory over sin, growth in Christlikeness, and fruitfulness in ministry. Our relationship with Him is expressed in daily prayers of a loving and needy heart.

Evangelical Unity

Evangelical unity means accepting other Christians of evangelical conviction, regardless of denominational or theological affinity, for purposes of fellowship, encouragement, edification, and ministry.

COMMUNITY STANDARDS

CIU's community standards should govern our actions in community. We encourage others to practice them:

- 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)

Mission and Message

STATEMENT OF FAITH

Teaching at Columbia International University is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of the Columbia International University:

- The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings. All men in their natural state are lost, alienated from God, spiritually dead (Rom. 3:23).
- Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (1 Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12-13), and are made new creatures in Christ (2 Cor. 5:17).
- God is One God, Who reveals Himself in three Persons; Father, Son, and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man. He was born of a virgin and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
- Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (1 Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28-29).
- Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.
- Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; 1 Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19).
- Jesus Christ will come again to earth the second time (Heb. 9:28), personally (Acts 1:11; 1 Thess. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness foretold in the Scriptures (Matt. 24:29-30, 42; 2 Thess. 2:7-8; Rev. 20:1-6).

Student Rights & Responsibilities

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

AUTHORITY OF THE UNIVERSITY

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

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

SPIRITUAL COMMANDS AND TEACHING

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

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

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

Student Rights & Responsibilities

SPIRITUAL PRINCIPLES

Within the context of our educational mission and cultural circumstances, certain responsibilities represent our attempt to apply clear scriptural principles at CIU. These responsibilities include, but are not limited to:

- The responsibility to actively participate in the University's life of prayer and faith:
 - To observe Sunday as a special day of rest, worship, and service to the Lord. This includes involvement in a local church;
 - To have a time of daily communion with the Lord in prayer and meditation on the Word with a focus on personal godliness, spiritual growth, right relationships with others, and God's direction for life;
 - To attend chapel services for worship, inspiration, fellowship, spiritual growth, and the dissemination of community information;
 - To attend Prayer Days each semester for corporate prayer.
- The responsibility to practice complete honesty in connection with course work, interpersonal relationships, and daily activity in every setting:
 - To acknowledge the source of words, sentences, ideas, conclusions, examples, and/or organization of an assignment that is borrowed from a book, an article, any source found on the Internet, another student's paper, etc.;
 - To use only legally authorized duplication and/or distribution sources for music and movies.
- The responsibility to uphold a level of behavior consistent with the University's model of training for Christian servanthood and leadership:
 - To take care of body, mind, and soul through proper nutrition, adequate sleep, regular exercise, and abstention from harmful practices such as the use of tobacco and illegal drugs;
 - To maintain biblical principles of truth, honor, and purity with regard to visual and listening choices such as movies, music, Internet, computer games, and blogging;
 - To limit behaviors that may cause offense or moral failure, such as restricting expressions of physical affection to what is appropriate for the level of commitment to the relationship;
 - To abstain from the consumption of alcoholic beverages.

Student Rights & Responsibilities

STUDENT ACADEMIC RESPONSIBILITIES

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

Academic responsibilities include, but are not limited to:

- The responsibility to share with the faculty in the maintenance of the integrity of scholarship, grades, and academic standards.
- The responsibility to learn the content of a course of study according to standards of academic performance established by the University and the faculty member for each course taken.
- The responsibility to promote by words, attitude, and actions a classroom atmosphere that is conducive to the teaching and learning process for all concerned and to respect the standards of conduct established by the University and each faculty member.
- The responsibility to attend class and to submit class assignments (e.g., examinations, tests, projects, reports) by scheduled due dates or accept penalties. If any problem arises regarding course work or attendance, the student will be responsible to initiate contact with the instructor.
- The responsibility to meet degree requirements as provided in the University catalog.
- The responsibility to complete and submit one's own work with honesty and integrity, representing academic efforts truthfully and without deception. Students are expected to uphold CIU's standards of academic integrity by avoiding plagiarism, cheating, or the misrepresentation of others' work as their own.
- The responsibility to register, add, and/or drop courses in a timely manner to ensure others will have an opportunity to take courses. The student is responsible to follow the University guidelines if he/she desires an incomplete or needs to withdraw from the University.
- The responsibility to pay all financial costs of attending the University within timely manner agreed upon the Student Accounting Office.
- The responsibility to follow appropriate procedures in order to obtain academic assistance or accommodations due to a physical, learning, or emotional disability/issue, or a dietary allergy.

For more details on academic policies, visit ciu.edu/policies or catalog.ciu.edu.

Student Rights & Responsibilities

BASIC RIGHTS OF STUDENTS

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

Policy Procedures

This policy is disseminated to students annually in the Academic Catalog and the Student Handbook. Policies and procedures governing the above responsibilities and rights appear in various University publications. Revisions may be made to such policies and procedures and shall become effective following dissemination or update. It is reviewed annually by the Student Life Office as part of the annual student handbook revision process. The CIU Student Government Association is invited to give input during the revision process and may raise questions/concerns at any time through their Student Senate and Executive Team meetings. Students who believe their rights have been restricted or violated may address concerns via the Student Non-Academic Grievance and Appeal Policy which may be found in the student handbook.

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 course grades.
- The right to seek exceptions to program requirements or academic policies by petition.

Information

- The right to inspect and review educational records except where a student has waived such rights or where access is prohibited by the Family Education Rights and Privacy Act of 1974 (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.

Student Rights & Responsibilities

Voice

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

Judicial

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

Complaints

- The right to bring 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 based on disability with the Office of Civil Rights (OCR) in the U.S. Department of Education.
- The right to notify the State Postsecondary Review Entity (SPRE) of complaints related to the University's management of

the Title IV programs, or regarding misleading or inappropriate advertising and promotion of the University's educational programs, or other complaints about the institution.

STUDENT PRIVACY RIGHTS

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

Student records include finances, academic-related ministry assignments and evaluation, grades, veteran affairs, and Student Life files. You have the right to file complaints concerning alleged institutional failure to comply with this Act.

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

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

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

Student Rights & Responsibilities

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

STUDENT COMPLAINTS AND GRIEVANCE POLICY

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

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

General Principles

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

ACADEMIC GRIEVANCE PROCEDURE

If a student has a concern about an academic matter, the following process should be followed:

Step 1

In keeping with the Matthew 18 principle, the student should discuss the matter with the faculty member involved. Faculty will listen to concerns or questions and, when deemed appropriate, amend decisions. After the discussion, if the student feels that one of the following applies, Step 2 of the appeal process may be taken:

- The decision rendered was not supported by sufficient evidence (i.e. expectations in the class syllabus).
- The academic consequence is more severe than called for by the situation.
- A stated university policy has been misapplied.
- There has been some level of discrimination.

Student Rights & Responsibilities

Step 2

Within three days of receiving an answer from the faculty member, a letter of appeal should be delivered to the student's academic advisor. If the advisor is the faculty member involved, Step 3 should be taken. The letter of appeal should outline the concern, describe the steps taken and the answer given, and provide an explanation of why one of the above-mentioned reasons can be applied to the situation. The advisor will have a meeting with the student and the faculty member to discuss the problem and issue a written decision on the appeal within 30 days. If the student feels that the decision does not correctly address the reason for an appeal as above-mentioned, he or she should proceed to Step 3.

Step 3

Within three days of receiving a written decision from the advisor, the student should deliver a letter of appeal to his or her dean of the college who will direct the appeal to the Academic Grievance Committee. The letter will be given to the committee chair, and the matter will be presented to the Academic Grievance Committee for a resolution. The committee is comprised of a minimum of three faculty and/or staff as appropriate to provide expertise to the specifics of the grievance. The committee will meet within 14 days of receipt of the grievance.

