

GREENVILLE COLLEGE

is a place where people come to learn and grow...

...and we want to be among the first to express how delighted we are that out of all the colleges you could have attended, you chose Greenville College. God in His providence has brought us together in this community of learning and faith to further equip ourselves for service in His kingdom.

In this document you will find some critical insights into how Greenville College students have lived and grown as a community for over a hundred years. The Student Development staff plays a vital role in that growth and wants you to know that we exist to SERVE you, the STUDENT. Our role is to enhance your learning while at Greenville by providing character-building experiences through Residence Life, Student Government, Campus Activities, and Campus Ministry/Service opportunities. We are driven by our historical commitments to develop “whole persons” which includes both curricular and co-curricular components.

Finally, we pledge to do everything within our power to make your experience at Greenville a positive time of personal growth and development. Drop by the Student Development Office and give us your feedback.

For the Student Development Staff...



Dr. Norman D. Hall
Vice President and Dean of Student Development

“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.”

Romans 12:2

GREENVILLE COLLEGE

A CHRISTIAN COLLEGE OF THE LIBERAL ARTS AND SCIENCES

Greenville College empowers students for lives of character and service through a transforming Christ-centered education in the liberal arts, sciences, and professional studies.

EMERGENCY NUMBERS

Police Department	911 or 664-2131
Fire Department.....	911 or 664-2121
Bond Co. Ambulance Service	911 or 664-4711
Greenville Memorial Hospital	664-1230
Poison Control Center	1-800-942-5969
Office of Campus Safety	664-7118
CRE (Coordinator for Res. Educ.) on duty	781-6419
Cars Line (Campus Safety & Resident Support)	664-7777

Greenville College



Student Handbook 2011–2012

www.greenville.edu

TABLE OF CONTENTS

Emergency Numbers.....	2
Department Phone Numbers.....	6
Student Association and Class Officers.....	7
College Calendar.....	8
UTEP Calendar.....	9
College Community Standards.....	14
Student Conduct.....	18
Disciplinary Actions and Sanctions.....	23
Family Educational Rights & Privacy Act.....	26
Campus Judicial System.....	27
Sexual Harassment.....	33
Chapel.....	36
Attendance Policy.....	37
Chapel Credits.....	38
General Information.....	39
Health Services.....	39
Accident Only Insurance Plan.....	39
Health Insurance.....	39
Intercollegiate Athletic Insurance.....	39
Career Development.....	40
Counseling Services.....	40
ID Card.....	40
Mail Services.....	40
Greenville Christian Bookstore.....	41
Check Cashing.....	41
Summary of Vehicle and Parking Regulations.....	41
Permit Parking.....	41
Registration Fees.....	42
Visitor Parking.....	43
Parking Restrictions.....	43
Parking Violations & Enforcement.....	44
General Information & Services.....	46
Property Rights.....	46
Student Admission Record.....	46
Residence Life.....	47
Aerials, Antennas (outside) and Cable.....	48
Air Conditioners.....	48
Roller Blades, Roller Skates, and Skate Boarding.....	48
Bicycles.....	48
Motorcycles/Motorized Scooters.....	48
Building Decorations.....	48
Campus Buildings.....	48
Check-In and Check-Out Procedures.....	49
Cooking.....	49
Curtains/Blinds.....	49
Dart Boards.....	49
Electrical Appliances.....	50
Emergency Procedures.....	50
Fire Safety.....	50
Tornado Procedures.....	51
Earthquake Safety.....	51
Entry into Student's Room.....	52
Fire and Safety Equipment.....	54
Flammable Objects.....	54
Food Service.....	54
Armington Center.....	54
Student Union.....	54
Resident Meal Plan Program.....	55
Using Your Meal Plan.....	55
Meal Plan Options.....	55
Campus Dining Policies.....	56
Take Our Policies.....	56
Box Lunches.....	56
Sick Tray.....	56
Dietary Requirements.....	57

Lost ID Cards	57
Furniture	57
Health and Safety Inspection	57
Insurance	57
Keys	57
Lockouts	57
Laundry	58
Lofts	58
Lounges & Upper Union	58
Krober Room and Young Lounge Usage Policy	58
Blackroom	59
Blackroom Rules	59
Maintenance Requests	60
Mandatory Hall Meetings	60
Movies	60
Objects Thrown from Windows	61
Off-Campus/Off-Meal Applications	61
Off-Campus Requirements	61
Off-Meal Requirements	61
Open House	61
General Guidelines For Open House	62
Overnight Guests	63
Painting of Student Rooms	63
Pets	63
Phones	64
Quiet and Courtesy Hours	64
Refrigerators and Microwaves	64
Residence Hall Security	64
Room Assignment Procedures	65
Room Care	65
Room Changes	66
Room Damage	66
Corporate Damages	66
Room Decorations and Carpeting	66
Single Rooms	66
Solicitation—Salespeople	67
Computer Use Policy	67
Summer Housing Policies	68
Sunbathing	68
Theft of Personal Belongings	68
Transportation to Airport	68
Vacations	69
Vending Machines	69
Window Screens	69
Institutional Goals And Objectives	69
Making Changes in Schedules	70
Adding Courses	70
Dropping or Withdrawing from Courses	71
Instructor-Initiated Drops or Withdrawals	71
Dropping or Withdrawing from all Courses	72
Administrative Drops and Withdrawals	72
Graduation Application Process	73
Access to Educational Record	73
Satisfactory Academic Progress, Probation, and Dismissal	75
Satisfactory Progress to Graduation and Eligibility for Intercollegiate Athletics	76
Academic Honesty	77
Excused Absence Policy	78
Student Success Office	80
Student Association	81
Publications	83
Policies for Posting Notices	83
Sales and Solicitation Policy	84
Outside Speaker Policy	84
Sabbath Policy	85
Administration	85
Campus Phone Numbers	87
Class Schedule	88

STUDENT DEVELOPMENT

(All numbers are area code 618)

Dr. Norm Hall, Vice President for Student Development.....	664-7119
Lori Gaffner, Chaplain/Director of Spiritual Formation.....	664-7120
Pedro Valentin, Associate Dean for Campus Life.....	664-7115
Tim Caldwell, Assistant Dean of Men.....	664-6695
Wendy Smith, Assistant Dean of Women.....	664-6696
Jason Stephens, Graduate Assistant Coordinator for Residence Education.....	664-7128
Scott Humpherys, Graduate Assistant Coordinator for Residence Education.....	664-6697
Emily Bishop, Graduate Assistant Coordinator for Resident Education.....	664-6690
Julie Kerr, Graduate Assistant Coordinator for Residence Education.....	664-6693
Marcos Gilmore, Dean of Student Success.....	664-6616
Nancy Gaines, Assoc. Dean of Counseling Services.....	664-6618
George Smith, Counselor.....	664-6810
Patrick Miller, Assoc. Dean for Leadership & Life Calling.....	664-6613
Elizabeth Ahern, Director of Multicultural Programs.....	664-7114
Dan Maurer, Director of World Outreach & Missions.....	664-7129
David Yan, Director of Intensive English.....	664-****

GC RESOURCE LIST

Dr. Larry Linamen, President.....	664-7000
Dr. Randy Bergen, Provost of the College.....	664-7020
Mr. Walter Fenton, VP for Advancement.....	664-6500
Mrs. Dana Funderburk, VP for Finance.....	664-7010
Mr. Michael Ritter, VP for Enrollment.....	664-7101
Dr. Norman Hall, VP for Student Development.....	664-7119
Brad Shaw, Dean of the School of Arts & Sciences.....	664-6802
Thomas Kearns, Director of Campus Safety.....	664-7118

SPECIAL CONCERNS

Sexual Harassment Concerns—Lori Gaffner.....	664-7120
CLEP & ACT Testing—Nancy Gaines.....	664-7030
Academic Assistance & Tutoring Services—Marcos Gilmore.....	664-6616
Services for Students with Disabilities—Nancy Gaines.....	664-6618

STUDENT ASSOCIATION 2011–2012

STUDENT ASSOCIATION

President.....	Reed Lape
Executive Vice-President	Imari Mason
Vice-President of Finance	Keeli Deadmond
Executive Administrative Assistant.....	Anthony Robinson
Vice-President of Campus Activities	Jade Voyles
Vice-President of International Affairs Board	Maria Rodriguez
Vice-President of Student Outreach.....	Andie Kincaid
Vice-President of Campus Organizations Board	Tim Burge
Vice-President of Media	Michael Read

CLASS OF 2012

President.....	Mariah Phillips
Vice-President.....	Melanie Sternickle
Secretary	Ann Githinji
Treasurer	Xavier Ortiz
Historian.....	Mark Ufert
Chaplain	Ben Menghini
Senator	Rylan Mitchell
Class Sponsors	*

CLASS OF 2013

President.....	Megan Girdner
Vice-President.....	Trevor Thompson
Secretary	Meagan Gunn
Treasurer	Josh Dees
Historian.....	Adam Holler
Chaplain	Ross Baker
Senator	Darci Sample
Class Sponsors	*

CLASS OF 2014

President.....	Tyler Allison
Vice-President.....	Amanda Webb
Historian.....	Taylor Likes
Treasurer	Mariah Thomas
Secretary	Nicole Barks
Chaplain	Brittney Gilleland
Senator	Maria Koppelberger
Class Sponsors	*

* Position will be filled in September

CLASS OF 2015

All positions will be filled in September after elections are held.

GREENVILLE COLLEGE

Calendar for 2011–2012

FALL SEMESTER

Faculty Fall Fellowship—Friday–Saturday	August 19–20
Faculty and Staff Planning—Monday–Friday	August 22–26
New Student Orientation—Friday–Tuesday	August 26–30
Registration for returning students—Monday	August 29
(\$50 late fee charged beginning Wednesday, August 31)	
Instruction begins—Wednesday	August 31
All College Hike—Wednesday (No classes meet).....	September 14
Fall Break—Monday (No classes meet)	October 10
Homecoming/Parents' Weekend	October TBA
Thanksgiving recess begins—Tuesday 10:30 pm	November 22
Thanksgiving recess ends—Monday 7:30 am	November 28
Common Day of Learning—Thursday (No classes meet).....	December 6
Instruction ends—Thursday	December 14
Reading Day—Friday	December 15
Finals—Monday 7:30 am–Thursday 10:30 pm	December 15–20
Grades due—Tuesday 12:00 pm	December 22

INTERTERM

Instruction begins—Monday.....	January 4
Martin Luther King Day—Monday (classes meet).....	January 16
Instruction ends—Friday.....	January 22
Registration for Spring Semester continuing students may take place any regular work day during Interterm session (\$50 late fee charged beginning January 30)	

SPRING SEMESTER

Registration for new students and students not on campus during Interterm—Tuesday		January 27
(Late fee charged beginning Wednesday, January 26)		
Instruction begins—Wednesday	January 30	
Spring vacation begins—Friday 5:30 pm.....	March 9	
Spring vacation ends—Monday 7:30 am.....	March 19	
Advising and Scheduling for 2012–2013	March 19–April 5	
Good Friday (No classes, Offices closed).....	April 6	
Easter Break—Friday–Monday.....	April 6–9	
Travel Day—Monday (Evening classes meet).....	April 9	
Common Day of Learning—Thursday (No classes meet).....	May 10	
Instruction Ends—Friday	May 17	
Reading Day—Saturday	May 18	
Finals—Monday 7:30 am–Thursday, 10:30 pm.....	May 21–24	
Commencement Weekend—Saturday–Sunday	May 26–27	
Grades due*—Tuesday 12:00 pm	May 29	

MAY TERM

Instruction begins—Monday.....	May 28
Memorial Day Observed (No classes, Offices closed)	May 29
Instruction ends—Monday.....	June 17
Last day to register for summer independent studies and/or interships/practicums	June 29

GREENVILLE COLLEGE
Undergraduate Teacher Education Partnership (UTEP) Calendar
Program Calendar 2011–2012

Registration for Fall 2011 Due (new and continuing students).....	Monday, July 18
• A \$50 late fee will be charged beginning Tuesday, July 19, 2011	
• Monday, August 8, 2011 last date for new students to register for fall start	
Registration for Interterm 2012 Due (continuing students only).....	Monday, November 14
• A \$50 late fee will be charged beginning Tuesday, November 15, 2011	
Registration for Spring and Summer 2012 Due.....	Monday, December 6, 2011
Tuesday, January 3, 2012 last date for new students to register for spring start	
Fall 2011 New Student Orientations	
Kaskaskia (KC), 4:30–8:00 pm, Health & Professional Bldg. Room PC 143	Tuesday, August 23
Lewis & Clark (LC), 4:30–8:00 pm, Templin Nursing Bldg., Room NU 101	Thursday, August 25
Spring 2012 New Student Orientations:	
Kaskaskia (KC), 4:30–8:00 pm, Room TBD	Tuesday, January 24
Lewis & Clark, 4:30–8:00 pm, Templin Nursing Bldg, Room NU 101	Thursday, January 26
Lincoln Christian University (LN) 1:30-4:00 pm, Room HM 34	Monday, January 23

Fall Semester, 2011

Early Experience (fall 2011 and spring 2012 student teachers)—First 5 Days of School in Your Assigned District	
EDU 401 Clinical Course Begins (student teachers see special agenda)	Monday, August 29
Greenville College UTEP Fall Classes Begin at KC, LC & LN	Monday, August 29
Labor Day Observed (no UTEP classes)	Monday, September 5
EDU 401 Grades Due at Noon.....	Tuesday, September 27
Graduation Applications Due (December 2011 and May 2012 graduates)	Monday, October 31
There is only one commencement ceremony each May; however degrees are posted twice a year.	
Student Teaching Mandatory Meeting at Greenville (Fall 2011 student teachers only)	Friday, September 23
Student Teaching Begins (fall 2011 student teachers only)	Monday, September 26
Student Teaching Mandatory Certification/Credentials Meeting at Greenville	Thursday, October 6
Veterans Day Observed (no UTEP classes)	Friday, November 11
Thanksgiving Break (no UTEP classes)	Tuesday, November 22–Friday, November 25
Last Day of UTEP Fall Classes at KC, LC & LN.....	Thursday, December 15
Student Teaching Applications Due (for fall 2012 and spring 2013).....	Friday, December 9
Grades Due – Noon.....	Thursday, December 22
Greenville College Closed	Friday, December 24–Sunday, January 1
Greenville College Reopens.....	Monday, January 2