The student may request to be in attendance for the discussion of the issue to present a verbal statement, bring witnesses and evidence, and to answer questions. In addition, the student may request a neutral observer (only) who is a student at CIU to join them at this meeting. Neither the student nor the observer will be allowed to be present during the decision-making process. Following the appeal discussion and decision, the Academic Grievance Committee chairman will provide a written response to the student outlining the decision within 30 days.

An appeal of the Academic Grievance Committee decision may be made only if there is evidence that the grievance procedures were not followed, new evidence surfaced, or inappropriate or disproportionate consequences were imposed. The written appeal must be presented to his or her dean of the college within three business days of receipt of the written Academic Grievance Committee decision. If the student is not satisfied with the decision of the dean of the college, then the student can appeal to the Provost whose decision is final.

Non-Academic Grievance Procedure or Appeal Process

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

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

Student Rights & Responsibilities

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

Step 1

After submitting a written grievance, the student should formally discuss the matter with the individual or office involved. If a student believes Step 1 is especially daunting or inappropriate given the situation, the student may reach out to the Associate Dean of Student Life for counsel/guidance, or he or she may proceed to Step 2. This procedure should not be followed in the case of a disciplinary appeal. Please refer to the Student Disciplinary Appeal Process stated in this handbook.

Step 2

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

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

Step 3

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

1. **Jen Johnson**
Associate Dean of Student Life
jen.johnson@ciu.edu
2. **Philip Ritchey**
Dean of Students
philip.ritchey@ciu.edu

If the response does not resolve the issue, the appropriate staff member in Student Life will review documentation, interview all involved parties, and provide the decision letter within a certain timeframe.

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

Spiritual Formation

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

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

Relationship with God – Believers should demonstrate a growing intimacy in their relationship with God through worship, prayerfulness, and faith.

Biblical Self-Image – Believers should demonstrate a biblical understanding of themselves rooted in Christ as evidenced in confidence, self-discipline, and stability.

Relationship with the Body of Christ – Believers should demonstrate a growing relationship with the body of Christ as evidenced in community, unity, and submission.

Personal Relationships – Believers should demonstrate a growing maturity in personal relationships as evidenced in purity, faithfulness, and servanthood.

Relationship with the World – Believers should demonstrate a desire to serve God fully as they engage the world as evidenced in eternal perspective, conviction, and perseverance.

CHAPEL

Chapel is at the heart of our CIU community and shared discipleship experience while studying at CIU. It is an integral part of our learning and equipping to impact the nations with the message of Christ. Chapel is held every Tuesday, Wednesday, and Thursday from 11:00-11:45 a.m. Tuesday and Thursday chapels are designed for the entire university to gather in evangelical unity as a diverse and multicultural community. Wednesday chapels are typically designed for segments of the community to meet in separate venues, Community Groups, with advisors, or other assigned options. During special emphasis weeks and prayer days, the entire university gathers as one group to further our purpose and core values as we focus on life-changing themes.

Undergraduate students: All residential undergraduate students are required to attend chapel Tuesday through Thursday (and Mondays during Special Focus Weeks).

Spiritual Formation

On-campus undergraduate students taking six or more hours are required to enroll each semester in CHL 1000, a non-credit course that is required for graduation. Attendance is taken at each chapel and students can keep track of their attendance on the iAttend App. This app should be downloaded to the student's phone and students are required to scan before and after chapel to receive credit within an allotted time frame. Students who experience persistent problems related to utilizing the iAttend App should stop by the Student Life Office to discuss the issue.

Limited chapel exemptions may be granted in rare instances. Instructions for submitting a request for a chapel exemption can be found at [Chapel Excuse Request Form found in MyCIU > Campus Life > Chapel](#). Chapel exemptions are issued on a semester-by-semester basis. The Dean of Students makes the final decision on all chapel exemptions. Students are required to attend Convocation, every President's Chapel, as well as Prayer Days. The chapel schedule can be found at MyCIU > Campus Life > Chapel.

Students are to attend the required number of chapels each semester (this will be posted on the student's iAttend App). Students leaving chapel early will receive no credit for that day. While this is a requirement, it is our hope that students will grow to value the importance of community and worship and the meaningful rhythms it creates for life together on campus.

PRAYER DAYS

CIU is committed to the principle that prayer and faith, one of CIU's core values, should be demonstrated in the life of every believer. For this reason, prayer days will be scheduled each semester with an emphasis on corporate prayer. Classes are cancelled or shortened to allow students to attend. Administration, faculty and staff join our students in prioritizing this time together in prayer. Prayer Days dates can be found on the Chapel schedule on MyCIU > Campus Life > Chapel and in the Canvas course syllabus.

COMMUNITY GROUPS

Community Groups meet throughout each semester during Wednesday chapel times. These groups provide context where spiritual growth can be nurtured, and where God's grace can be experienced.

MEN'S & WOMEN'S CHAPEL

Each semester, we have a special chapel that is designated by gender where we bring in special guests to speak from a Biblical worldview on the topics of Biblical manhood and Biblical womanhood.

Spiritual Formation

CLASS CHAPEL

Each semester, students attend a special chapel by their university classification. This special chapel is led by student leaders or faculty/staff members.

ADVISOR & ADVISEE CHAPEL

Each semester, advisors meet with their advisees to plan events and activities to grow academically and spiritually.

RAMSERVE

During the spring semester in the month of April, students, faculty, and staff come together for an exciting day of service called RamServe. Ram Serve stands for “Renewal Around the Midlands” and this is an annual event in which CIU partners with others around the Midlands. Students receive two (2) chapel credits for this day of service.

Campus Services

ACADEMIC SUCCESS CENTER (ASC)

(803) 807-5611 | academicsuccess@ciu.edu

The Academic Success Center coordinates accommodations for qualified students with disabilities. Students who wish to apply for accommodations for ADHD, physical, psychological, or learning disabilities should contact the ASC for information about the accommodation approval process.

The ASC also provides services for both graduate and undergraduate students in their pursuit of academic success. These services include free tutoring (by appointment), peer mentoring, making up missed tests/exams (possible fees applied), and offering academic success workshops. The Academic Success Center is located on the second floor of the G. Allen Fleece Library.

G. ALLEN FLEECE LIBRARY

(803) 807-5109 | library@ciu.edu

The G. Allen Fleece Library supports Columbia International University's mission and academic programs by providing information and ministry resources along with professional services designed to develop and equip lifelong learners. Students can access the library's website at lib.ciu.edu in order to obtain library hours, borrow or renew materials, receive research assistance, and contact information. Research assistance is available in person or by appointment.

Library resources include over 70,000 books in print, over 250,000 electronic books, and millions of articles through online resources. The library also has five study rooms which are available for groups of two or more, and one large room available for quiet study. There are over twelve computer workstations throughout the library and networked public copiers, printers, and scanners for student use.

Students must present their CIU ID card when checking out or borrowing materials from the library. Students are also asked to always wear shoes. Limited snacks and covered drinks are allowed in the library.

BUSINESS & CAREER DEVELOPMENT CENTER (BCDC)

(803) 807-5134 | bcdc@ciu.edu

The Business and Career Development Center (BCDC), situated in the William H. Jones Center at the campus entrance, serves as a vital resource for students, alumni, and the CIU community, facilitating their professional journeys. It supports prospective and current students alike by providing guidance and resources that help bridge the gap between education and career opportunities, ensuring individuals are well-prepared for the next steps in their professional lives. The center's staff plays a crucial role in guiding students through the process of discovering and refining their passions, while integrating essential entrepreneurial skills and career readiness competencies, both soft and hard, to prepare them effectively for their future career paths.

Campus Services

CAMPUS BOOKSTORE

(803) 807-5290 | ciu@slingshotedu.com

Required course materials are automatically provided with enrollment. Rented textbooks are due back on the last day of each semester. Please contact Customer Support or the Campus Store if the books cannot be returned on the last day of class. Slingshot Customer Support via chat, email or phone can be found at slingshotedu.com/support. To log into your student account to access digital textbooks and textbook information, use your CIU student email address and ID # as the password at ciu.slingshotedu.com. CIU apparel and gifts are available in addition to textbooks and school supplies. The CIU Campus Store is located in the Ridderhoff Building (basement).