Interterm, 2012

Greenville College UTEP Interterm Classes Begin at KC & LC	Monday, January 4
EDU 401 Clinical Course Begins	Monday, January 9
• Spring 2012 student teachers only—see special agenda	
Martin Luther King Holiday (no UTEP classes)	Monday, January 16
Last Day of UTEP Interterm Classes at KC & LC	Thursday, January 24
Grades Due – Noon.....	Tuesday, January 27
EDU 401 Grades Due at noon	Tuesday, February 7

Spring Semester, 2012

Greenville College UTEP Spring Classes Begin at KC, LC, LN	Monday, January 30
Student Teaching Mandatory Meeting at Greenville (spring 2011 student teachers only)	Friday, February 3
Student Teaching (spring 2012 student teachers only)	Monday, February 6–Friday, May 11
President’s Day Observed (no UTEP classes at KC or LC only).....	Monday, February 20
Student Teaching Mandatory Certification/Credentials Meeting at Greenville	Thursday, March 8
UTEP-LN and KC Spring Break	Monday, March 5–Friday, March 9
UTEP – LC Spring Break	Monday, March 12–Friday, March 16
Good Friday Observed (Greenville offices closed).....	Friday, April 6
Last Day of UTEP Spring Classes at KC, LC, LN (regularly scheduled courses)	Thursday, May 17
COR403 Spring Section* (for spring student teachers KC & LC)	Wednesday, May 2–Thursday, May 17
Greenville College Commencement Weekend in Greenville, IL	Saturday, May 26–Sunday, May 27
Grades Due – Noon.....	Tuesday, May 22

Summer Term, 2012

UTEP Classes Begin	Monday, May 21
Last Day of UTEP Classes at LN.....	Thursday, June 7
Memorial Day Observed (no UTEP classes)	Monday, May 28
Grades Due – Noon.....	Tuesday, June 12

THE COLLEGE

For more than a century students on the Greenville campus have received an education based on academic excellence and Christian principles. Challenged to provide higher education for women, Stephen Morse moved to Greenville, Illinois in 1855 from New Hampshire and founded Almira College, named in honor of his wife, Almira Blanchard Morse. Two years later, the college was incorporated. For the next twenty-three years the school educated young women under the leadership of John B. White, a classmate of Morse at Brown University. Financial reverses necessitated selling the property to James P. Slade who conducted a coeducational school.

In 1892, ministerial and lay leaders of the Central Illinois Conference of the Free Methodist Church purchased Almira College which was at the time housed in a single building. They proposed to provide higher education for young men and women under distinctive Christian influences. The institution was reincorporated under the name of Greenville College and authorized to confer collegiate degrees.

LIFESTYLE STATEMENT

GROWING AND LEARNING TOGETHER LIFESTYLE STATEMENT

Greenville College is a community in which individuals join together to further their academic achievement, personal development, and spiritual growth. Together we seek to honor Christ by integrating faith and learning while our hearts and lives reflect mature Christian practice.

This statement explains the principles and the expectations that help us live together and meet institutional objectives. We acknowledge that it is impossible to create expectations that fully satisfy every member. Nevertheless, certain expectations bring order to community life. When individuals join Greenville College, they freely and willingly choose to take upon themselves the responsibilities outlined in this statement.

ASSUMPTIONS

1. Loving God and being accountable to Him are the primary motivations for Christian relationships and behavior.
2. The Bible is our authority; it provides the essential teachings and principles for personal and community conduct.
3. God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships.
4. Members of this community are either committed to Christ or are at least sympathetic with a Christian perspective. They also desire to achieve a liberal arts education in an evangelical Christian context.
5. A well-trained faculty and a competent staff, equipped with facilities and materials necessary for effective work, stand ready to help you become a whole person.

RESPONSIBILITIES FOR RELATIONSHIPS

Living in daily fellowship with others is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships

in our community. We acknowledge that we live in a fellowship where we depend on and are accountable to one another. The New Testament word for fellowship in KOINONIA. It is translated as PARTAKER, COMMUNION, COMMUNICATION, CONTRIBUTION, DISTRIBUTION. Members, therefore, are encouraged to seek as many opportunities as possible to demonstrate KOINONIA.

Within our community the greatest expression of fellowship and the highest principle for relationships is love. As Scripture states:

“We should love one another. This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for our brothers...let us not love with words or tongue, but with actions as in truth. Since God so loved us, we ought to love one another. Whoever loves God must also love his brothers.” (1 John 3:11, 16, 18; 4:11, 21 NIV)

In order for growth to occur, we have identified the following specific expressions of love among the most desirable in our relationships.

SERVING ONE ANOTHER

Each member of the community is expected to strive consciously to maintain relationships that support, encourage, and help others.

“We who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Let each of us please his neighbor for his good, to build him up.” (Romans 15:1-2, NIV)

SUPPORTING ONE ANOTHER

We are responsible to support those experiencing grief, discouragement, illness, tragedy, and other personal trials. Expressions of bearing one another's burdens include comfort, consolation, encouragement, and intercession.

Difficulties in relationships can occur because of our humanness. In such cases we are to respond as Scripture states:

“...clothe yourself with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another.” (Colossians 3:12 NIV)

RESOLVING PROBLEMS

Speaking the truth to each other in love can strengthen our community. We can often resolve problems of relationships and behavior by constructively confronting one another in an appropriate spirit. If the welfare of the one confronted is paramount and if the confronter acts in love, growth can result.

HEALING OF RELATIONSHIPS

Healing broken relationships is necessary for healthy community. When persons or groups have been hurt, regardless of the reason, we are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution.

“...and He (Christ) has given us the ministry of reconciliation...and He has committed to us the message of reconciliation.” (II Corinthians 5:18-19 NIV)

Implementing the above expressions of love in relationships requires sensitivity to others and continual effort. It also requires that we love others as we love ourselves. Relationships of this quality enrich our lives and community, honor God, and assist in meeting the goals of the College.

RESPONSIBILITY FOR BEHAVIOR **BIBLICAL EXPECTATIONS**

Scripture teaches that certain attributes are available to all individuals through the Holy Spirit. These attributes include *“love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.”* (Galatians 5:22-24, NIV). This “fruit of the Spirit” is to be sought, nurtured, and demonstrated in our relationships.

In contrast to encouraging these positive attributes, Scripture condemns such things as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice based on race, sex or socioeconomic status.

Scripture also prohibits certain behaviors and community members should avoid them. They include backbiting, cheating, dishonesty, drunkenness, gossip, immodesty of dress, lying, occult practices, profanity, sexual promiscuity (including adultery, homosexual behavior, pre-marital sex), theft, and vulgarity (including crude language).

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of the Greenville College community are expected to uphold the laws of the local community, the state of Illinois, and the nation, except for those rare occasions in which obedience to the civil authority would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the civil penalty for his/her behavior. Behavior resulting in civil arrest on or off campus is subject to review within the College’s disciplinary procedures.

COLLEGE EXPECTATIONS

In addition to Biblical expectations, members of the Greenville College community voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the total community. These standards are not presented as absolutes or as an index of Christian spirituality, but rather as expectations of this community. Because of the importance of trust in and responsibility to one another, violations of these standards are seen as a serious breach of integrity within the community.

The following standards apply to students, faculty and administrators at Greenville College and all agree to uphold them:

- Corporate worship, community building, and learning are essential for our community. Therefore, students, faculty, and administrators are expected to attend chapel. Regular attendance signals a mature response to our community goals.
- Because of our concern for the worth and dignity of persons, each member of the community is expected to respond to special needs existing in our society and on our campus. Therefore, discrimination against others on the basis of race, national origin, sex, disability, or socio-economic status is not acceptable.

- Members of the community are to observe the Lord’s Day (Sunday) as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, “business as usual” that relates to College programs and services will not be sanctioned or encouraged except where absolutely necessary.
- Consideration of others and standards of respect and good taste are important to Greenville; therefore, all activities should be guided by this principle. Hence, any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. Vandalism of property is also not acceptable.
- The pornography industry exploits people. Further, the use of the industry’s products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.
- The community recognizes the danger to one’s physical and psychological well being in the use of certain products. Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.
- Members are also expected not to abuse the use of legal substances.
- Gambling (exchange of money or goods by wagering or betting) is an unwise use of God-given resources, and therefore, is not acceptable in any form.
- There are aspects of our culture over which devout and sincere Christians disagree—for example, forms of entertainment such as television and movie viewing, dancing, listening to popular music, reading books, and playing video games. Rather than provide a list of proscriptions, GC expects its members to apply Scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. As individuals and as a community, we must uphold the ideal of purity when choosing whether or not to participate in an activity. Prudence tells us that environments and activities which diminish one’s moral sensitivity should be avoided.
- Members of the community observe the demands of academic integrity such as honesty and giving credit to sources. Plagiarism will not be tolerated.
- Compliance with day-to-day policies and procedures of the community is expected from all members. These routine items are listed in the Student Handbook and the Greenville College Catalog.

SUMMARY

The intent of this statement is to identify expectations and responsibilities that assist Greenville College to function as a Christian community and to achieve goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our lives together. The behavior part of the statement includes standards that are specific to the College. These standards are important and must be consistently maintained to assure a proper climate for growing and learning. These standards need to be kept in perspective with the Biblical responsibilities for relationships and behavior.

The book of Colossians provides an appropriate summary of the goals for our community:

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom...with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father...” (Colossians 3:12-17, NIV)

As long as you are a member of the Greenville College community, you are responsible for implementing these stated expectations. Your signature on the application attests that you understand and are willing to comply with the expectations and responsibilities.

INSTITUTIONAL GOALS AND OBJECTIVES

The College has committed itself to education for character and service. Therefore, through our curriculum and co-curriculum, we intend that all graduates.

- Seek truth. Seek it dynamically, integratively, comprehensively, Biblically, and historically, with discipline and scholarship; and seek meaning in truth through recognition that it proceeds from God.
- Learn to think critically and creatively. Develop such thinking processes as induction; deduction; problem solving; quantitative reasoning; intuition; communication; interpretation; aesthetic discernment; creative expression; and perceptive reading, viewing, and listening.
- Understand and value the wholeness of creation. Integrate knowledge from many areas of study into a comprehensive point of view. Learn to discern truth, goodness, and beauty; take interest in ideas regardless of their immediate utility; and exercise stewardship over one’s physical and biological environment.
- Understand our world. Know the basic content and processes of the physical and biological world, the human race, our civilization, our society, our technological environment, and other cultures.
- Respect human life and understand the human condition. Recognize humankind’s best and worst capacities; affirm persons of all ethnic and racial backgrounds as creative bearers of God’s image; respond to and love others, and work for reconciliation.
- Understand and apply basic social structures and processes. Recognize society’s diverse manifestations, develop cultural sensitivity, and communicate effectively and responsibly.
- Develop self-understanding. Exercise integrity of character, personal expression, and stewardship of self; appreciate the value of one’s own physical and psychological well-being; and recognize learning as a life-long process.
- Value personal accomplishment. Recognize talent as from God and accept responsibility for developing creative skills, demonstrate competence in at least one area of study, learn to make sound judgements, and develop a sense of vocation, which gives meaningful direction to one’s life.

- Respond to God's expression. Understand the Judeo-Christian worldview as made manifest through Scripture, tradition, reason, and experience; fully embrace one's role in the Body of Christ; respond to God's initiating grace; be sensitive to the Spirit of God at work in the individual, the church, and the world; affirm the values of truth, goodness, beauty, and the glory of God; express those values in responsible decisions and action; and join in God's creative and redemptive activity by becoming a servant leader.

College Community Standards

The Greenville College Community standards are based upon the lifestyle statement listed above. The following text is written to help students apply these principles in their daily lives.

Greenville College is a Christian academic community which seeks to meet the emotional, intellectual, physical, social, and spiritual needs of its members. Every community possesses certain characteristics which distinguish it from other communities and which it maintains through established behavioral norms and sanctions.

We acknowledge that the norms adopted by a community may not satisfy all its members. Nevertheless, standards of conduct help the college meet its objectives. The college must make those standards clear and support them with consistent action. The student must understand those standards and meet them in both spirit and practice.

The Board of Trustees, Administration and Faculty of Greenville College recognize that the following principles outlined in Scripture and practiced by Christians are basic for meaningful and harmonious community living.

1. We affirm our dignity and worth as creatures of God.
2. We accept the Lordship of Jesus Christ and voluntarily identify with and gain strength from those who follow Him.
3. While we know that salvation is not obtained by following rules of conduct, we are also aware that true Christian liberty is not so much freedom from regulations as freedom through disciplined living. We are free to glorify God and live for others, but not free to sin.
4. We abstain from actions and attitudes expressly prohibited in Scripture and by the laws of the land. Other actions reflect individual conviction and in these areas we avoid judging others or causing them to stumble.
5. Where the laws of God and society do not speak explicitly we hold that each Christian must decide what behavior is appropriate for them. We remember, however, that orderly community life and the reaching of common goals may require the individual to limit his own privileges for the good of the group.
6. We acknowledge our responsibility for stewardship of our individual abilities, resources, and opportunities, and also for the stewardship of the resources and opportunities of the community.

We expect the following traits and behaviors will characterize any person.

- A sincere desire to mature intellectually, socially, and spiritually.
- A growing concern for the welfare of others and for the welfare of the community as a whole.
- An understanding of service as an important form of leadership and a desire to experience the joy of serving others.
- Openness to new ideas and experiences.
- Responsibility for his/her own behavior and its effect on other persons.
- Honesty in conversation and authenticity in behavior.
- Awareness of becoming a part of a community with a strong tradition and a desire to value and respect that tradition even while reviewing and evaluating it.

The following statements help define an environment which promotes maximum growth.