HEALTH SERVICES

(803) 807-5056 | healthservices@ciu.edu

The clinic is located on the main level of Memorial Hall and is open from 9:00 a.m. – 4:00 p.m. A nurse is available Monday-Friday when classes are in session. The clinic is closed during chapel and on Saturday, Sunday, and Prayer Days. There are limited summer hours.

Services in the clinic are for current students only. Due to minimal staffing, the nurse cannot see faculty, staff or student families.

Services Provided for Students:

- Nursing assessment and recommendations
- Doctor's clinic by appointment weekly (charge of \$25 assessed on student's accounts)
- Referrals (medical, dental, chiropractic, etc.)

Charges are as follows:

- Nursing Services – free
- Doctor's appointment - \$25
- Procedures: A student who needs the services of a physician, dentist, optician, or other professional should consult the nurse who may help to make an appointment. In the case of serious illness or injury, the physician involved arranges for hospital admittance.

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

Additionally, all students must have their own medical insurance to attend CIU.

Campus Services

COUNSELING SERVICES

CIU provides limited clinical counseling services for students dealing with personal issues. Please contact the Student Life Office at (803) 807.5353 for more information on our counseling services for current students.

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

As a community we desire to walk alongside anyone working through these issues with God's help. Faculty members, advisors, Student Life personnel, the campus nurse, resident directors, resident assistants, or other staff are available for assistance.

COUNSELING TRAINING CENTER

Graduate third year counseling students serve as interns to counsel students with ten (10) sessions at no charge. Students can submit the counseling in-take form by clicking the link: [Counseling In-take Form](#). Faculty and Student Life staff can provide a reference for a licensed professional counselor (LPC) working at reduced rate in cooperation with CIU. Appointments for these referrals must be made through the Student Life office by emailing them at mentalhealth@ciu.edu.

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

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

FITNESS CENTER

(803) 807-5242

The Moore Fitness Center is designed to serve all student-athletes, students, faculty/staff and alumni in their athletic, intramural, recreation, and strength & conditioning needs. Use of the Moore Fitness Center is free to current students, Pine View apartment residents, staff, faculty, and their spouses. The facility includes a lobby with TV and couches, a gym, two locker rooms, cardio room including elliptical,

Campus Services

treadmills and bikes, a weight room, hand weights, and other various work-out equipment. In addition, the Sports Medicine Staff is housed in the Fitness Center for all intercollegiate athletes. There are lockers available for all to use (bring your own lock).

Fall and spring hours of operation are as follows:

- Monday-Friday: 6:30 a.m. - 10:30 p.m.
- Saturday: 9:00 a.m. - 11:00 p.m.
- Sunday: Closed

CAMPUS DINING SERVICES

(803) 807-5281 | ciu.hallmarkdining.com

The Rossi Dining Hall at CIU offers a large variety of made-to-order, quick serve, and complete entrée meals to fit both your appetite and schedule.

Hours of operation are as follows:

- Monday-Friday: 7:30 a.m. - 7:30 p.m.
- Saturday & Sunday Brunch: 11 a.m. - 1:30 p.m. and Dinner: 5:00 - 6:30 p.m.

For those not on a meal plan, additional dining service meal purchase options are available. Contact Dining Services if you are interested in learning more about commuter and guest dining plans and options.

Your meal plan includes the following personal accommodations should you need them:

- Sick trays are available with the student's ID card. You may designate someone to pick up your meal and deliver it to you.
- Special diet needs can be accommodated. A physician-approved outline of specific dietary needs must be provided to the Academic Success Center and a plan created with the Hallmark Management Team.

Policies:

- All meal plan students need their student ID to enter the dining hall. No exceptions.
- Dishes and silverware are not permitted to be removed from the dining hall.
- All students on an unlimited meal plan will be issued Reusable "Eco to Go" boxes for take-out meals. The container exchange program may be purchased (non-refundable) by those not on meal plans at the Rossi Dining Hall and is usable for your entire time at CIU. Those taking a meal to go may fill their own beverage container up to 20 oz. with their beverage choice. Disposable plasticware is provided. Exchange your used container for a clean container or a carabiner. Containers must be washed and sanitized in the dining hall by dining staff. You will not be permitted to clean and re-use your own container.

Campus Services

- Your meal card must be swiped, or a second meal must be purchased, when taking food for later using the "Eco to Go."

Managers and supervisors are present throughout the meal period should you have any questions or concerns regarding your dining experience. Our team is happy to help you navigate the dining program and accommodate any special needs you may have to ensure you have a great experience.

ROSSI STUDENT CENTER

(803) 807-5234 | studentlife@ciu.edu

The Student Life and Residence Life offices are in the Student Center. Students with inquiries regarding residential life, student government, student clubs, or student activities should visit the main office located next to 34 North Coffee Shop. The Campus Post Office is also located in the Student Center adjacent to the C23 Game Room.

Rossi Student Center hours of operation are as follows:

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

34 North Coffee Shop

Located in the Rossi Student Center, this coffee shop offers specialty drinks, sandwiches, salads, personal pizzas and light snacks in a relaxed atmosphere where you can hang out with friends, grab and go, or study between classes.

All students on an unlimited meal plan will have \$100 of Ram Bucks loaded onto their cards per semester to use at their discretion. Ram Bucks carry over from the fall semester to the spring semester of each academic year. They do not carry over from academic year to academic year. Acceptable forms of payment are cash, credit card, and Ram Bucks.

Hours of operation are as follows:

- Monday-Thursday: 7:30 a.m. - 10:30 p.m.
- Friday: 7:30 a.m. - 8:00 p.m.
- Saturday & Sunday: Closed

C23 Game Room

C23gameroom@ciu.edu

The C23 Game room is in the Rossi Student Center. The game room is designed for students to have an enjoyable experience in a fun, friendly environment where they can build community. The C23 Game Room provides students with consoles to play Xbox, Play Station 5, and Nintendo Switch, as well as a pool table, board games, and the Snack Shack for food and drink purchases. Students may check out outdoor equipment for spike ball, basketball, pickleball, and volleyball. Students are asked to

Campus Services

respect space, respect each other, and respect the gear. Our Student Activities Coordinator and game room student workers are always available to help and answer any questions.

Game Room hours of operation are as follows:

- Monday-Saturday: 12:00 p.m. - 11:00 p.m.
- Sunday: 6:00 p.m. - 11:00 p.m. (*unless otherwise posted*)

Postal Service

The mailboxes at the campus post office are a primary means of communication from all university departments, including the Registrar's Office, professors, and Student Life. All students should check their boxes on a regular basis. Students will need to pick up their key at the post office window in the Rossi Student Center during window hours (see below). Students must present their student ID card to receive their key. There will be a nonrefundable charge of \$20 per lost key or a \$100 charge for not returning the key to the CIU post office when graduating or leaving CIU and not returning for the following semester. Students are allowed to hold the mailbox key only for the time they are enrolled at CIU. When returning the mailbox key, it must be returned to a CIU postal employee. Returning the key to another department may result in a charge on the student's account.

Your CIU address:

Name CIU Box #
7435 Monticello Road
Columbia, SC 29203-1599

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

- To be processed, intra-school mail should include a clearly written name and box number. Mail should be in envelopes or on cards at least 3" x 5" in size. Materials to be distributed to students should be bundled and in box number order.
- Stamps, parcel post, special delivery, Federal Express, and UPS are available in the campus post office [Phone: (803) 807-5251].
- Tampering with a mailbox at the campus post office is illegal.
- Window Hours: Monday – Friday: 12:45 - 4:30 p.m.

Pine View residents may obtain a PO box at the Post Office located in Rossi Student Center. CIU students can access their PO box all year during normal Student Center Hours. Students receiving a large package will receive notification from the Post Office in their mailbox.

Campus Services

STUDENT ATHLETE SERVICES

Student-athletes who have questions about athletic services including compliance, athletic training/trainers, and conditioning can obtain this information in the student-athlete handbook.

INTERNATIONAL STUDENT SERVICES

(803) 807-5483 | ann.pierce@ciu.edu

CIU offers services for our international students. The International Student Advisor (ISA) works directly with all our international students once accepted to the University, assisting with travel authorization, OPT application, etc. All international students are required to attend International Student Orientation (ISO) in the fall. All international students who hold an F1 visa are automatically a member of the International Student Association, which is an on-campus club that host a variety of activities and events for international students.

Campus Security

Campus Security is in Ridderhof building behind the library. Security is responsible for always keeping the campus safe. Students who have concerns may speak with any of the security officers between the hours of 6:00 a.m. and midnight. All CIU students, whether they are residents or commuters, need to have the campus security phone number in their phones. When students feel unsafe on campus, they may call or text the number 24 hours a day, 7 days a week.

Security Officer On-Duty: (803) 807-5555

VEHICLE REGISTRATION AND VEHICLE TAG PLACEMENT

Faculty, staff, and students living or taking classes on campus are required to register every vehicle driven on campus, including motorcycles.

Registration must be completed within one week of first driving the vehicle on campus.

Students: register vehicles online at my.ciu.edu on the Campus Life page. After registration, students must pick up their parking hang tags in the Security Office located in Ridderhof.

Unregistered vehicles parked on campus may be issued a citation that incurs a \$101 fine. A student needing a temporary pass may pick one up at the Security Office.

PARKING & TRAFFIC REGULATIONS

The Security Department enforces parking rules and traffic laws on campus, and students must familiarize themselves with CIU's vehicle regulations and parking policies to ensure safety for all users of campus streets and parking areas. Compliance with state laws and college regulations is mandatory for any student operating a vehicle on campus.

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

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

The vehicle speed limit on campus is 15 mph, except 25 mph on International Boulevard except when the 15 mph school sign is flashing for the Ben Lippen School traffic between 7:45 a.m. until 8:15 a.m. and 2:45 p.m. until 3:15 p.m.

Campus Security

Fine amounts are listed below:

- 1st offence - \$101.00
- 2nd offense - \$200.00
- 3rd offense - \$400.00

Decal and Parking Violations

- Vehicle without a proper decal
- Decal improperly displayed or not readable
- Vehicle not parked within a parking space
- Curb parking, except at Rossi Student Center in the short-term parking spaces (30 minutes)
- Parking on the grass and under trees
- Double parking outside of authorized spaces
- Blocking a fire hydrant
- Blocking the roadway or entrance
- Double parking or blocking another vehicle
- Parking in an ADA space without proper credentials
- Parking in a "No-Parking" area
- Parking a detached trailer in any space except undesignated spaces behind Founders Hall
- Parking in reserved spaces

Traffic Violations

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

Violations may result in a citation being issued. Violations can range from \$101-\$500, depending on the violation and the number of repeat offenses. Campus parking fines must be paid in the Accounting Office within five days of the date on the citation or penalties may be applied. Repeating parking and traffic violations may result in additional fines or penalties, vehicle immobilization, vehicle towing, the loss of driving and parking privileges on campus or a registration-hold on a student account.

Citation Appeal Procedures

Students who wish to appeal a parking or traffic violation may submit an appeal (**CIU Parking Ticket Appeal**). The appeal form and citation must be submitted within five (5) days of the date on the citation for Security to review. Appeal requests received later than five (5) days are not accepted.

Residence and Student Life

RESIDENCE LIFE

(803) 807-5130 | reslife@ciu.edu

Residence Life Coordinator: (803) 876-0636

Pine View Apartments: (803) 807-5795

Housing Requirements and Housing Appeals

Residence Life at Columbia International University (CIU) is dedicated to fostering individual growth and community living through a supportive residence hall environment. With a focus on creating safe, comfortable, and engaging spaces, the Res Life office and its professional and student staff aim to promote social adjustment, personal development, and responsible citizenship among students. By offering various programs and activities, they enhance the overall residence hall experience, making it a positive and enriching aspect of student life at CIU.

To foster the benefits in personal growth and educational opportunity from residential living, all full-time undergraduate students under the age of twenty-three (23) and enrolled in the traditional undergraduate program must live in the Residence Halls. Exceptions to Residence Hall residency requirements include the following:

- Undergraduate students living with family within commuting distance of campus (30 miles) are only required to live in the Residence Halls during their first two semesters at CIU.
- Undergraduate students who have completed four (4) semesters of study and who have reached the age of 21 are eligible to apply for residence in University managed apartments if space is available. Until space is available, students will continue to reside in the Residence Hall.
- Students who have at least one parent who is an employee of the University (including Ben Lippen School) are not required to live in the Residence Halls.
- Students ramping from an undergraduate to a graduate degree program are not required to live in the Residence Halls beginning in the academic year of that transition.
- Students with dietary-related disabilities should contact the Academic Success Center for possible housing and/or dining hall accommodations (academicsuccess@ciu.edu).

Requests for waiver of the residency requirement must be submitted to Res Life by March 15 (returning students) or July 1 (new students) for the coming fall semester and by October 15 (returning students) or November 1 (new students) for the coming Spring semester. The housing appeal form is on MyCIU > Campus Life > Residence Life.

If a student's appeal to live off campus is denied, they must adhere to the university's housing policies; choosing to live off campus anyway will result in the student paying a non-compliance fee, which helps uphold the integrity of the university's housing system and supports adequate housing resources.

Residence and Student Life

Special Accommodations

Residence Life partners with the Academic Success Center (ASC) to provide reasonable accommodations for residents with medical, physical, or psychological conditions. Residents requesting special University Housing accommodations due to a documented disability should contact ASC at academicsuccess@ciu.edu. ASC determines qualifications for residential accommodations. Residents must submit the appropriate documentation prior to the deadlines listed below.

- Requests by new students that are submitted after the priority housing deadline of May 1 may result in a processing delay or lack of availability of the requested special housing accommodations.
- Requests by returning students that are submitted after the housing application deadline of March 30 may result in a processing delay or lack of availability of the requested housing accommodations.
- New or urgent conditions will be considered upon receipt of appropriate documentation.

Guests on Campus

Residential students must accompany any guests they invite to campus, including when they are using any campus facilities, such as fishing in the lake, exercising in the fitness center, or using the recreational equipment in the student center. Guests that visit the residence halls are to follow the same rules and standards that CIU students follow. Guests are to be respectful to residential staff and other residential students. Any type of behavior, including profanity or vulgar language is not allowed and those who exhibit this behavior will be asked to leave the residence halls immediately and not return.

Service Animals

Residents at CIU looking to keep an animal in University Housing for disability reasons should reach out to the Academic Success Center (ASC) immediately after acceptance and to Res Life following the housing application approval. ASC will assess whether the animal qualifies as an Emotional Support or Service animal in line with CIU policies. After verification, ASC and Res Life will coordinate appropriate housing for the resident and the animal, informing relevant roommates of the animal's presence. If allergies or other disabilities impact residents, a reassignment to different University Housing may occur for either the animal owner or affected residents.

Residence and Student Life

RESIDENCE LIFE STAFF

Resident Directors (RDs) are full-time staff members who live in the residence halls. They provide leadership to the RAs and work closely with the Residence Life Coordinator, under the direction of the Dean of Students. Resident Directors (RDs) supervise, mentor, and encourage the RAs in their ministry to those on their halls. RDs are first-responders to emergencies in the residence halls and oversee facility maintenance with Physical Plant. There is always an RD on duty when the residence halls are occupied.