- We value individuals even when their behavior is unacceptable.
- People learn to handle freedom by exercising self-direction and accepting the consequences.
- Truthful personal responses enhance personal growth.
- We counsel, direct or correct people whose behavior is detrimental to personal or community development.

The following standards based on the institutional philosophy and the Biblical principles and general expectations stated above, apply to all members of the Greenville College Community:

- A. We expect each person to conduct himself or herself according to the highest standards of honesty, integrity, responsibility and love as set forth in Scripture. Practices forbidden in Scripture are unacceptable at Greenville College.
- B. We expect everyone who is a part of the Greenville College Community to uphold the laws of the local community, the state, and the nation, except in those rare cases wherein obedience to civil authorities would require behavior directly in conflict with the teaching of Scripture.
- C. In addition to the explicit teaching of the Scripture and the laws of the land, this Community chooses to impose upon itself certain rules of behavior. Although we do not view these rules as absolute standards for all Christians, we hold to them in the belief that they serve both the good of the individual and the institution.
- D. We offer the following statements as guiding principles which will help each person to behave responsibly and appropriately.
 1. The Greenville College Community recognizes Sunday as a special Christian day, characterized by corporate worship, rest from the usual activities of the

week, and renewal of the body, mind, and spirit. We strongly encourage the regular worship of God in Christ as essential for Christian living.

2. One should avoid questionable activities and entertainment that contribute little to one's well being or that diminish one's moral sensitivity. Therefore, the College urges all members of the Community to practice discretion and restraint in the choice of television programs, videos, movies, theater, printed material and card games. One should avoid any activity which violates principles of modesty, which occurs in a questionable setting, or which exploits people.
 3. One's decision about dress and personal appearance reflect the principles of modesty and appropriateness. Modesty requires that one wear decent attire. Immodesty through ignorance or carelessness is bad manners; immodesty calculated to shock or embarrass someone shows a lack of respect for others. Even though one's appearance may express his or her personality, he or she should never make others uncomfortable.
 4. All personal relationships should be based on consideration for the feelings of others. Public displays of affection make many people very uncomfortable. Private intimacies not connected to a deepening affection reveal a desire to exploit someone or to compromise his or her integrity. Propriety and good manners should mark all acts of affection in public. One should never treat other people as objects or use them for one's own gratification.
 5. There are aspects of our culture over which devout and sincere Christians disagree—for example, entertainments such as television and movie viewing, dancing, listening to popular music, reading books, and playing video games. Rather than provide a list of proscriptions, GC expects its members to practice scriptural standards of discretion and discernment in their daily lives in order to be sensitive to the leading of the Holy Spirit. As individuals and as a community, we must uphold the ideal of purity when choosing whether or not to participate in an activity. Prudence tells us that environments and activities which diminish one's moral sensitivity should be avoided.
- E. Because the college wants to promote the spiritual growth of every student, it makes available a variety of religious activities. We expect each member of the college community to participate regularly in the College religious activities and those of his or her own church.

Students and faculty form prayer groups and Bible studies in response to need and interest. Student Ministries and Student Association provide opportunities for service to others in the community. The churches in Greenville and the surrounding area provide many additional opportunities to participate in worship, Bible study and service. Several of them plan special activities for college students and welcome them to their services. Traditional chapel services are held Monday, Wednesday and Friday. Each Tuesday a prayer/meditation chapel takes place and, on Thursday there is a student-led Vespers service.

Student Relationship to College

Greenville College has rules, regulations, remedial and rehabilitative services, and supervised activities designed to help one get the most from their college experiences. The College assumes a moral obligation to help regulate one's educational career while studying at the College.

When a student enrolls in Greenville College, they agree to obey the rules both of an academic and non-academic nature and observe the standards of conduct as set forth by the College. It is further agreed that each student upon enrollment will take full advantage of the educational opportunities available at the College. The obligations of this agreement are binding on both the student and the College. The College agrees to furnish the facilities, such as classrooms, professors, co-curricular activities, visiting lecturers, religious activities, residence hall programs and intercollegiate sports programs. In this environment, students will find ample provision for their education. Students should take advantage of as many academic and social opportunities as possible.

The people who support Greenville College, spiritually and financially, expect the College to maintain a satisfactory student-college relationship. The Board of Trustees has made the College officials responsible for monitoring this relationship and for assuring that both the student and the College fulfill all obligations. If a student violates a public law or college regulation, refuses to take prescribed courses, or does inferior academic work, their actions reveal a problem.

If a student fails to use their time wisely or breaks the rules of the College Community, administrators will attempt to discover the root of the problem and try to help the student solve it. If he/she declines to pursue appropriate academic goals or persists in violating the rules, the administration may dismiss the student from school.

For best results the student and the College must work together. Greenville College must provide adequate facilities, competent personnel, and an environment conducive to learning. One must take full advantage of them. As part of the student body, each student must help create a positive atmosphere on campus. Therefore, it is essential that one accept responsibility for making that atmosphere as helpful to their peers as possible.

Certain fundamental ideas guide the relationship between students and Greenville College. Experience has demonstrated their validity. These ideas include:

1. The privilege of attending Greenville College carries with it the responsibility for using the resources of the College so that one may achieve their education and personal goals. Furthermore, one must not keep others from accomplishing their legitimate goals.
2. One should not use immoderate or profane language, threats, or violence to resolve disputes. The College expects students to solve interpersonal conflicts through designated representatives.
3. Students are obligated to contribute constructively to any group of which they are a member. One's presence on campus obligates them to work for the common good and the welfare of other students.

STUDENT CONDUCT

Responsibility for Student Conduct

- A. The authority of the President to maintain standards of student conduct at Greenville College has been delegated to the Vice President for Student Affairs/Dean of Students and appropriate Student Development Officers. In addition to contacting students involved in alleged incidents, they are fully responsible for the implementation of the procedures and sanctions resulting from disciplinary proceedings.
- B. Students will be responsible for their own behavior and for the behavior of others who share the Greenville College community. Healthy and honest relationships are the basis for positive community life. Scripture gives instruction in how to live in a Christian community. Jesus said people should examine their own lives before trying to correct someone else's (Matthew 7:4). An important part of sharing Christian community is caring about each other's needs and troubles (Galatians 6:2). Each member of the community is responsible for clearing up any misunderstandings that might occur (Matthew 5:23–24). There may be times when one member of a community has to confront another member but that is to be done with an attitude of love and a desire to restore the broken relationship (Matthew 18:15–20). The ultimate goal of the Christian community is to reconcile people with God, with each other, and with the community (2 Corinthians 5:18–20).

Jurisdiction and Scope of the Code

Students are responsible to adhere to standards of student conduct from the time they matriculate until they officially withdraw or graduate. In other words, no distinction is made between adherence to standards of conduct “on-campus” versus “off-campus”. Violations will be regarded as a serious breach of integrity with this community to which each member has voluntarily chosen to associate. For example, when a student participates in academic courses, college sponsored events, trips and tours off campus, and vacations (including summer vacations); they are expected to abide by the code of conduct. This code of conduct does not presume to define, or describe all the situations under which a student may be disciplined by the college. Thus, students may be placed on probation, suspended or dismissed for academic reasons as well as for disciplinary reasons.

Students are entitled to a reasonable expectation of privacy, but understand that they do not have the same rights of privacy as other citizens, especially when it pertains to student housing. With this in mind, Greenville College's Vice President for Student Affairs/Dean of Students (or his designee) may authorize or perform a search of a particular room in a residence hall to determine compliance with federal, state and/or local criminal law and with college policies, rules and regulations if, in the opinion of the Dean (or his designee), there is reasonable cause to believe that any such violation has occurred or is occurring in that room. “Reasonable cause” exists when facts, circumstances, and information are, in the judgment of the Dean (or his/her designee), sufficient to indicate that there is a reasonable likelihood that an offense or violation has been or is being committed.

Should a student's conduct involve the public courts, the college may conduct a formal disciplinary hearing independent of how the public court proceeds. If the person is clearly a danger to the college's community, the student could be removed from campus prior to the conclusion of the disciplinary proceedings. A public conviction would not as such be grounds for dismissing a student, unless the conviction carried with it a sentence which precluded class attendance. If a student is convicted of an off-campus misdemeanor in a public court, they may be placed on probation for one full semester after a hearing with the appropriate Student Development officer, or, on the student's request, with the Judicial Hearing Board. If the student is convicted of a felony, an on-campus misdemeanor, or repeated off-campus misdemeanors, the College may institute proceedings of specific charges in violations of this code.

Finally, the College reserves the right to refer any on-campus offenses to the appropriate law enforcement agency for disposition. This would probably occur when college officials have substantial evidence that a crime has been committed, but the student allegedly involved, pleads innocence. The college may waive its on-campus jurisdiction in favor of the public courts, which deal more commonly with criminal matters.

Code of Conduct

This code recognizes that Christians seek to live their lives out of the positive law of love in obedience to God's commandments. It has further recognized, however, that our love is imperfect, fragmentary, and deficient. It is in recognition of this fact that this code seeks to assist the community by prohibiting certain actions or behaviors that are in conflict with a Christian code of behavior. Negative behavior lessens academic performance, causes difficulty in managing emotions, affects personal relationships, heightens the potential for damage to property, injury or illness, and infringes on the rights of others. Therefore, the kinds of conduct listed below are prohibited.

ACADEMIC DISHONESTY—The intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and/or submission of work that was developed in all or in part as a response to the assignment of another professor in all or in part. Students are responsible for becoming familiar with acceptable standards for research and documentation and to abide by them. Each faculty member is required to send a record together with all evidence of suspected cases of academic dishonesty to the Dean of the school and to notify the Student Development Office. Copies of all records, meeting minutes, and response documentation will be sent by the Dean or Provost's Office to Student Development to be placed in the student file. In any case of academic dishonesty, a student's disagreement over a professor's handling of the incident will be regarded as an academic complaint and handled in accordance with the procedures for academic complaints set forth in the College catalog. Further information can be found in the College catalog.

AIDING, ABETTING, OR CONSPIRING/COMPLICITY—Being present when another student violates college policy or enabling a student to commit a violation. When illegal substances and/or objects are present in a room, all occupants are held responsible.

ALCOHOLIC BEVERAGES—Possession, consumption, and/or distribution of alcoholic beverages or the presence of empty alcohol containers. The prohibition extends to all areas within the bounds of the Greenville College campus or on the grounds of any properties leased or controlled by Greenville College. These are also prohibited at locations of college-sponsored activities or events sponsored by any college organization or department. Students are expected to abstain from all alcohol consumption while a student at Greenville College. This includes all college breaks including, but not limited to, thanksgiving break, Christmas break, spring break and summer break.

COHABITATION—Living/residing with a non-related person of the opposite sex outside the bonds of marriage.

COMMITTING A CITY, STATE, OR FEDERAL CRIME—The breaking of city, state, or federal laws, which govern the area in which a Greenville College student is living. All students are required to abide by the laws of the local, state, national, and foreign governments (in the case of Greenville College, related travel abroad) and may be subject to disciplinary action by the College for any violation thereof. The College will cooperate with all law enforcement agencies as requested.

COMPUTER MISCONDUCT—Any violation of the Appropriate Use Policy.

DANGEROUS PRACTICES/RECKLESS BEHAVIOR—Activities that endanger the lives or safety of the student or of others in any building or on any property owned or operated by the College. This includes, but is not limited to, students climbing on roofs or hanging from ceilings and ledges of walkways, propping doors in residence halls, throwing objects from windows or balconies or elevated walkways, and disclosing or giving residence hall door access to unauthorized persons.

DISORDERLY CONDUCT/RESPECT FOR OTHERS—Disruptive or negative behavior on campus or at any off-campus function; intentionally or recklessly interfering with normal school or school-sponsored activities; interfering with emergency service personnel; obstruction of any reasonable entrance to or exit from any school building or property. Conduct on or off campus which is in conflict with the welfare and integrity of the school and the student; engaging in or sponsoring an activity contrary to the Greenville College Lifestyle Statement. Conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes excessive noise, horseplay, and hurtful practical jokes. Participation in unauthorized assemblies/demonstrations; behavior which appears calculated to incite a riot, or seizing control of any building. Greenville College will not permit any individual or group to violate the personal or civil rights of others.

DRESS CODE—Failure to conform to the standards of dress set forth in the policy outlined in the Greenville College handbook.

GAMBLING—To play a game of chance and/or make wagers, for money and/or any other valuable stakes.

HARASSMENT/PHYSICAL THREAT OR ABUSE—Verbal, physical, written or mental abuse, threats, abuse of personal property, public incrimination, defamation of character, or stalking. May include a persistent pattern of behavior directed at another

individual that distresses, frightens, or is in some manner inappropriate or threatening. Examples include hate speech, public incrimination, or discrimination based on race, gender, religion, nationality, or disability.

HAZING—The infliction of physical or emotional harm calculated to embarrass or harass; any activity that would jeopardize the well-being of an individual; activities which involve forcible restraint and kidnapping.

ILLEGAL DRUGS—Manufacturing, possessing, distributing, and/or illegal drugs and/or possessing drug paraphernalia.

IMPROPER RESIDENCE HALL VISITATION—Visitation by members of the opposite sex in men's or women's Residence Halls outside of the established visitation hours.

IMMODEST OR IMPROPER DISPLAY OF AFFECTION—Inappropriate physical contact in public, this includes prolonged, intense kissing or other intimate and physical behavior.

INSUBORDINATION—Failure to comply with directions given by college officials, faculty, staff, or RC's acting in the performance of their duties (i.e. failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meeting).

INTERNET POSTING—Any information provided to the college that may self-incriminate individuals for violating federal, state, local, or college laws and policies or that harass and/or discriminate against other individuals. This may include information found on personal websites, Facebook, Xandu, MySpace, or other internet-based postings. Violators may be asked at a minimum to remove information from the posting and may result in further discipline sanctions.

INTOXICATION—A state of being in which a person experiences a loss of normal use of their mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, abusive behavior, or a blood alcohol content of .05 or greater.

LEWD AND INDECENT CONDUCT—Indecent, profane and vulgar language, writing, expression or behavior, and/or indecent exposure.

LITTERING—Disposing of refuse of any kind on College property except in receptacles provided.

MISREPRESENTATION OR FORGERY/FALSIFICATION OF RECORDS—Providing false identification or information to Greenville College officials with intent to deceive. This also includes the unauthorized use of any Greenville College document or instrument of identification. Falsification of any College records or documents is also prohibited.

PETS—Keeping or possessing any animal in the residence hall, apartments, or anywhere on campus. With the approval of a college official, dogs used to assist the visually impaired are permitted on campus.

PORNOGRAPHY—Viewing or possessing material that is sexually explicit and intended for the purpose of sexual arousal. This includes videos, print material, and material displayed on the Internet. All forms of pornography are strictly prohibited including movies, videos, calendars, magazines, posters, music, telephone communication and software. Residents possessing any materials that may be described as soft pornography—that which presents the body in a degrading or compromising manner—may also be asked to remove items from their rooms. The College recognizes that displaying these items may not only be offensive and disrespectful to community members, but also can be personally addicting and have unhealthy emotional and spiritual implications. This would include questionable “R” rated movies and websites. Computer cache checks may be done at any time.

POSSESSING FIREARMS, WEAPONS, OR EXPLOSIVES—Possession, use or storage on campus of any object designed to inflict injury including firearms, explosive chemicals, gasoline, ammunition, bows, arrows, swords, nun-chucks or any other weapon or an imitation thereof that could be used to cause fear in or injury to another person. BB guns, paint ball guns, airsoft guns and knives with blades of three inches or more are also prohibited. This prohibition also applies to items that appear to be weapons.

POSSESSING AND/OR USING FIREWORKS—Possession or use of fireworks of any variety on all College-owned or leased property or at any College-sponsored activity.

PROFANITY—Any words or expressions that are not considered socially appropriate within a Christianity community are considered improper.

SETTING A FIRE/ARSON—Fire Setting—Lighting a fire without authorization. Intentional or unintentional fire setting on college property. Arson—Fires set with the intention of destroying property.

SEXUAL ASSAULT—Acts of sexual penetration by the use of force or threat of force. For the purpose of this policy, students should understand: (a) sexual assault is committed whether the assailant is a stranger or an acquaintance; and (b) sexual assault is committed if the accused commits an act of sexual penetration and the victim was unable to understand the nature of the act or was unable to give knowing consent.

SEXUAL HARASSMENT— (NEW DOCUMENT WILL BE COMING)

SEXUAL MISCONDUCT—Sexual activity which is inconsistent with biblical teaching such as sexual activity outside the bonds of marriage, sexual assault, sexual harassment, or the appearance of any one of these (e.g. staying overnight with a person). The touching or fondling of the genitals of another is considered by the College as inappropriate behavior for relationships outside of marriage.

SLANDER—Defaming another’s character through ridicule, rumor, or libel.

STEALING AND/OR POSSESSION OF STOLEN OR LOST PROPERTY—Taking or keeping the property of another person or group without permission. This includes property owned or leased by the College, items belonging to students, faculty/staff, or guests of the college, or possession of property stolen from the larger community.

TAMPERING WITH FIRE EQUIPMENT—Tampering with, discharging, or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and giving false alarms.

TOBACCO—products in any form present a serious health risk. The use or possession of any tobacco products or paraphernalia is prohibited. This includes items that advertise or promote tobacco products such as clothing, posters, etc.

UNAUTHORIZED PRESENCE, IMPROPER USE—Unauthorized presence on or improper use of, any Greenville College property. This includes the unauthorized use of College facilities (i.e. private parties, misuse of the Student Union, soliciting, distribution of advertising materials). Intentionally trespassing in areas from which individuals have been banned by previous order.

UNAUTHORIZED ENTRY—Entering into any College building, facility, or area without authorization.

UNBECOMING CONDUCT—Conduct that contradicts biblical standards and the values of the Greenville College community.

VANDALISM—Destroying, defacing, or damaging property owned or leased by the College, or property belonging to students, faculty, staff, or guests of the College.

DISCIPLINARY ACTIONS AND SANCTION

INFORMAL ACTIONS

The goal of a developmental approach to student discipline is to resolve conflict and restore a person's relationship to the community. Self-discipline, peer accountability and informal confrontations/communications with duly appointed representatives of the institution, i.e., faculty, staff, coaches, Student Development Officers, are the preferred sequence of actions. When informal means of discipline are exhausted and/or one's behavior repeatedly violates college policy and behavioral expectations, the student will be subject to Institutional Disciplinary procedures. Thus the level of response moves from informal into a formal process.

Upon determination that a student(s) has violated any of the rules, regulations or disciplinary offenses set forth in this code of conduct, the following sanctions may be imposed by the appropriate Student Development Officer, Judicial Body and/or the Vice President for Student Affairs/Dean of Students. Any disciplinary actions taken will be imposed in the best interest of both the student(s) and the institution. College sanctions are independent of other sanctions which may be imposed as a result of civil or criminal prosecution.

FORMAL ACTIONS

The disciplinary actions listed in this section are not meant to be inclusive, but rather serve as guidelines which may be imposed in any combination. Previous incidents of misconduct will be considered in the determination of a disciplinary action to be imposed for a present violation. The following are suggestive of possible disciplinary actions:

Incident Report—To initiate the formal process an incident report is used to

document incidents or violations of policy that occur on campus. These reports are used in judicial proceedings and are kept on file in the Student Development Office.

FORMAL RESPONSE

Medical Release—If the Vice President for Student Affairs/Dean of Students determines that a student may be at risk of harming themselves or any other member of the community, that student may be released from their relationship with Greenville College and asked to leave campus immediately. In such cases the Vice President for Student Affairs/Dean of Students will outline conditions upon which a person may safely return to campus and resume normal activities.

Disciplinary Probation—Students are placed on disciplinary probation after repeated incidents or serious violations. This becomes part of the student's permanent record which is kept on file in the Student Development Office. The length of the probationary period will be determined in each case. When placed on disciplinary probation, a student's rights to represent the college, unless restricted by the adjudicating body, shall be determined by the supervisor/sponsor of the activity in which they participate. Further violations during the probationary period will result in a formal hearing.

Personal Growth Initiative (PGI)—To encourage and promote personal responsibility for one's behavior, the college will not seek formal institutional disciplinary action against a student who has violated community standards if they voluntarily seek assistance. Voluntarily means, that the student makes their desire for help known to a Student Development Officer (this includes RC's) prior to the beginning of formal proceedings, (exceptions: when behavior is repetitive, self-destructive, hazardous to others, or is a significant civil or legal issue).

To initiate the Personal Growth Initiative, the student must approach a Student Development staff person expressing a desire to repent and change. The staff member, in cooperation with a student's respective Coordinator for Residence Education or faculty advisor will develop a collaborative plan which establishes the student's intent to change, including actions, steps and accountability procedures. Formal disciplinary procedures shall be suspended as long as the student adheres to the plan.

A Personal Growth Initiative Plan set up jointly by the student and a designated Student Development staff member, designed to restore desired behavior will be established. If, however, the student does not carry out the plan or no longer desires to change, the student shall be subject to formal disciplinary action through established institutional disciplinary procedures. The staff person who agrees to work with the student shall hold him/her accountable for adhering to the Personal Growth Initiative Plan.

**Parents may be notified of judicial action in accordance with:

1) The Higher Education Amendment of 1998

According to the Higher Education Amendment of 1998, nothing in the General Education Provisions Act of 1965 shall be construed to prohibit an institution of higher education from disclosing to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's educational records, if:

- a) The student is under the age 21; and
- b) The institution determines that the student has committed a disciplinary violation with respect to such use or possession.

2) Family Rights and Privacy Act (FERPA) Regulation, Subpart D99.31, wherein, student is defined as a dependent according to Section 52 of the Internal Revenue Code of 1986.

A **Personal Growth Initiative (PGI)** will be established to help students respond in a way to promote maximum growth. It may include all or any of the following:

- A mentor relationship with a faculty member
- Community service
- Counseling
- Volunteer service
- Accountability procedures
- Contact with the Student Development Dean, or senior Student Development Officer

In House Suspension—In cases that warrant, a person may be given an “In House Suspension.” The person being disciplined shall be prohibited from participation in all campus activities except library, class, chapel, and dining. (Attendance at or participation in campus activities is prohibited.) Students subject to this sanction may be asked to complete additional assignments, i.e., reflections, reviews, papers, or academic work during this time. Students on “In House Suspension” are expected to spend the bulk of their time in the library.

Suspension—The student is involuntarily suspended and placed on disciplinary probation for a stated length of time. They will be required to leave campus within 24–48 hours. Upon returning to campus, a growth contract will be established for each student. Absences from classes and chapels during the suspension period are not excused. Academic work missed such as exams, projects, and papers during that time may NOT be made up. A written copy of this action will be placed in the student’s file. The privilege of participation in college sponsored activities shall be revoked during the time a student is suspended.

Disciplinary Withdrawal—The student may be counseled out or not permitted to register for classes the following semester. Application for reinstatement may be made after a minimum of one semester’s absence from campus or at the discretion of the appropriate college administrator charged with making such a decision. Parents may be notified.

Dismissal—The student will be terminated involuntarily and will receive failures in their courses for the semester. Unless otherwise authorized by the Vice President for Student Affairs/Dean of Students or designee, the student must vacate the campus within 24 hours after the dismissal decision has been announced. The student cannot be on campus grounds during the period of dismissal unless a request is submitted in writing and approval is granted by the Vice President for Student Affairs/Dean of Students. When the seriousness of the offense or the attitude of the offender is deemed to jeopardize any member of the community or to disrupt the educational process, suspension and removal from campus will be immediate. Written notice of offenses and action taken will be placed in the student’s file and parents may be notified. They may apply for reinstatement after a minimum of one semester’s absence from campus. Their case will be subject to review by the Vice President for Student Affairs/Dean of Students before readmission is granted.

Community Service—The student may be assigned to campus and/or community service duties to be completed within a stated time frame.

Removal from College Housing—Under specified circumstances, (repeated disruptive, rude, threatening behavior or destruction of personal/community/college property) the college reserves the right to remove a student from college housing either temporarily or permanently for reasons deemed necessary. Their access to campus may also be restricted, and Parents may be notified.

Monetary Charges—In addition to administering appropriate disciplinary action, a student may be levied a charge up to \$300 or the actual cost of damages resulting from certain inappropriate behaviors. These may include but are not restricted to participation in non-approved trespassing; tampering with fire alarms, smoke detectors, fire extinguishers, or propping open exit doors; using fire crackers on campus; illicit initiation activities; water fights resulting in property damages; entering areas in campus buildings designated as “off limits” (roofs, ledges, boiler rooms, fire escapes, unauthorized key usage) without permission, and other such actions. Charges are to be paid immediately upon presentation of written notice. Registration for classes will be held until these charges are paid.

CAMPUS JUDICIAL SYSTEM

As a result of violations of standards or codes of conduct of the College, recommendations on disciplinary action may be provided to the Vice President for Student Affairs/Dean of Students by a Student Development Officer, or the Judicial Hearing Board, depending upon the nature and extent of the infraction. The Vice President for Student Affairs/Dean of Students, or designee, has the authority to execute disciplinary sanctions deemed necessary in the best interests of both the student and Greenville College. For clarity, the Vice President for Student Affairs/Dean of Students may invite other persons to the inquiry or hearing. The student may also invite one faculty/staff advocate who may be present, but not participate, through out the judicial proceedings.

A. Judicial Hearing Board (4 or more members)

1. Faculty/Staff Membership (minimum of 3)

The Designated Chair (Student Development Officer) of a judicial hearing will invite the faculty members of the alleged violator relative to the respective semester. Respective coaches or mentors within the College may also be invited.

2. Student Membership (minimum of 1)

a. The Student Association shall appoint, when requested by the Designated Chair (Student Development Officer) of a judicial hearing, one student to serve on the Judicial Hearing Board for purposes of a specific hearing. To serve on the Judicial Hearing Board, such student must be attending the College full-time, maintain “good standing” as defined by college policy, have at least a 2.25 GPA, not be on chapel probation, and cannot be under sanctions for violating college policy.

b. Student members shall be full-time and maintain “good standing” as defined by college policy, have a 2.25 GPA, not be on chapel probation and cannot be under sanctions for violating college policy.

3. **Quorum**
The committee may hold session when at least four members are present of which three must be faculty/staff. If the alleged misconduct occurs during the last two weeks of a semester or during the summer and a quorum cannot be achieved; the appropriate Student Development Officer will conduct an administrative hearing.
4. **Voting**
A majority vote shall be necessary for determination of culpability and of the appropriate sanction.
5. **Findings and respective sanction assignments** will be sent to the Vice President for Student Affairs/Dean of Students for endorsement following judicial hearings.

B. Student Appeals Committee (6 members)

1. **The Student Welfare Committee**, composed of six members, shall constitute the Board of Appeals.
2. **Administrative Membership (1 member)**
The Vice President for Student Affairs/Dean of Students shall serve as a member of the committee, and act as chair and secretary. They shall not vote on any student appeals.
3. **Quorum**
The committee can serve as a Board of Appeals only when the chairperson or their designee and at least three faculty and one student are present for a total of five.
4. **Voting Procedures**
A two-thirds majority of the voting members present shall be required to reverse or modify the decision of the Student Development Officer or the Judicial Hearing Board. The committee may not increase the sanctions.

Adjudication Process

A. Administrative Hearing Option

1. A student may request that their case be reviewed by an official of the Student Development Office. That person may choose to adjudicate the case or refer it to the Judicial Hearing Board. The Vice President for Student Affairs/Dean of Students, Associate Dean for Campus Life, or designee may invite selected faculty and staff to add clarity or assist in the adjudication process. Selected reasons may be included to support the alleged offender or clarify elements related to violations in questions. In keeping with Matthew 18, students wishing to report a violation will be strongly encouraged to confront the student being accused, “in love”, prior to lodging a formal complaint.
2. The student(s) may appeal decisions made by the college official to the Vice President for Student Affairs/Dean of Students within three (3) regular work days after the decision is received. Specific objections to the previous decision and relevant documentary materials supporting objections must be presented in writing to the Vice President for Student Affairs/Dean of Students. If new information is presented in the appeal, the Vice President

for Student Affairs/Dean of Students may, in his or her sole discretion, refer the appeal to the Student Welfare Committee for adjudication.