Resident Assistants (RAs) provide leadership under the direction of the RDs and Residence Life Coordinator. They oversee the overall well-being of hall residents, offering guidance and support while enforcing community standards and ensuring students' physical safety. RAs are also responsible for the security of each building, for room inspections, and for the general administration of the facility.

Men's RA On Duty Number: (803) 518-2508

Women's RA On Duty Number: (803) 518-2510

MEAL PLANS

Every student living in the CIU residence halls must sign up for the unlimited meal plan. This plan allows the greatest flexibility to eat a meal or grab a snack or beverage throughout the day without limitations. Students with special dietary needs should contact the Academic Success Center at academicsuccess@ciu.edu to see if they are eligible for a limited 80 meal plan. Cafeteria services are provided by Hallmark Dining. Information about Hallmark is available at ciu.hallmarkdining.com.

RESIDENCE LIFE HANDBOOK

To find additional information about residence life at Columbia International University, please check out the Residence Life Handbook found on my.ciu.edu. This can be found under the Campus Life tab, then choosing Residence Life.

Residence and Student Life

STUDENT LIFE

The Office of Student Life is committed to enriching the college experience by promoting and facilitating diverse programs and activities that foster a supportive community. By addressing the unique needs of each student, Student Life aims to empower individuals to learn and succeed, ultimately contributing to their academic and personal growth.

STUDENT IDENTIFICATION CARDS (ID)

All enrolled CIU students must have an I.D. card. I.D. cards are required for borrowing materials from the library and for making copies at the various copiers around campus. If an I.D. card does not work for copying or scanning, visit the library desk or contact Helpdesk@ciu.edu.

I.D. cards are required for access to the residence halls as well as meals in the dining hall. If an I.D. card does not allow access into the Residence Hall, talk to the Res Life staff or contact Residence Life at reslife@ciu.edu.

I.D. card replacements can be requested at the front desk in the library for a fee of \$10 per replacement. Accepted payments are cash and card; the fee cannot be billed to a student's account.

STUDENT ACTIVITIES

Student activities at CIU offer a fantastic way for students to unwind, connect, and have fun outside of their academic work. From themed parties and movie nights to sports tournaments and house collective events, there's something for everyone. These activities foster a sense of community and allow students to explore new hobbies, make lasting friendships, and de-stress. Whether it's joining a club, attending a concert, or simply participating in a spontaneous game of Frisbee on the quad, these experiences create a vibrant, lively atmosphere that makes college life memorable.

Moreover, student activities are an excellent opportunity for personal growth and leadership development. Students can take on organizing roles in clubs or events, gaining valuable skills in teamwork, communication, and event planning. This mix of fun and learning ensures that college is not just about academics but about creating a well-rounded, fulfilling experience.

Residence and Student Life

STUDENT ORGANIZATIONS

The Student Government Association helps foster the mission of CIU among the student body. The various student leaders represent student concerns and needs to the administration and organize a variety of student events. To be eligible to serve as a club/organization officer, a student must demonstrate the heart and character to serve as a spiritual leader. Officers must have a minimum 2.3 GPA (cum.), and it must be maintained while in office. GPA requirements for some offices are higher (Executive Team, Student Senate, and Resident Assistants - 2.7). Officers must not be under any formal school discipline (the SGA Constitution provides additional criteria and guidelines). Those interested in serving should check with the Executive Team (sgaexec@ciu.edu) or the advisor, Jen Johnson (jen.johnson@ciu.edu), for procedures. After names are submitted, the Student Life office reviews nominated candidates' credentials for final clearance to run for office.

The various organizations are:

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

The Student Senate is a collective body of student leaders responsible for representing the students before the administration and communicating back to the students. The presidents of all organizations representing a specific demographic of students serve on the Senate, led by the Vice President of the Student Body, in addition to selected representatives including a male and female RAs and a male & female student-athlete.

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

Level 99 is a club that seeks to foster community on campus by hosting various gaming events, including board game nights, a variety of video game tournaments, and other events.

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

International Student Association serves F-1 visa international students and their dependents studying at CIU.

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

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

Residence and Student Life

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

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

Thespians exists to engage the community in theatrical arts. They host plays, musicals, various workshops, and events.

Adventure Club is just what it sounds like – lots of adventures! Whether it's tubing down the river, day trips to rock climb, or just camping in the woods, Adventure Club is where you need to go if you want to get outdoors.

Improv includes a team selected through auditions who perform live sketches or improvisation. Enjoy live theater performed spontaneously to the glory of the Lord on CIU's campus.

Psi Lambda Delta is dedicated to Psychology and Human Services majors as well as any other student who seeks to understand, apply, and serve. They are servants of God creating positive change in themselves, the community, and the world.

Student Nursing Association is a chapter of National Student Nurses' Association to mentor nursing students preparing for initial licensure as a Registered Nurse and promote professional development.

Book Eyed Peas exists to provide a space for those students who enjoy the artistry of literature to read and discuss different books. The goal is to create an environment in which opinions can be stated and respected, discussions can be held, and books can be read.

Bio Health aims to help students find the connections they need to be successful in the future. They want to help others find their purpose in the scientific world while emphasizing the importance of community and Christian values.

Chi Iota Upsilon is an international honor society recognizing academic and professional counseling excellence. The mission of Chi Iota Upsilon is to promote scholarship, leadership, and service among counselors-in-training while fostering a strong professional identity rooted in ethical and competent practice.

Conduct Standards

ALCOHOL

The University is committed to maintaining an alcohol-free campus, and therefore, prohibits students from possessing, manufacturing, or consuming alcohol, reinforcing compliance with state and local laws and its own policies. Under FERPA, the University may notify parents or guardians if a student under 21 breaches this alcohol policy. In accordance with our educational mission, and for the well-being of our students and the CIU community, the University has established the following policies to alcohol:

1. The possession, consumption, or distribution of alcoholic beverages on campus (including all CIU residence halls and Pine View Apartments) is strictly prohibited. Moreover, any student present where alcohol is found on campus (including but not limited to residence halls, vehicles, or in personal belongings) may be subject to sanctions.
2. Alcohol is prohibited at all University-sponsored events (including off-campus events). Any CIU-provided channels of communication may not be used to promote or advertise any event (on or off campus) that involves alcohol.
3. Any officially recognized student club or organization (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to: special interest groups, athletic and intramural teams, etc.
4. Intoxicated students on campus or at a University-sponsored event will be sanctioned. For the purposes of CIU's student conduct policy and process, intoxication will be defined as any disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages.
5. Alcohol paraphernalia (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.
6. Students should not accept employment in businesses where the primary function of the establishment is the serving of alcohol, even if food is also served.

Students struggling with alcohol issues are urged to seek help from the Office of Student Life.

Students who are found responsible for violating the University policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of sanctions.

BULLYING

Bullying is a harmful behavior characterized by the misuse of power to intimidate or harm another individual, causing emotional distress and vulnerability. It manifests in various forms, including physical actions like hitting and pushing, as well as verbal and non-verbal tactics like teasing, ridiculing, and exclusion. This behavior is not only offensive but also prohibited, as it can severely impact the victim's well-being and sense of safety.

Conduct Standards

DANCE

The University promotes a positive and expressive environment through music and dance, emphasizing self-affirmation, cultural appreciation, and social responsibility, while maintaining standards that prohibit any forms of dancing that are sexual in nature or do not align with Godly character. The guidelines clearly emphasize that sexually provocative movements, such as twerking and hip thrusting, are inappropriate for students during dance performances.

Approval from the Dean of Students is required for dance team activities, while church or home school groups are exempt. Additionally, spontaneous or planned dancing at CIU events is permitted if it adheres to the established standards, which also extend to the music played at these events (See section on Music).