3. The Vice President for Student Affairs/Dean of Students or designee shall notify the student(s) involved of the decision in writing, within three (3) working days of receipt of the record.
4. An appeal of the Vice President for Student Affairs/Dean of Students or the Student Welfare Committee's decision may be filed within three (3) working days of the receipt of the decision by the student(s) to the President or his/her designees.
5. The President or his/her designee shall notify the student(s) of the decision within five (5) working days of receipt of the record of the case. The decision rendered by the President is final and no longer subject to appeal.

B. Judicial Hearing Board Option

1. Student Development Officers shall at any time have the option to refer a disciplinary matter to the Judicial Hearing Board even if the student(s) wishes to have their case resolved by an administrative review. If the alleged misconduct occurs during the last two weeks of a semester or during the summer, referring the matter to the Judicial Hearing Board may or may not be an option.
2. The Judicial Hearing Board shall conduct a hearing, reach a decision by majority vote, and explain the rationale in writing. The chairperson shall forward the Judicial Hearing Board's recommendation to the Vice President for Student Affairs/Dean of Students within three (3) working days of the hearing date. The Vice President for Student Affairs/Dean of Students reserves the right to accept, reject, or adjust the recommendation of the Judicial Hearing Board.
3. The Vice President for Student Affairs/Dean of Students shall notify the student(s) involved of the decision in writing and in person, if possible within three (3) working days of the receipt of the recommendation from the Judicial Hearing Board.
4. The student(s) may appeal decisions made by the Judicial Hearing Board to the Vice President for Student Affairs/Dean of Students within three (3) regular work days after the decision is received. Specific objections to the previous decision and relevant documentary materials supporting objections must be presented in writing to the Vice President for Student Affairs/Dean of Students. If new information is presented in the appeal, the Vice President for Student Affairs/Dean of Students may, in his or her sole discretion, refer the appeal to the Student Welfare Committee for adjudication.
5. If the appeal is heard by the Student Welfare Committee, it will review the case within five (5) working days of the receipt of the request for an appeal. If by two-thirds vote of the committee membership the previous decision is overturned or altered, such recommendation will be made to the Vice President for Student Affairs/Dean of Students. The student(s) involved will be notified within three (3) working days of the receipt of the recommendation from the Student Welfare Committee.

6. An appeal of either the Vice President of Student Affairs and Dean of Students' decision or the Student Welfare Committee's decision may be filed with the President within three (3) working days of the student's receipt thereof.
7. The President or his designee(s) shall notify the student(s) involved of the decision, in writing, within five (5) working days of receipt of the record of the case. The decision rendered by the President or designees is final and not subject to appeal.

NOTE: Student appeals will not be accepted beyond the time limits specified above.

C. Disciplinary Procedures

1. Complaints and Charges

Complaints against students may be filed by anyone within or outside the institution. Complaints must be submitted in writing and signed by the complainant. **Unsigned or anonymous complaints will not be acted upon except in unique cases where administration is aware of extenuating circumstances.** However, formal charges against students for violations of the Student Conduct Code may be brought only by the Student Development Officers. They have discretionary power to act or not to act on complaints. If action is warranted, the student will be served a written statement of the charged (alleged misconduct) and of their rights to a hearing.

2. Students have the right to request one of two hearing options. A formal hearing would be held before the Judicial Hearing Board, or, on appeal, before the Student Welfare Committee. An administrative hearing would be held by the appropriate Student Development Officer, or if desired, a student may request that the hearing be conducted by an official of the same gender. Students who willfully do not appear for hearings forfeit their rights to be represented during the hearings. In such cases the Student Development Officer or adjudicating body will determine both the guilt and appropriate sanctions as specified above.
3. Hearings shall proceed in two parts. The first shall determine guilt or innocence. If the student is found guilty, the second part shall determine the sanction.
 - a) The first shall precede de novo, in that the Judicial Hearing Board or Student Development Officer shall consider only evidence directly pertaining to the case under consideration, including evidence presented by the student. In the absence of the student, there shall be a vote on the guilt or innocence. If a student has been found guilty and chooses to appeal the decision, and if the sponsor of the college activity has already set and/or administered the length of time for suspension, then the student should not have their time lengthened beyond what had been set until after completion of the appeal.
 - b) The second part of the hearing shall be in the absence of the student and the committee may consider prior violations of the discipline code, testimony about the student's character, or other relevant information. This is to assist the committee to properly determine the sanction. Then a vote shall be taken on the sanction.

- c) Hearings are closed and private except for those instances when the student desires the accompaniment of another student or faculty member, or when the Judicial Hearing Board or Student Development Officer wishes to call people for testimony and evidence.
 - d) Students have the right to examine all material evidence prior to the time of their hearings. They also have the right to know whether there will be personal testimony against them. *They do not have the right to know the names of witnesses prior to the hearing.* Students do have the right to be present during the presentation of evidence and the hearing of testimony of witnesses and to argue the adequacy of the evidence.
 - e) Students may request another student or a member of the faculty to accompany them to their hearing before the Judicial Hearing Board, Student Development Officer or the Student Welfare Committee, to advise them or to speak in their defense and to be present throughout the hearing. In cases, where the question of guilt is contested, the students may request that witnesses be called to testify on their behalf. The chairperson must approve the list of witnesses to be called prior to their appearance at the hearing.
4. Conflict of Interest
Any member of the Judicial Hearing Board who is personally involved in a case, or who could be called upon to act as witness in a case, shall refrain from voting on it. An alternate may be selected to replace them if necessary by the Judicial Hearing Board.
 5. Grievance
Complaints of students about the implementation of the provisions and procedures of this code or related policies shall be made to the Vice President for Student Affairs/Dean of Students.
 6. Appeals
Students may appeal both the determination of guilt and the severity of sanctions imposed on them. Such appeals resulting from decisions made either by the Student Development Officer or by the Judicial Hearing Board can be appealed. The appeal should be addressed in writing to the Vice President for Student Affairs/Dean of Students within three (3) working days.
 7. Institutional Review
The President of the College, through the Vice President for Student Affairs/Dean of Students, may exercise an institutional review of all final decisions. Should it be their judgment that the provisions and procedures of this code have in their operation failed to secure the right of the students and the interests of the total community, the President may wish to intervene. Since this would be de facto revocation of the authority and responsibility previously delegated in this code, it may be done only in extraordinary situations and even then only after the judicial bodies defined in this code have done their work. Furthermore, the Student Welfare Committee is expected to regularly assess the effectiveness of both policies and practices governing the system.

8. Summary Suspension

The right to summarily suspend a student, pending a hearing on charges, is exclusively that of the Vice President for Student Affairs/Dean of Students. This right may be exercised only when it is their judgment that the continued presence of the student on campus is clearly a menace to other members of the campus community and not as a pre-emptory punishment for an alleged misdeed.

9. Records

A record of the proceedings shall be filed in the Office of Student Development which shall be the repository for all judicial records. Such records shall include:

- a) Statement of the charge
- b) Minutes of the proceedings
- c) The judgment rendered, and the sanctions imposed
- d) Dissenting opinions of members of the judicial body

In addition, Faculty Members are requested to inform the Vice President for Student Affairs/Dean of Students about all cases of academic dishonesty that may be adjudicated by the appropriate academic officer.

10. Report of Disciplinary Action

The Vice President for Student Affairs/Dean of Students may provide a summary of disciplinary action to the Student Welfare Committee. The Vice President for Student Affairs/Dean of Students will inform the College's Registrar of any respective student placed on probation or of any loss of right for the student to participate in college activities and/or to represent the College. Either the Student Welfare Committee or the Vice President for Student Affairs/Dean of Students may inform the faculty advisor, professor, or sponsor of college activities of any such actions.

GREENVILLE COLLEGE POLICY PROHIBITING SEXUAL HARASSMENT

General Statement of Policy

Greenville College is committed to providing a quality education in an educational and employment environment free from all kinds of harassment. Greenville College considers such goal consistent with its educational and Christian mission. Any behavior by a student or employee of Greenville College that constitutes sexual or other harassment is a form of misconduct that may result in disciplinary action up to and including termination of employment for employees and expulsion for students.

Greenville College thus prohibits any form of sexual or other unlawful harassment. It shall be a violation of this policy for any student, employee or other representative of Greenville College to harass a student, employee or representative through conduct or communication in a sexual manner or in any other manner prohibited by law.

Greenville College will act promptly to investigate all complaints, formal or informal, verbal or written, of sexual or other unlawful harassment and to discipline any person who sexually or otherwise unlawfully harasses another within the jurisdiction of Greenville College.

Scope of Policy

This policy prohibiting sexual and any other unlawful harassment governs all matters over which Greenville College has jurisdiction. Board members, administrators, faculty, associates, staff, students, vendors, and any others having business or other contact with Greenville College and who are subject in any way to its governing jurisdiction, are covered by this policy and are prohibited from participating in sexual or other unlawful harassment.

Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education or participating in any college-sponsored educational program or activity; (2) Submission to or rejection of that conduct or communication by any person is used as a factor in decisions affecting that person's employment, education or participation in educational programs or activities; or (3) That conduct or communication has a purpose or effect of substantially or unreasonably interfering with a person's employment, education, or participation in an educational program or activity, or of creating an intimidating hostile, or offensive employment or educational environment.

This definition is not meant to restrict or limit what constitutes sexual harassment, but rather to express in general terms the prohibited conduct or communication. In addition to the above, sexual harassment may, by way of example, include, but is not limited to the following:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching, or touching;
4. Use of power inherent in interpersonal relationship to threaten, coerce, or intimidate another person to accept such sexual harassment;
5. Demanding sexual favors; and
6. Any sexually motivated unwelcome touching.

Sexual harassment includes the definitions in Article 2 and Article 5A of the Illinois Human Rights Act addressing Employment and Higher Education, respectively. [(775 ILCS 5/2-101 (3) and 5/5A-101 (E))]

Reporting, Investigation and Appeal

Any person who believes he or she has been the victim of sexual or other unlawful harassment or any person with knowledge or belief of conduct that may constitute such harassment prohibited by this policy should report the alleged acts immediately to the designated Greenville College compliance officer as set forth below. Greenville College encourages the reporting party or complainant to use the written report forms available in the offices of Student Development, Business Affairs and Academic Affairs.

The President of Greenville College will, from time to time, designate a Compliance Officer under this policy. Such person shall receive reports or complaints of sexual or other unlawful harassment and to promptly investigate such reports or complaints. In the event any complaint is directed toward the compliance officer, such complaint shall be filed directly with the College President.

Upon receipt of a report or complaint alleging sexual or other unlawful harassment, the compliance officer shall initiate an immediate investigation, and may designate other college employees to assist in such investigation, as circumstances shall recommend. The compliance officer and/or such designee(s) shall conduct interviews and obtain statements, and shall offer to meet with the person who is alleged to have committed the act or acts of harassment in order to obtain such person's statement of relevant facts. Such person may be accompanied by any representative of his or her choice during any meeting or hearing under this policy, and may produce such witnesses and testimony as are appropriate to the complete investigation of the complaint.

Upon completing the investigation, the compliance officer shall make a written report of findings and disciplinary recommendation, if any to the President, and the compliance officer and President will thereafter determine whether further investigation is warranted. Upon completion of all investigative activities, the President shall take appropriate disciplinary action. Regardless of whether disciplinary action is recommended or taken, the compliance officer shall report a summary of investigative findings to the Complainant.

If either the Complainant or the person alleged to have committed the act or acts of sexual or other unlawful harassment is not satisfied with the results of the investigation or the recommended disciplinary action, then either party may seek review of the matter before a committee of the Board of Trustees which shall be appointed by the Chairperson of the Board. The committee shall promptly review the entire matter and shall conduct a hearing if requested by either party. Upon completion of its review, the committee may direct the compliance officer and President to amend the investigative report, and direct the President as to appropriate action.

In the event the President or a member of the Board of Trustees shall be accused of an act or acts of sexual or other unlawful harassment hereunder, then the compliance officer shall report findings and make disciplinary recommendations, if any, directly to said committee of the Board, and disciplinary action may thereafter be taken by the entire Board.

In the event alleged misconduct under this policy is of such severity as to reasonably suggest ongoing damage to the Complainant and/or College community, and preliminary findings support the truth of the alleged act or acts of sexual harassment, then the person alleged to have committed such act or acts may be suspended by the President pending completion of the investigative process.

Confidentiality

All reasonable efforts shall be made by the College to maintain the confidentiality of the complainant and alleged offender. Due to the necessity of conducting a complete and thorough investigation, complete confidentiality may be impractical or impossible, however.

Discipline

If any complaint under this policy shall be found to have a valid basis, the disciplinary action taken by the President or Board of Trustees, as the case may be, shall be appropriate to all relevant facts and circumstances, including but not limited to, the nature of the offense, and the detrimental impact of the offense upon the Christian and educational mission of the College. Disciplinary action may range from warning letters or letters of reprimand up to and including a suspension without pay or dismissal of a college employee or expulsion of a Greenville College student.

Education and Training

The commitment of Greenville College to providing a Christian and educational atmosphere free from sexual and other unlawful harassment shall be advanced by annual training and awareness programs regarding harassment. Copies of this policy shall be made available to college departments and representatives of the student body.

Greenville College will discipline any individual who retaliates against any person who reports alleged sexual or other unlawful harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing in connection with a harassment complaint.

False and Frivolous Complaints

A false and frivolous complaint is one in which the accuser brings the complaint to accomplish some end other than stopping harassment. It does not refer to a charge made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous complaint is a severe offense that can itself result in disqualifying action, up to and including termination of employment for employees and expulsion of students.

CHAPEL

Chapels constitute an important part of the traditional undergraduate Greenville College experience. As the only all college gathering, chapel helps unite and spiritually strengthen the Greenville College Community through distinctively Christian programming. We seek to help equip the College Community to live out their Christian faith in all settings and circumstances of life, strengthen community ties, allow persons the opportunity to respond to the Gospel of Jesus Christ through

confession of sin and profession of faith, and integrate important social, moral, intellectual, and political issues in a Christian faith and learning context.

Held five times a week, chapel provides opportunities for students, faculty, and staff to:

- A. Become informed about campus events
- B. Rejoice in the achievements and share in the joys of other members of the community
- C. Participate in group singing
- D. Hear the public reading of Scripture
- E. Affirm the existence of a caring, loving, praying body of believers in Jesus Christ who, collectively, constitute an effective and powerful resource for people both within and without our community who experience either emotional or physical pain or spiritual struggles
- F. Make life-changing decisions
- G. Confront important social and spiritual issues not necessarily encountered in classrooms or other college environments
- H. Discuss diverse ideas and issues to which all members of the community have been exposed

Regular attendance at chapel will help assure that one experiences the valuable, sometimes life-changing, events which occur there. Students enrolled in at least twelve (12) hours of credit are required to attend chapel unless they petition to be excused through the Chaplain.

Attendance Policy

Chapel is an all-college, community event. Therefore, all students, whether on campus or off, must attend, and meet the required 36 chapel credits at the end of each semester. The ONLY exception to this is the students who have applied for and received chapel exemption. Chapel exemption forms are available in the office of the Administrative Assistant to the Chaplain, Alisa Gunter (Snyder Hall 102), on PantherNet and in the Office of Student Development and must be completed at the beginning of each new semester.

There will be FOUR chapel credit checkpoints each semester. The dates for the four checkpoints will be posted on PantherNet at the beginning of each semester, and an email will be sent to all students to remind them. Checkpoints are designed to help students manage their chapel attendance throughout the semester. At each checkpoint students should have earned a specified number of chapel credits if they are to achieve the required total at the end of the semester. While students will be reminded often to check their chapel credits on the PantherNet (GC Intranet), IT IS EACH STUDENT'S RESPONSIBILITY TO KEEP TRACK OF THEIR CHAPEL CREDITS. Students may check their chapel credits at ANY time by logging onto the campus intranet and may inquire about their credits by calling or emailing Alisa Gunter @ Ext. 6525 or alisa.gunter@greenville.edu .

Students who do not earn 36 credits at the end of semester will be placed on Chapel Probation for the following semester. Students who are on Chapel Probation face the following consequences:

Loss of Upper Division Housing privileges (if the Chapel Probation is during the spring semester, when the housing lottery occurs, students will be ineligible for upper division housing).

Loss of college-sponsored leadership positions (since we view chapel attendance as an important part of the GC experience, students on Chapel Probation will lose their privilege to serve in positions of leadership including RC's, Student Government, and campus ministries).

In addition to these consequences, FACULTY ADVISORS AND COACHES will be notified of those students on Chapel Probation and will be encouraged to use their influence in a positive way to help students earn their required number of chapel credits.

To make up chapel credits that you have missed, you are required to do Community Service (CS). Community Service is assisting in some way without expected pay. CS sheets are available in the office of the Administrative Assistant to the Chaplain, Alisa Gunter (Snyder Hall 102), or on PantherNet.

2 CS hours=1 chapel credit missed. If you do CS hours and turn them in before the next semester begins, you will be removed from chapel probation and your privileges will be restored.

During their time on Chapel Probation, students **MUST** earn the required number of 36 chapel credits during the semester or face suspension or expulsion the following semester. If the student satisfactorily completes the required number of chapel credits during their semester on Chapel Probation, they will be removed from probationary status and return to normal status the following semester.

Chapel Credits

Chapel credits may be earned in the following categories: CORE and ELECTIVE CREDITS.

Core Credits: Students may earn one CORE CREDIT for each traditional chapel service attended. Services are usually held on Monday, Wednesday, and Friday at 9:30 am in the Whitlock Music Center, Tuesday (Prayer and Meditation Chapel) at 1:30 pm in Luzader Chapel, and Thursday (Vespers), also in the Whitlock Music Center at 9:30 pm.

Elective Units: Students may earn ELECTIVE CREDITS for attendance and/or participation in activities or programs that are intentionally designed for spiritual formation. Approved elective credits include:

1. Participation in floor Bible studies or college-organized accountability/small groups (1 elective credit each time the student attends, until electives are filled).

2. Participation in GSO (Greenville Student Outreach) events designed to allow students to serve others in the Name of Jesus Christ (1 elective credit each time the student serves, until electives are filled).
3. Other spiritual formation activities/programs APPROVED BY THE DEAN OF THE CHAPEL OR CHAPLAIN in advance of earning elective credit.

The attendance policies will vary in accordance with how each student is classified. A minimum number of CORE units will be required regardless of one's classification.

Freshmen and Sophomores: Must earn AT LEAST 31 Core Units, and may earn UP TO five Elective Units. 36 total units required.

Juniors and Seniors: Must earn AT LEAST 29 Core Units, and may earn UP TO seven Elective Units. 36 total units required.

Etiquette Statement: Although chapel is not a replacement for church, it is a place where we honor and worship the Lord Jesus Christ. Please respect others around you as you refrain from the following: talking during chapel, use of laptops, cell phones (texting) and Ipods, arriving late, leaving early or doing homework. Failure to comply with the above guidelines will result in loss of credit. Student Development staff is present and active to help students be attentive and respectful participants during the chapel experience.

GENERAL INFORMATION

HEALTH SERVICES

Good health care is readily available in the Greenville community. Greenville Regional Hospital is just a few blocks from campus; several doctors' offices are within walking distance, and an ambulance service is available for emergencies.

The College does not charge students for health care. Students are individually responsible for the cost of health care received. Most local doctors require payment at the time of service. All students are required to submit an Emergency/Health Insurance Form during registration. Students participating in intercollegiate athletics must have a physical examination each year and submit the completed form before beginning practice. The student bears the cost of the examination.

INSURANCE

Accident Only Insurance

Greenville College provides all registered full-time traditional students, at no charge, a Student Accident Only Insurance plan. If you are injured while insured on this plan and require treatment, the Accident Only Insurance plan will pay for Covered Medical Expenses resulting from that injury. Plan details can be obtained at www.gallagherkoster.com.

Health Insurance

Enrollment in a health insurance plan is required for ALL full-time traditional

students. To ensure compliance, all full-time students enrolled for 12 or more credit hours per semester are automatically enrolled in, and the cost of \$649 per year will be added to the tuition bill for the Student Accident and Sickness Insurance Plan offered through the college. This coverage may be waived by providing proof of comparable coverage. Benefits of the plan include hospital room and board, miscellaneous hospital expenses, surgical treatment, consultant fees, ambulance, office visits, and psychological needs. For a complete description of the plan benefits available, limitations and exclusions or to waive coverage, go to: www.gallagherkoster.com. Have your current health insurance ID card ready as you will need this information to complete the waiver form. The last day to waive/enroll this coverage is the first day of instruction. The Plan coverage starts on August 1st and ends of July 31st and includes Interterm and all vacation periods.

Intercollegiate Athletics Insurance

All students participating in intercollegiate athletics must be on the College athletic insurance policy. The cost of \$250 will automatically be added to the tuition bill. This policy has a \$250 deductible, which will be covered by the Accident Only Insurance plan mentioned above if not by the primary carrier.

LEADERSHIP & LIFE CALLING/CAREER DEVELOPMENT

Career information and help with career planning is available at the Career Services Office located in the College Library. Assistance is available in the following areas:

1. Career Counseling and Assessment
2. Individual Job Search Planning
3. Resume, Cover Letter, and Interview Technique Advisement
4. Career Information, Job Trends and Employment Listings
5. Information on Job Fairs, Graduate Schools, and Extensive Career Library

COUNSELING SERVICES

Counseling services are offered to Greenville College students by Licensed Clinical Professional Counselors who are committed Christians and who have each had over twenty years experience. The counselors are willing to discuss any issue with students in order to facilitate growth and to encourage them to become the persons God created them to be. Students typically receive help for a wide variety of issues including, but not limited to depression, family/relationship problems, addictions, eating disorders, anxiety or simply feeling bad, dissatisfied, lonely or unhappy. All counseling services are confidential and free of charge. To schedule an appointment, please call 664-6810 or e-mail nancy.gaines@greenville.edu. The counseling offices are located in the Library.

ID CARD

All students receive an ID Card when they complete registration for their first semester at Greenville College. This card identifies them as Greenville College students at the Bookstore, Armington Dining Center, Student Union, College Library, sporting events (except the Homecoming game) and the Sports Training Annex. Students are not to punch holes through their ID's, but may request Campus Safety do so as to not damage the workings of the card. Lost, stolen, broken or damaged ID Cards may be replaced at the Office of Campus Safety for a fee of \$20.00. This fee must be paid in the Business Office prior to obtaining a replacement ID Card.

MAIL SERVICES

Resident students and all other students taking eight hours or more will be assigned a mailbox. Keys for the mailboxes may be picked up in the mail room. A \$25 fee will be assessed for replacement keys. If you misplace your key, the mailroom will retrieve your mail assuming there is sufficient staff in the mailroom to allow one person to leave. We will do this one time during the school year for students who have lost their key. Mailboxes for all students are in the Delbert E. Sims Union.

Campus mail and U.S. Mail is distributed Monday through Saturday. Students are encouraged to check their mailboxes regularly. Packages and certified mail may be picked up at the mail room counter during regular business hours. Students must present their student ID when picking up packages and certified mail.

All student mail must be addressed to a campus post office number (CPO #). Items without the CPO # will be distributed as time permits. This will likely result in delayed delivery of improperly addressed mail. Student mail should be addressed as follows.

Name of Student
317 East College Ave.
CPO # xxx (where "xxx" is your mailbox number)
Greenville, IL 62246

GREENVILLE COLLEGE BOOKSTORE

The campus bookstore, across from Burritt on Ganton Circle, provides textbook service for all courses offered by the College. It also stocks selected books covering a wide range of Christian interests, Greenville College gift and clothing items, CD's and music books, cards, assorted school supplies, art supplies, personal needs, etc.

Hours:	Monday–Friday	8:00 am–5:00 pm
	Saturday	9:00 am–12:00 pm

CHECK CASHING

Students may cash checks up to \$100 in the Business Office in Marston 102. Hours are 9:00 am–4:00 pm Monday through Friday. The city's banks are also eager to serve students.

PROPERTY RIGHTS

Students must assume responsibility for their own personal property. The college does not insure the personal property of students against theft or damage. The College expects each person to respect every other person's property rights and urges each member of the College Community to report thefts promptly and to supply information which will assist in the apprehending of any person who takes someone else's property or that of the College. **WE URGE STUDENTS WHO DO NOT HAVE COVERAGE THROUGH THEIR PARENT'S HOMEOWNERS INSURANCE TO BUY PERSONAL PROPERTY INSURANCE.**

STUDENT TRANSCRIPT

The transcript is the official record of a student's academic activities while enrolled at the College. The Office of Records prepares and maintains the transcripts which contain a record of all credits accepted in transfer, all classes in which the student enrolled, and the final grades in those classes.

CAMPUS SAFETY

SUMMARY OF VEHICLE AND PARKING REGULATIONS

All motor vehicle and parking regulations are enforced 24 hours every day.

Very Important—If you have a question about a parking violation, call 618-664-7118 or come to the Campus Safety Office. Every effort will be made to correct an error or to explain a violation.

DO NOT IGNORE PARKING VIOLATIONS

PERMIT PARKING

Greenville College provides limited, but adequate parking for students, faculty, and staff in a variety of campus lots. Greenville College is primarily a “walking” campus, in that all points of the main campus are in reasonable walking distance. Resident students (those living in campus housing) are expected to walk to and from class, chapel and dining. Students should use their vehicles for travel off campus only. All resident students who bring a vehicle to campus must purchase a parking permit sticker and display it on driver side of the rear window. Since Greenville College is located within a residential community with limited parking resources, the college requires all resident students (those living on-campus) to park in Greenville College parking lots only. This is not a city ordinance or city administrative issue, but a way for the college to be a responsible member of the Greenville community. This is often referred to as our “Good Neighbor Policy.” Resident student vehicles found parked off-campus may be ticketed. The authority to ticket off-campus comes from the college’s ability to establish policies governing student conduct. Failure to comply with this policy is the same as failure to obey any college rule or policy. Student’s receiving tickets for parking in off-campus areas will be treated as any other violator of parking policies.

Commuter students (those living off-campus) are required to purchase a parking permit if they park in any campus parking lot.

Parking permits are not valid unless properly displayed, and are valid only for the vehicle to which it is registered and may not be transferred between vehicles.

Permits are valid for the academic year in which it was purchased and may be obtained from Campus Safety during regular business hours. To receive a permit, one must complete a registration form and submit proof of driver’s license, vehicle registration and auto insurance. The State of Illinois requires all motorists to have liability insurance, including a minimum coverage of five-thousand dollars (\$5,000) property damage and twenty-five thousand dollars (\$25,000) public liability.

Freshman Permits (FR) – May only park in lot J.

Sophomore Permits (SO) – May only park in lots L, N, O, P, R, and S.

Junior/Senior (JS) – May park in lots B, C, E, F, G, L, N, O, P, R and S.

Commuter Permits (CO) – May park in lots B, C, E, F, G, L, N, O, P, R and S. These students are the only students permitted to park on city streets. These permits are issued to students living off-campus. Commuter students are prohibited from parking on college property overnight. Commuter students who choose not to purchase a campus parking permit may not park in campus lots for any period of time.

Faculty/Staff Permits (hang-tags) – May park in lots D, H, I and K. Faculty and staff may also park legally on city streets. Faculty and staff parking in campus lots must possess a valid hang-tag permit. Faculty/Staff permits are not authorized to be used for student parking.

Blankenship Apartment Permits (BA) – May park in lots B, C, E, F, G, L, N, O, P, R, S and T.