STUDENT ATTIRE/DRESS CODE

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

Men: Modesty is the overriding principle of consideration. Shirts are required in the presence of women during athletics, recreation, and exercise. Men are not permitted to wear shirts that have a deep sleeve cut out that could show parts of their chest or abdomen in any posture to class or chapel. Shorts (except for athletic practices and events) should extend to the mid-thigh area. Any form of pants should not sit lower than the waist; underwear should be fully covered by the pants. Hats are to be removed in chapel.

Women: Modesty is the overriding principle of consideration. Specific guidelines for modesty include refraining from wearing any clothing that is low-cut, tight, see-through, or short. The open portion of the back of a shirt should not go lower than the armpit. Shorts should extend to no less than two (2) inches below the glutes. Skirts and dresses should extend to at least mid-thigh when sitting or standing. All tops should be long enough to cover the midriff area regardless of posture. In keeping with the expectation of modesty on campus, leggings (and all forms of athletic tights) may be worn with the appropriate covering of the glutes in all public activities, even athletic events.

General Information: All shirts and jackets/coats should not convey inappropriate or questionable messages. Students may be limited in the wearing of visible body piercings while officially representing CIU (academic related ministry, athletics, choir, etc.). For those students swimming or sunbathing, tankinis or modestly cut one-piece bathing suits are required for women, noting that modesty is the expectation for all suits. Bikinis are not appropriate for women or men. Clothing is to be gender appropriate. Footwear is to be worn in all buildings. Pajama pants are inappropriate for educational settings and are not to be worn in academic buildings, the library, and chapel.

Conduct Standards

Chapel Participation: Students who are responsible for leading worship and ministering God's Word should dress appropriately. Questions should be directed to the Associate Dean of Student Life or the Dean of Students.

Note: Certain departments may have different requirements while students are representing CIU in an official capacity.

Student Life Follow-up: Residence and Student Life staff will address students not adhering to dress codes by initiating a conversation, issuing a warning for the first offense, and implementing fines or sanctions for repeated violations, as outlined in the sanctions and fines section.

DRUGS

In accordance with the **Drug-Free Schools and Communities Act Amendments of 1989**, CIU has adopted and implemented a Drug-Free Campus Substance Abuse Policy.

Columbia International University maintains a strict drug-free policy in compliance with federal, state, and local laws, mandating that all students abstain from possessing, using, or distributing any illegal or controlled substances, including prescription drugs misused or used by others. The University prohibits paraphernalia related to illegal drug use and any substance use intended to induce impairment, enforcing these regulations year-round with the right to involve law enforcement when necessary. Additionally, under FERPA, the University may notify parents or guardians of students under 21 who violate this policy, while offering support for those facing drug-related issues through the Office of Student Life. The University has the right to inspect any rooms and vehicles if deemed necessary. Students suspected of or reported to have been using illegal drugs or controlled substances, on or off campus, may be required to submit to drug testing. Failure to comply may result in further disciplinary action. Any student testing positive for any illegal drug or controlled substance, including steroids, or found in violation of the university drug policy will be assessed the full range of disciplinary responses, including the possibility of immediate dismissal from the university.

Students who are found responsible for violating the University policy concerning the possession, use, and/or distribution of illegal drugs and/or drug paraphernalia will be subject to a range and/or combination of sanctions.

FAILURE TO COMPLY

Students and student organizations are expected to adhere to local, state, and federal laws as well as to comply with requests from University officials, in accordance with Romans chapter 13 in the Bible. Non-compliance with these laws or directives may lead to conduct measures, and failure to fulfill any sanctions or obligations resulting from a conduct hearing may also constitute a violation of college policy.

Conduct Standards

HARRASSMENT

Harassment encompasses unwanted or offensive conduct that undermines an individual's dignity and creates a hostile or intimidating environment, affecting their mental health and academic performance. This behavior can manifest through verbal or written abuse, physical threats, or acts that insult individuals based on personal characteristics. Additionally, seemingly harmless pranks or jokes can escalate into harassment, resulting in harmful consequences for both the individual and the broader community. Vandalism of personal property is also categorized as harassment, further emphasizing the need for respectful interaction within the CIU community.

For concerns regarding sexual harassment, refer to section **Title IX and Sexual Misconduct**.

HAZING

CIU strictly prohibits hazing as defined by South Carolina law and actively discourages any behavior that degrades, intimidates, humiliates, or endangers individuals, reserving the right to define hazing and other misconduct for disciplinary purposes regardless of legal classifications. The university emphasizes that violations of its policies, including acts that violate Christian principles or cultural sensitivities, will be met with appropriate discipline, potentially including dismissal, regardless of ignorance of these standards or laws.

INTERNET USAGE AND TECHNOLOGY

Students at CIU are required to use the network and information resources responsibly and ethically, adhering to established guidelines to prevent unauthorized access or usage. Violations can lead to serious consequences, including criminal prosecution and disciplinary actions under the Code of Student Conduct. It is crucial for students to promptly report any potential breaches or misconduct to the Information Technology Department to ensure a secure and compliant computing environment.

CIU maintains the authority to monitor the online activities of its students, staff, and faculty, which includes tracking websites accessed, while also ensuring the ability to restrict access to inappropriate content. Users should understand they have no expectation of privacy regarding their internet usage, except as dictated by relevant privacy laws. Furthermore, the use of CIU's information resources is governed by the policies of the CIU I.T. Department, institutional policies, and applicable laws, with all resources being the property of CIU.

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 through their university 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 at helpdesk@ciu.edu.

Conduct Standards

MUSIC

Words expressed in song have the power to move us in all aspects of our lives. Music played in public should not contain any explicit content, including swear words, sexual innuendos, celebrating drunkenness, or any discriminating language towards people of different genders or ethnicities. "Public" represents anywhere on campus including the residence halls, personal vehicles, practice fields, or Pine View apartments that can be heard by others. CIU desires that music we listen to be pleasing to the Lord and not have messages that violate biblical principles (1 Corinthians 14:7-26; Philippians 4:8). This includes music played in all languages.

The University recognizes that there are some songs that may contain some explicit words while still containing a very positive message. When it comes to personal choices of music, students may use their discretion on what music they listen to. However, public rules still apply. Students wanting to listen to music with any form of explicit content must use headphones so there are no negative thoughts or images that others can hear that could be a stumbling block for others (Matthew 18:6-9; Romans 14:13-23).

PROPERTY MISUSAGE

Campus property and facilities must be always treated with respect and care, with strict consequences for vandalism, including financial liability and potential disciplinary actions for all involved. Responsible use of elevators, adherence to dining hall etiquette, and strictly prohibiting sports and related activities within non-designated areas are enforced to maintain a safe environment. Additionally, students are prohibited from accessing rooftops and restricted areas, as well as throwing objects from windows or displaying items externally without permission.

PUBLIC DISPLAY OF AFFECTION

CIU emphasizes the importance of integrity, honor, and mutual respect in dating relationships among its community members, urging students to be mindful of their actions in public spaces. To ensure a comfortable environment for all, it encourages discretion in public displays of affection, advising against behaviors such as prolonged hugging or kissing, resting on a partner's lap, or lying down together.

RELATIONSHIPS AND EXPRESSION OF ROMANTIC AFFECTION

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

Conduct Standards

We encourage those in relationships to seek the counsel of faculty and staff who can talk with them and support in seeking God's will and following the standard which His Word sets before us.

Marriage is to be between one man and one woman. This relationship is in the form of a commitment to a lifetime covenant between husband and wife. This covenant is sacred, requiring fidelity in every area of the relationship.

Anything less than this falls short of the biblical standard. Those who are married should align themselves with this high calling, thus honoring one's spouse. Those who are single should maintain purity and should not take advantage of others.