Temporary Permits – Temporary permits are available free of charge for permit holders temporarily using a different vehicle. Temporary permits are to be placed on drivers side dashboard. Temporary permits carry the same parking restrictions as standard permits. Temporary permits may be issued for up to two-weeks.

Handicap Permits – Handicap permits will be issued upon approval of either Student Development or Campus Safety. These permits are valid only on Greenville College property and only for the person receiving the permit. Absence of handicap parking does not justify parking on grass, sidewalks, or other restricted parking areas. A student permit is required in addition to the handicap permit for student owned vehicles. Visitors with a valid State handicapped permit/plate may also utilize handicapped parking spaces.

REGISTRATION FEES

Students.....\$90.00/year
Additional vehicle*.....\$5.00/year

* Students who may use different vehicles to travel to and from campus may register additional vehicles, although are restricted to having only one vehicle on-campus at a time.

Temporary.....No Charge
Replacement permits.....No Charge

Must present evidence original permit was destroyed

Motorcycle/scooter.....\$90.00/year
Bicycle.....No Charge

Students who are children of faculty or staff must register for a student permit. Staff/Faculty permits are not valid for student parking.

If you purchase a permit and find you will not have a vehicle on campus, you may call Campus Safety at ext. 7118 to arrange a refund.

Bicycles—It is highly suggested that all students bringing a bicycle to campus register it with Campus Safety, free of charge. Registration will provide for the bicycles identifying information to be placed on file in case of theft and a registration sticker will be provided for the bicycle. All bicycles must be properly parked in bicycle racks. Those locked on railings and trees, parked in hallways, areas that block walking traffic or may become an obstacle for emergency evacuation or facilities will be removed.

Motorcycles—Motorcycles and motor scooters are required to be licensed by the State of Illinois and must be registered. Motorcycles must be parked following the same guidelines as other vehicles. The permit for motorcycles must be displayed on the left front fork or mirror.

VISITOR PARKING

Short term visitors (during normal business hours) may park in designated visitor spaces in lots A, D, K and G. Visitors of students who plan on parking overnight should obtain a visitor permit from Campus Safety and park in the student parking lot assigned on their pass (students should obtain permits for their visitors if the visitor will not be arriving during business hours). Visitors who receive a parking ticket for “No Permit” should promptly notify Campus Safety to have tickets voided. Tickets for other violations (handicap, fire lane, etc.) should be returned with a check for the applicable amount made payable to Greenville College for the payment of the fee.

The Admissions Office will issue visitor permits to individuals previewing Greenville College.

PARKING RESTRICTIONS

Restricted/Reserved Parking Areas—All restricted or reserved parking spaces such as time zones, visitor, maintenance and CRE spaces are enforced 24 hours/day, Seven days/week unless otherwise posted. Parking in lot A is restricted for Bookstore/Jo’s Java customers. Admissions visitors, and time limit parking, per the posted signs. Overnight parking is prohibited in lots A and R.

Parking in lots D, H, I and K is reserved for staff and faculty only and may be used for event visitors after normal business hours.

Streets Adjacent to Campus—Students living on-campus are required to park in Greenville College parking lots. Resident students who park off-campus are subject to tickets.

Fire Lanes—Parking in posted fire lanes for any reason, for any length of time is prohibited and can result in ticketing and immediate towing (at the owner’s expense).

Handicapped Spaces—Parking in a handicapped space for any amount of time, for any reason without a valid handicapped permit is a violation of campus policy and state law and is subject to ticketing and immediate towing at the owner’s expense.

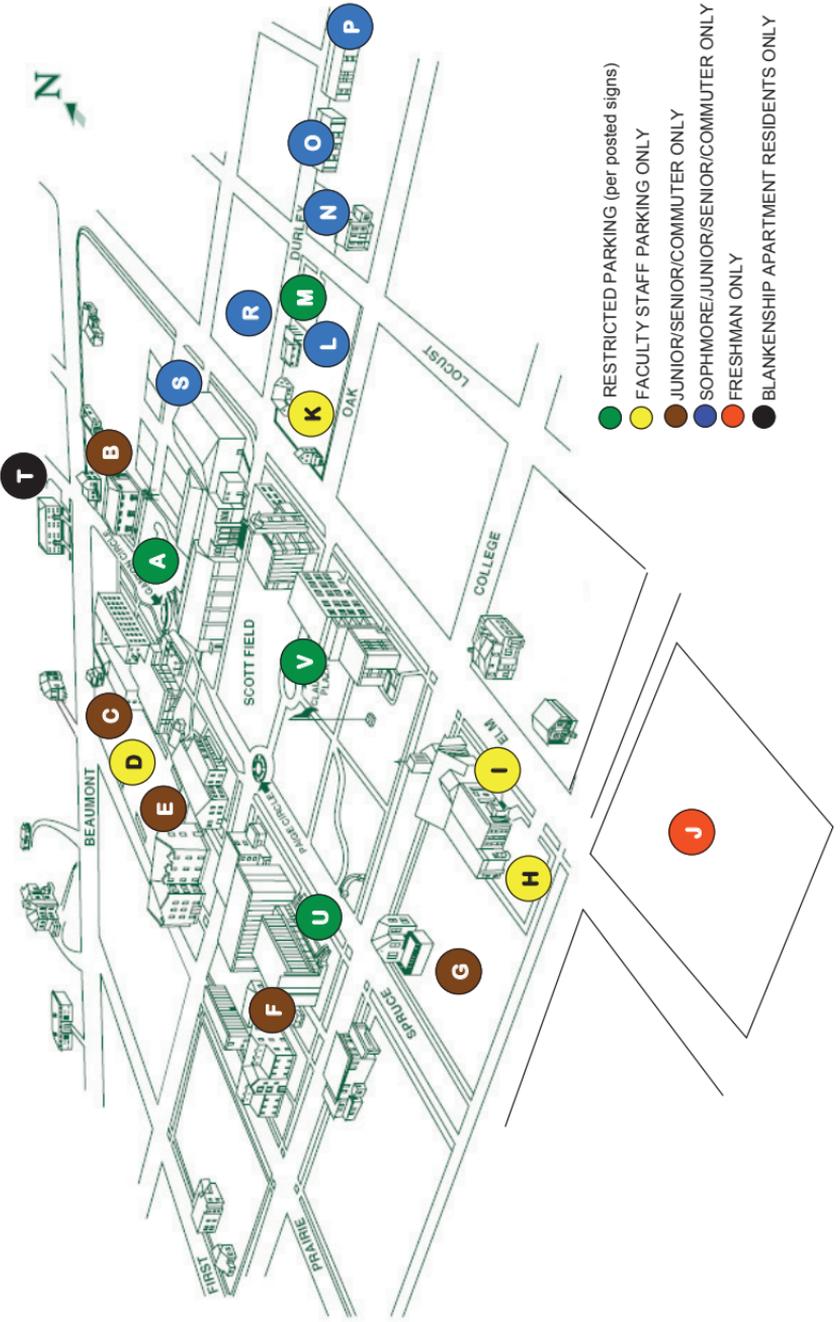
PARKING VIOLATIONS & ENFORCEMENT

Vehicles parking on campus property must be properly licensed, insured, and operable. Unregistered vehicles belonging to employees or students will be ticketed. If it is discovered an unregistered car with outstanding tickets belongs to a student, all tickets will be reassigned to that student and charged to their account. **The person to whom the vehicle is registered is responsible** for payment of all violations. Borrowed vehicles are to be parked according to the parking permit on the vehicle. **Parking permits do not guarantee parking availability. Absence of parking spaces does not justify violating parking regulations. Greenville College assumes no liability for loss or damage to vehicles or their contents while parked on college property.**

A \$100 fee will be accessed to a student’s account if Campus Safety is required to obtain state vehicle registration information to identify the responsible vehicle owner or operator of any vehicle on college property.

Appeals Procedure—Parking tickets may be appealed to Campus Safety. The Director of Campus Safety will oversee the review of all ticket appeals. Notification of appeal outcome will be sent via email. After ten days, appeals will no longer be heard and they will be charged to your college account. Please be aware that unpaid parking tickets on your bill may prohibit class registration, transcript generation and housing sign-ups, and may also result in your vehicle being booted and/or towed.

Greenville College Campus Parking



A parking citation may be appealed by filing a completed appeal form at the Campus Safety Office (may also be obtained through PantherNet). The **first** ticket for “Non-registered vehicle” during the school year may be excused with proof of a valid permit. Appeals must be filed utilizing the appropriate form. **No verbal appeals will be heard.**

Tickets issued by the City of Greenville must be paid/appealed through the Greenville Municipal Building.

Enforcement Policies—Vehicles parked in violation of campus policy will be ticketed and may be subject to towing at owner’s expense. This includes parking in fire lanes, on grass, on sidewalks, in front of dumpsters, at any loading zone, building entrance, and in reserved spaces. All drives are considered fire lanes unless marked for parking.

Ticket Fees—Ticket fees begin at \$20. Fire lane violations are \$75 and Handicapped violations are \$75. Tickets may be paid at the Business Office (located on the first floor of Marston Hall) during normal business hours. Tickets must be paid or appealed within ten (10) days. Tickets not paid within 10 days will be considered delinquent. Anyone with five (5) delinquent parking tickets will have their vehicle booted and/or towed at the owner’s expense. Vehicles booted will not have the boot removed until all outstanding tickets are paid in full. An additional \$40 removal fee will also be assessed to have the vehicle boot removed.

Warnings are considered valid tickets. After the 5th and 10th ticket, you will be notified of a ticket fee increase as follows:

Tickets 1–5	\$20*
Tickets 6–10	\$30*
Tickets 11–15	\$40*
Ticket 16.....	Revoked Privileges
*Fire Lane and Handicap violations remain \$75	

Habitual Offender—Anyone receiving five (5) parking tickets per year is considered a habitual offender and risks having parking privileges revoked. The Campus Safety and/or Student Success offices will attempt to meet and counsel students designated as habitual offenders. Those students who receive 10 or more tickets will automatically be referred to the Student Development Office for Judicial proceedings. Students having 5 or more unpaid tickets on their account risk having their vehicle booted or towed pending payment of outstanding tickets.

Vehicle Boot—Vehicles that have accumulated five (5) or more delinquent (unpaid and past-due) parking citations are subject to having a boot placed on the vehicle, or having the vehicle towed from campus at the owner’s expense. The boot will remain on the vehicle until all unpaid parking fees are paid in full. Additionally a fee of \$40 will be assessed to have the boot removed from the vehicle. Vehicles that have been booted are subject to towing at the owners expense if the owner continues to be negligent in paying outstanding fees.

The boot is a mechanical vehicle immobilization device attached to the wheel assembly of a vehicle and prevents the vehicle from being operated. A notice will be placed on the driver’s side window to advise when a boot has been applied.

Tampering, removing and/or damaging Greenville College Campus Safety equipment, including the boot may result in the vehicle being towed, judicial proceedings, criminal prosecution and/or replacement of such equipment at the owner’s expense.

Towing—Vehicles may be immediately towed (without notification to the owner) from campus at the owners expense for the following reasons:

- Parking in Fire Lanes
- Parking in Handicapped spaces
- Blocking access
- Accumulation of five (5) or more delinquent parking citations
- Parking on campus after owners parking privileges have been revoked

Disabled Vehicle—A vehicle that breaks down and can't be moved is not excused from parking regulations. Please notify Campus Safety of the disabled vehicle and when the vehicle is expected to be moved. When damaged or unlicensed vehicles are identified, a 30-day notice of towing will be placed on the vehicle and the vehicle will be removed at the owner's expense if not brought into compliance.

Skateboards, Scooters and Bicycles—Skateboards, scooters (non-motorized) and bicycle use is permitted as transportation on sidewalks and walkways, as long as users yield to pedestrians and are safe and courteous. Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) anywhere on college property (i.e. stairs, steps, railings, benches, entrances to buildings, etc.). Additionally, the use of skateboards, scooters or bicycles within any campus building or residence is prohibited. Motorized scooters, bikes or mopeds are not permitted to be operated on sidewalks or walkways.

The tampering, disabling or theft of any campus safety, security or fire prevention device, including but not limited to; cameras, electronic locks; signs; smoke detectors/alarms; fire extinguishers; vehicle immobilizers; and transportation devices (vehicles, golf carts, Segways, etc.) is strictly prohibited and will result in disciplinary action and possible criminal charges.

GENERAL INFORMATION & SERVICES

Crosswalks/Pedestrian Crossing—Illinois law dictates the following concerning pedestrian traffic.

625 ILCS 5/11-1002 Pedestrians' right-of-way at crosswalks.

- (a) When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
- (b) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a moving vehicle which is so close as to constitute an immediate hazard.

625 ILCS 5/11-1003 Crossing at other than crosswalks.

- (a) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.

Vehicle Break-Ins—To help prevent break-ins and other property damage, persons behaving suspiciously on college property should be reported to Campus Safety (dial 7777 from a campus telephone or 618-664-7777 from an off-campus or cell phone) or the Greenville Police Department (618-664-2131) immediately.

RESIDENCE LIFE

Greenville College, as a residential community, provides living accommodations and meal service for traditional age single students not living at home with their families. The College maintains residence halls and a dining commons with sufficient staff to provide services and programs. Therefore, all single students not living at home are expected to live in college housing and participate in the food service plan.

The residential community seeks to provide an atmosphere where each student can flourish as a whole person. The living-learning environment of a residence hall should be a place where one can become a part of a larger community centered in Jesus Christ. The residential community centered in Christ is seeking to develop leaders for the Kingdom of God who will live out their faith in a variety of careers and settings as each person becomes academically, socially, physically, and spiritually prepared for life outside the College. Because of its mission, residential life staff will seek to provide an atmosphere where these goals can be achieved. Persons not professing faith in Jesus will be asked to respect the parameters and be sympathetic to this mission.

The Residence Life staff, whose offices are located in the Student Development Office, make all room assignments. The Associate Dean for Campus Life may, at his discretion, relocate students within the residence halls.