In keeping with this design of God and the commands of Scripture concerning sexual purity, students are required to maintain irreproachable behavior in sexual matters and to avoid situations that would unduly tempt them to compromise moral standards (Exodus 20:14; Matthew 5:27-32; 1 Corinthians 6:9-20; Ephesians 5:3; 1 Thessalonians 4:3-8; 1 Timothy 5:1-2; 2 Timothy 2:22; Hebrews 13:4).

Couples should avoid being alone together in any place of residence or private area unless there are specifically laid out exceptions (refer to CIU's open dorm policy). Any sexual misconduct, including, but not limited to, adultery, those identifying as transgender, homosexuality (including any same-sex physical expression of romantic affection), any form of premarital sex, indecent exposure, sexual harassment, use of sexually explicit materials for sexual gratification, and sexual abuse of children, is prohibited.

RETALIATION

Retaliation is defined as deliberate, negative actions taken against an individual as punishment for engaging in protected activities, such as filing complaints or participating in grievance processes, without any legitimate non-discriminatory justification. It is recognized as a serious infringement of University standards and is categorized under harassment or discrimination, warranting appropriate response and consequences.

SOLICITATION

No students can make collections or campaign for funds among students for any purpose except by permission of the Student Life office. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus will need to contact the Student Life office for approval. Students are not allowed to operate a business from their on-campus residence.

Conduct Standards

TOBACCO/SMOKING

Columbia International University is a tobacco/smoke free campus. Students should be aware of the many physical dangers associated with the use of smoking and tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) and vapes (vaporizers, e-cigarettes, etc.) is strictly prohibited on the CIU campus and other university property and at all university-sponsored activities, including sporting events. The safety of all residents requires that students and their guests respect this policy.

Students should be aware they may be held responsible for the actions of any of their visitors or guests.

The distribution of tobacco by students is permitted in employment roles only when the distribution is a secondary function of that position.

Students who are found responsible for violating the University policy concerning the possession and/or use of tobacco products and vapes will be subject to a range and/or combination of sanctions that may include: (1) fines ranging from \$200 to \$300 for first time violations, increasing to a minimum of \$500 for repeat violations; (2) disciplinary probation; and (3) counseling. Repeated violations can result in suspension from the university.

VIOLENCE/THREATS

The University maintains a strict policy against any form of physically violent, aggressive, threatening, or self-destructive conduct, emphasizing the prohibition of behaviors that endanger individuals' safety or well-being, whether intentional or reckless, and including actions that create hazardous conditions for others. This also includes harm to self or to others.

WEAPONS AND EXPLOSIVES

Possessing or using firearms or various weapons, such as Tasers or similar incapacitating devices, paintball guns, BB guns, pellet guns, Airsoft guns, blowguns, wrist rockets, ammunition, fireworks, and certain knives (more than three (3) inches), and swords, is strictly forbidden on university premises, ensuring a safe environment for all. The University maintains discretion in defining what constitutes a "weapon" and can ban additional items based on specific circumstances. Any devices deemed to be used aggressively or with violent intent are strictly prohibited and may result in a policy violation.

The University strictly prohibits the ignition or detonation of any materials that may cause harm or disruption, such as fire, smoke, or explosions, as well as the possession of fireworks or explosives without explicit prior authorization from the university on its property or during off-campus events.

Conduct Standards

CODE OF CONDUCT

Philosophy of Discipline

CIU is committed to supporting students facing personal and relational challenges, recognizing the importance of these issues in their overall growth and alignment with the institution's mission. Faculty and staff view students' willingness to disclose personal struggles as a positive reflection of the Holy Spirit's work, and the university strives to provide comprehensive support through mediation, counseling, and discipleship. Students who seek help are expected to actively participate in developing and following a plan to address their issues, thereby reaffirming their commitment to CIU's educational goals and values.

CIU's philosophy of discipline emphasizes a balanced approach that encourages high standards of conduct, fostering an atmosphere that promotes both learning and personal development, with the goal of guiding everyone toward realizing their fullest potential in alignment with their faith in Jesus Christ.

Purpose of Response

Accountability within the CIU family seeks to balance justice and mercy by holding individuals accountable for violating community standards while also providing a compassionate response that acknowledges our shared humanity and need for grace. This approach aims to ensure that discipline is corrective and restorative, focusing on redemption and the rebuilding of relationships, thereby fostering personal growth and a deeper understanding of grace within the community.

The core objectives of the disciplinary procedures at CIU include redirecting behavior to align with community standards, protecting the rights of individuals within the community, encouraging personal responsibility, and maintaining a Christian environment that supports the university's mission. These goals collectively aim to foster an inclusive and nurturing atmosphere that promotes ethical conduct and personal growth among all members.

Student Disciplinary Process

The Student Disciplinary Process aims to foster spiritual development and uphold a supportive community that aligns with Christian values. By promoting self-responsibility among its members, the process encourages individuals to engage in mutual support and accountability. The Scriptures do not describe a precise model for discipline. However, they do prescribe that, when necessary, we are to confront one another in love. The university's model has been adopted from Matthew 18:12-22. This biblical model suggests a redemptive attitude and a progression with confrontation. Members of the CIU community are expected to apply these biblical principles in supporting and holding one another accountable.

Conduct Standards

DISCIPLINARY MEASURES

The list of violations provided is not exhaustive, allowing the Dean of Students and other university officials the discretion to address any unlisted incidents. It is important to note that all policies and regulations outlined in the Student Handbook extend to all students.

Level One Violations

- Violation of general residence life policies (See Residence Life Handbook)
- Violation of the university chapel attendance policy
- Violation of curfew policies
- Violation of dress code policies
- Violation of open dorm policy
- Dishonesty, lying, using profanity
- Minor disturbances
- Violation of parking/safety regulations
- Knowledge of a violation of certain university policies or of students who are in violation of certain university policies without notifying proper university officials

Sanctions assigned as disciplinary response to Level One violations may include, but are not limited to, a written or general warning, a minimum fine of \$50 and/or restitution, service to the University, and/or probation.

Level Two Violations

- Repeated Level One violations
- Violation of alcohol and/or drug policies
- Disrespectful attitude/behavior toward a CIU faculty/staff member
- Providing false or misleading information to university authorities
- Engaging or threatening to engage in behavior that would cause significant damage to university property or to the personal property of others
- Unauthorized entry or use of university buildings, facilities, equipment, etc.
- Possession of fireworks or other explosives
- Use of tobacco of any kind
- Sexuality of any kind, including pornography, cohabitation, excessive public displays of affection, online or electronic sexual misconduct, adultery, or any sexual activity outside of marriage between a man and a woman

Sanctions assigned as disciplinary responses to Level Two violations may include, but are not limited to, a minimum fine of \$100 and/or restitution, loss or reduction of scholarships or financial aid, participation in educational programming, probation for either a definite or indefinite period, and/or suspension or dismissal.

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Level Three Violations

- Repeated Level Two violations
- Failure to comply with disciplinary decisions made by the Dean of Students
- Major disturbances on campus
- Causing physical harm to another student, faculty or staff member
- Threatening another student or a faculty/staff member
- Creating a hostile environment
- Possession of weapons of any kind (excluding pocketknives of 3-inch blades or less)

Sanctions assigned as disciplinary responses to Level Three violations may include, but are not limited to, probation of an indefinite period, minimum fine of \$200 and/or restitution, loss or reduction of scholarships and financial aid, participation in educational programming, suspension or expulsion from university housing (residence halls or Pine View Apartments), suspension, dismissal, or expulsion from the university.

Explanation of Disciplinary Sanctions

The list of sanctions below is determined by the Dean of Students. Some sanctions may not be listed.

Written Warning: A written warning serves as an official notice to the student regarding their misconduct, indicating that further infractions could lead to harsher penalties. This warning may also encompass additional sanctions, emphasizing the importance of adhering to established rules to avoid escalating consequences.

General Warning: When conduct and/or attitude indicate a serious question regarding spiritual maturity and personal judgment, a student may be given a general warning. This action is a formal warning that, if ignored, may lead to probation.

Fine: A financial penalty may be imposed by the Dean of Students or an authorized representative, documented in an official written notice, and will result in a charge to the student's account reflecting the amount of the fine.

Service to the University: Students may be assigned service hours to the University depending on the severity of the violation. Hours are assigned by the Dean of Students and will be completed in a certain amount of time.

Participation in educational programming: Students may be assigned to participate in an education program such as drug/alcohol programs and/or counseling.

Probation: A student placed on probation is given an official written notice that defines the terms of the probation period. The terms of probation may include other sanctions, including, but not limited to, service to the University, loss of leadership position and any scholarship associated with that position, or participation in university organizations or sports. This probation signifies that

Conduct Standards

any further violations during or after the period could lead to more severe consequences, including potential suspension or dismissal from the university.

A student who is placed on probation:

- May have to relinquish his/her leadership position (depending on the violation)
- May be restricted from participation in academic-related ministry
- May not officially represent CIU (including in chapel)
- May have CIU employment reduced or terminated
- May lose CIU financial aid

Residence Hall Suspension: Separation of the student from the residence halls for a designated period, after which the student is eligible to return. Conditions for readmission to the residence hall may be specified.

Residence Hall Expulsion: Permanent separation of a student from the residence halls.

University Suspension: Separation of the student for a designated period, after which the student is eligible to return. Conditions for readmission may be specified.

University Dismissal: Separation of the student from the university, with the opportunity to reapply to the university when certain conditions are met.

University Expulsion: Permanent separation of the student from the university.

Administrative Withdrawal: An administrative officer of the university may initiate an administrative withdrawal. The University Registrar makes all final decisions concerning administrative withdrawal in consultation with the initiating administrative officer, Dean of Student Life, and the student's academic dean. Expulsion from the University automatically results in administrative withdrawal. Failure to comply with University requirements may result in administrative withdrawal, including, but not limited to, failure to pay University tuition or fees, disciplinary suspension, or violation of character probation. An administrative withdrawal initiated at any point in the semester will result in "WF" recorded for any registered courses.

In case of suspension, dismissal, expulsion, or involuntary withdrawal:

- The student must leave campus immediately upon receiving notice from the Dean of Students.
- The student may not represent the University in any way.
- The student may not return to campus or use any of its facilities without the approval of the Dean of Students.

If the student is allowed to re-enroll, a period of general warning or probation may follow.

If an appeal is made, any exceptions to the above procedures are at the discretion of the Dean of Students.

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STUDENT DISCIPLINARY APPEALS PROCESS

Upon enrollment, students become members of the CIU community and by this membership have agreed to follow the standards of the community. In addition, the actions of all CIU community members are the actions by which others judge CIU and our institutional purpose to educate people from a biblical worldview to impact the nations with the message of Christ. Considering this, students should be aware that any behavior, regardless of location, geographical or virtual, may become the subject of scrutiny if brought to the university's attention. Generally, CIU jurisdiction and discipline shall extend to all conduct, whether on or off university premises, that adversely affects the university community and the pursuit of its objectives. The Dean of Students shall decide whether any case involving off-campus or out-of-term behavior merits consideration; that is, whether the alleged behavior so adversely affects the university community and the pursuit of its objectives that disciplinary action should be instituted.

A Student Review Committee has been established to respond to appeals made in the disciplinary process. The Student Review Committee provides students with the ability to be heard by a larger group of campus professionals and ensures that each student is treated fairly and equitably in the disciplinary process. The committee is comprised of three faculty or staff members and the Student Body President or Vice President and is chaired by the Associate Dean for Student Life. A minimum of three committee members must be present at each meeting.

The Dean of Students, or designee, will serve as an advisor to the Student Review Committee. The advisor manages the disciplinary process and ensures that it is in keeping with university policy. The advisor does not make determinations nor impose sanctions.

Academic matters involving academic integrity, cheating, plagiarism, etc., are under the jurisdiction of the faculties and the deans of the various colleges. Further, this Student Life Disciplinary Process is not intended to respond to violations of professional standards in the professional schools of counseling and education. However, behavior that violates Community Standards may also be in violation of academic and professional standards. Thus, students may be found in violation of the Community Standards and may also be found, by their respective faculties and deans, to be in violation of academic and professional standards.

Residence Life matters involving behaviors in the halls as outlined in the Residence Life Handbook are under the jurisdiction of the Residence Life Coordinator. The Coordinator may refer students to the Dean of Students for behaviors that also violate the Community Standards.

A mediator may be designated by the Dean of Students to mediate disputes within the student community in cases that do not involve a violation of the Community Standards or in cases that are best addressed through mediation. All parties must agree to mediation. Issues may be resolved without a hearing on a basis acceptable to the Dean of Students if all parties involved consent to such a process.

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Disciplinary Appeals

Disciplinary decisions of the Dean of Students and/or Associate Dean of Student Life may be appealed (under the conditions described below) to the Student Review Committee.

Any appeal must be filed within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students. Except when required to explain the basis of new evidence, an appeal shall be limited to a review of the initial disciplinary meeting and supporting documents for one or more of the following purposes:

1. To determine whether the original disciplinary meeting was conducted fairly considering the allegations and evidence presented, and in conformity with prescribed procedures, giving the university a reasonable opportunity to prepare and present evidence that the Community Standards were violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations;
2. To determine whether the decision reached regarding the respondent was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Community Standards occurred;
3. To determine whether the sanction(s) imposed were appropriate to the violation of the Community Standards which the student was found to have committed;
4. To consider new evidence or other relevant facts not brought out in the original hearing sufficient to alter a decision, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

The Student Review Committee is designed to evaluate any sanctions or discipline put in place by the Office of Student Life. The Student Review Committee will meet with the student and members of the Student Life Team to determine if the decided discipline will be upheld, reduced, or overturned. The Associate Dean of Student Life will communicate the decision of the Student Review Committee within three business days of the meeting.

All appeals of decisions by the Student Review Committee shall be made to the University Senior Vice President. The Senior Vice President will review the actions and decisions of the Office of Student Life and the Student Review Committee and may require a meeting with the individual(s) or groups involved. The Senior Vice President will then make a final decision on the discipline being appealed. The decision of the Senior Vice President is final and binding on all parties involved.

Conduct Standards

Exceptional Circumstances

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

Special Administrative Evaluation/Administrative Withdrawal

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

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

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

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

Title IX & Sexual Misconduct

TITLE IX AND SEXUAL MISCONDUCT POLICY

At Columbia International University, we are dedicated to fostering a safe and respectful environment for all community members, upholding legal standards against sexual misconduct, and ensuring the dignity of individuals within our Christian values. Our Title IX – Sexual Misconduct Policy provides clear definitions and reporting procedures for incidents of sexual harassment, assault, exploitation, stalking, and relationship violence. We strongly encourage individuals to report any experiences of sexual misconduct to help us maintain an academic and work environment free from unlawful behavior.

To view CIU's Title IX Policy, click on the link below and choose *CIU Title IX Nondiscrimination Policy*.
ciu.edu/policies

TITLE IX COMPLIANCE OFFICERS

Title IX Coordinator:

Dr. Jen Booth, Vice President for Enrollment Services
(803) 807-5028 | TitleIXCoordinator@ciu.edu

Title IX Deputy Coordinators:

Student-related compliance matters and Investigator:
Philip Ritchey, Dean of Students
(803) 807-5233 | philip.ritchey@ciu.edu

Athletics-related compliance matters:
Kara Farnsworth, Assistant Athletic Director
(803) 807-5248 | kara.farnsworth@ciu.edu

Employee-related compliance matters:
Don Jones, Director of Human Resources
(803) 807-5009 | don.jones@ciu.edu

Investigator:
Jen Johnson, Associate Dean of Student Life
(803) 807-5488 | jen.johnson@ciu.edu

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