The Residence Life staff monitors the residence hall environment and attempts to meet the needs of residents. This staff will assist all resident students with housing procedures. This staff consists of the Vice President for Student Affairs/Dean of Students, Associate Dean for Campus Life, Assistant Dean of Women/Men, Coordinators for Residence Education, and Resident Chaplains. They are responsible for the administration and overall operation of the Residence Life system.

Assistant Deans and Coordinators for Residence Education (CREs) live in each of the major halls. They handle a variety of problems and are available to help students take advantage of the service made available to them by the college. They administer and operate the residence hall complex and supervise the student staff. CREs assist students in their growth and development and model appropriate practices and policies.

Resident Chaplains (RCs) supervise each floor or wing of the traditional residence halls. RCs are carefully selected students who have demonstrated commitment to serving fellow students and have been trained in helping skills. The RC is a “helper” whose primary responsibility involves implementing programs, supplying information (or referring a student to someone who can help), and confronting violations of community standards.

Assistant Deans, CREs and RCs are employees of the institution. Each CRE and RC has been given authority by the College to confront as well as make requests and recommendations to the residents and enforce the policies of the College. Residents must respond to directives given by Assistant Deans, CREs and RCs. Failure to respond will result in judicial action. Residents are encouraged to see one of the Assistant Deans or the CRE if they feel the RC has made an unreasonable request – or the Associate Dean for Campus Life if the Assistant Dean or CRE has made an unreasonable request.

AERIALS, ANTENNAS (OUTSIDE) AND CABLE

No outside aerials for radio or television are permitted. Cable service is provided in most of the residence halls in the main lounges. Students living in Blankenship Apartments are responsible for setting up cable service on their own and for making sure that service is disconnected by the end of the respective term of departure.

AIR CONDITIONERS

The wiring in the halls is not adequate for air conditioning units. However, electric fans are permitted. Keep in mind that overloaded circuits present the danger of fire.

BICYCLES

Students are encouraged to register their bicycles through Campus Safety free of charge. Bicycle racks are provided in several areas on campus and near residence halls. Though not preferred, bicycles may also be stored in residence hall rooms. Students are responsible for all room damages resulting from bicycle storage. Bicycles may not be stored or ridden in hallways, lobbies, or other common areas in the residence halls. Bicycles left in common areas will be removed. All bicycles stored outside on campus must be locked at all times. Bicycles left unattended on campus over the summer will be put in storage and, if unclaimed will then be disposed of. Reasonable attempts will be made to find owners of all bicycles found on campus.

BUILDING DECORATIONS

Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, lava lamps, halogen lamps, artificial Christmas trees over 3 feet tall or other flammable items are not permitted anywhere in college buildings. The use of fire retardant decorations is required in decorating residence halls and other buildings. See electrical appliances for guidelines on Christmas decorations that include electricity.

CAMPUS BUILDINGS

For safety and security reasons, all campus buildings are closed and locked after their scheduled use. Students are also prohibited from entering any building roof. All students in campus buildings after 11:00 pm are required to give their name to members of Campus Safety for safety and security purposes.

CHECK-IN AND CHECK-OUT PROCEDURES

When students arrive on campus, their CRE will issue room keys and assist each student in checking into their room. At this time the student will be asked to sign their Room Condition Form which their Resident Chaplain has filled out, indicating their agreement with the condition/assessment of the room.

When vacating one's room, each student must check out with a Residence Life staff member (a CRE or RC) in order to avoid an improper check-out fee. Each resident must schedule an appointment with a staff member and be present during the check-out. Failure to appropriately check-out will result in a fifty dollar (\$50) fee. During check-out, a Residence Life staff member will record the condition of the room on the Room Condition Form used when checking in. These forms will be reviewed by the CRE who will assess all room damage charges based on the information given. To eliminate financial charges, the room must be put back in the order in which it was found—rooms must be thoroughly cleaned, beds/bunks put together, carpet free of

stains, walls free of marks and holes, windows/mirrors intact, etc. Residents should ask for recommendations from Residence Life staff if there are any questions or concerns in this process. Residents will also be responsible for any corporate damages that occur during the year. End of year hall fees will be assessed at the close of school each spring. You may appeal these fees up to two weeks past graduation. All fees after the 2 week date will be added to each student's account and must be paid.

Any student not taking a class during Interterm will not be allowed to stay on campus during that time. Any student wishing to remain in the residence hall for reasons of employment, etc. must seek permission from the Associate Dean for Campus Life. There may be a charge for those granted permission to stay.

COOKING

For reasons of health, safety, and sanitation, cooking is not permitted in student rooms. Cooking is permitted in designated areas only, e.g. kitchens where cooking facilities are provided. Residents doing a practicum or student teaching may request permission from the Associate Dean for Campus Life to prepare their own meals in lieu of being on the meal plan. If permission is granted, they must cook in the area(s) designated by the Associate Dean for Campus Life. Students who prepare meals must provide their own cooking utensils.

There are some kitchen facilities available in selected residence halls. Clean up is each student's personal responsibility. Dirty dishes left in the kitchen more than 24 hours may be disposed of by Housekeeping. The kitchen can be reserved through the CRE or the RC. Kitchen use may be restricted if cleanliness standards are not maintained.

COURTESY HOURS POLICY

Courtesy Hours are in effect twenty-four hours a day. There should be no noise which unduly disturbs other people or violates their personal rights at anytime of the day or night. As a general rule, noise should not be heard more than two doors from each individual's room.

In addition, Quiet Hours have been established to help residents study and enable them to get uninterrupted sleep. Quiet Hours are in effect from 11:00 pm to 9:00 am in all residence hall and houses.

Courtesy and Quiet Hours have been designated in the residence halls because people study, work, play, and think at varying times of the day or night. Residents have the rights to expect the college to maintain an environment conducive to growth and learning.

The Residence Hall staff will enlist the cooperation of all residents in maintaining Quiet and Courtesy Hours. Please do not play your stereo, radio or television so loudly that it disturbs others (during Courtesy Hours) or so that it can be heard outside your room (during Quiet Hours). Residence Life staff have the right to confiscate stereos, radios, televisions, or any other noise-producing device which is played above acceptable noise levels.

In the case that the offending noise is a result of a gathering of people, one verbal warning will be given. If the noise persists, the group of people will be asked to disperse. Students who violate the Quiet and Courtesy Hours Policy may face disciplinary action.

CURTAINS/BLINDS

Curtains/blinds provided for the windows by the college must remain at the windows or be replaced by the end of a student's occupancy.

DART BOARDS

Dartboards may not be installed in rooms or pods; their installation and use damages walls and doors.

ELECTRICAL APPLIANCES

Students may use the following electrical devices in their rooms: clocks, electric fans, floor lamps, shavers, microwaves, stereo equipment, hair dryers, curling irons, television sets, and computer equipment.

Personally owned hot plates, broilers, toaster units, lava lamps, space heaters, halogen lamps, and room air conditioners are NOT permitted because of the possibility of power failures, overloaded electrical circuits, and fire hazards. Electrical appliances as well as all extension cords must have the UL mark or label present on the package of the product. Too many appliances attached to an extension cord may create a fire hazard. Heavy-duty extension cords are required for distances of more than six feet. A power strip is required when using more than two appliances at any wall receptacle.

Refrigerators, microwaves and other appliances acceptable to campus policies, but older than ten years, are prohibited in the residence halls.

Christmas Lights must be UL approved, fused, and in-line style. Christmas lights may not be placed on metal Christmas trees.

EMERGENCY PROCEDURES

Because Residence Life staff has been trained in proper emergency procedures, residents and their guests must adhere to all directives given by any staff member. Failure to comply will result in disciplinary action.

FIRE SAFETY 101

Every year college and university students experience a growing number of fire-related emergencies. There are several causes for these fires; however most are due to a general lack of knowledge about fire safety and prevention. Cooking is the leading cause of fire injuries on college campuses, closely followed by careless smoking and arson. Students tampering with fire safety equipment may be penalized in accordance with local, state, and federal ordinances.

THE CAUSE...

Many factors contribute to the problem of residence hall housing fires.

- Improper use of 911 notifications systems delays emergency response.
- Student apathy is prevalent. Many are unaware that fire is a risk or threat in the environment.
- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and pre-planning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.

- Mis-use of cooking appliances, over-loaded electrical circuits and extension cords increase the risk of fires.

YOUR RESPONSE...

When a fire alarm sounds:

1. Grab a towel or article of clothing to place over face.
2. Check the room door for heat.
3. Close room windows.
4. Leave room lights on.
5. Stay low to the floor and calmly proceed to the nearest exit.
6. Residence Life staff will check rooms to ensure everyone has evacuated.

ALWAYS, ALWAYS, ALWAYS take a fire alarm seriously. Safety is dependent upon individual response during drills and/or in the actual event of a fire. Failure to evacuate may result in fees and or disciplinary action.

Tornado Procedures

The Student Development staff person on duty is the designated point person in the case of threatening weather. He/she is responsible for setting the following steps in motion.

Step One—*Threatening Weather*

The CRE on duty should contact all on campus staff and ask them to put their staff on alert. CREs and RCs should tune their radios to WGEL FM 101.7.

Step Two—*Tornado Watch* (favorable conditions for a tornado)

Staff should call all students indoors and monitor entry and exit of buildings. CREs and RCs should begin to share plans for step three with residents. CSO officers should go to the common building and alert students and staff of danger. All students should be encouraged to return to their residence halls or another safe place.

Step Three—*Tornado Warning* (tornado sighted)

The whistle in town will sound in the case of a tornado warning. At that time all persons should be gathered into the interior corridor and/or lower floor of their building and sit on the floor with their hands and arms shielding their neck and head. When possible they should take flashlights with them.

Shelters for residence halls are as follows:

Burritt—basement & hallways without glass

Holtwick—basement bathroom & hallway

Janssen—basement hallway

Joy—1st floor hallway

Kinney—basement

Tenney—basement

West Oak Hall-1st floor hallway

McAllaster, Hite, Meyers, Rasler, Stephens and Hoiles houses—basement. Ellen Mannoia Hall and Blankenship Apartments—1st floor hallway and restrooms.

Earthquake Safety Procedures

In the event of an earthquake, for your safety and those of others, it is requested that everyone adhere to the following guidelines.

During an Earthquake:

1. Keep *calm*. Don't run or panic. If you take the proper precautions, you will decrease your chances of being injured.
2. *Stay where you are*. Most injuries occur as people are entering or leaving buildings.
3. *If the earthquake strikes when you are indoors, take cover under a desk, heavy table, bench, or against side walls or doorways*. Stay away from glass windows, and overhead light fixtures. If you are in a laboratory, stay away from hazardous materials that could spill during or after the tremor.
4. *Do not use matches* either during or after the tremor.
5. *If the earthquake catches you outside, move away from buildings and utility wires*. Move to an open area and stay there until the shaking stops.

After the Earthquake:

1. The emergency operations team will assemble in front of Scott Field.
2. *Check for injuries*. Do not attempt to move persons who may be seriously injured unless they are in danger of further injury.
3. *If you detect a gas leak, exit building immediately, Call 664-6736 (Physical Plant) and/or report problem to Residence Life staff*. Do not use light switches.
4. *If you detect problems with other utilities, call 664-6736 or contact the emergency operations team at Scott Field immediately*.
5. *Evacuation of buildings is not automatic*. Evacuation will depend on surrounding circumstances—i.e. gas leak, fire, or severe structural damage. Building evacuations should be conducted at the direction of emergency operations team members and/or maintenance staff.
6. *If the buildings are evacuated, stay out of them until directed to re-enter by a college emergency operations team member*. If evacuation of buildings is necessary, be prepared to locate and assist handicapped individuals.

ENTRY INTO STUDENT ROOMS

Greenville College recognizes the rights of its students to protection against unreasonable entry and search. In order to preserve these rights, while at the same time continuing the college's tradition as a place where quality of residential hall living is maintained by policy and practice, Greenville College has enacted the following procedural guidelines as to the entry into and searches of college-owned student rooms.

Reasonable entry and search situations in which college personnel will enter student rooms include, but are not limited to, instances in which there is reasonable cause to believe that (1) a college policy is being violated, (2) a student or other individual is a threat to themselves or others, or (3) an emergency situation exists that

requires the identification of a particular object believed to be located in the room.

Reasonable cause for belief that a college policy is being violated may result from casual interaction between staff and students which is an integral part of residential hall living. Also, Greenville College reserves the right to depart from these procedural guidelines at any time if, in its sole discretion, circumstances warrant.

Entry

1. Staff members will not enter a student room without first knocking and identifying themselves.
2. Whenever feasible, staff members will state the purpose of the entry to the residents of the room.
3. Staff members are not authorized to enter a student's room when the only basis for doing so is the request of another student.
4. Rooms are routinely entered during vacation periods for safety and security reasons as well as for Health and Safety inspections which occur on a scheduled basis throughout the year.
5. Maintenance personnel are authorized to enter student rooms to perform all routine maintenance and necessary repairs after knocking and identifying themselves.
6. Residence Life staff and other college personnel are authorized to use a master key to gain entrance to a student room if the assigned residents are not present or if college personnel are denied entry by the room's occupant(s). If feasible under the circumstances, two staff members will be present at the time of entry.

Search Procedures

1. Except for emergencies or when unforeseen circumstances exist, student rooms and students' personal possessions will not be searched unless appropriate authorization has been obtained from the Office of the Vice President for Student Affairs/Dean of Students. The student shall be present during the search if possible. Only items which are specifically prohibited by law or by the college or items which pose an immediate danger to the health and safety of the hall's residents shall be removed from the student's room without the permission of the owner.
2. If the resident is present, the college personnel conducting the search will state its purpose prior to its commencement.
3. In the sole discretion of the college personnel conducting the search, the resident may be asked to open all drawers, closets, refrigerators, luggage, etc. in the room. Compliance with this request by the resident is mandatory.
4. Any item(s) seized during searches conducted in connection with these guidelines may be used in college disciplinary hearings. Such item(s), except for those which are illegal or otherwise prohibited by law, will be returned to the student after the conclusion of the disciplinary matter.
5. No provision in these guidelines shall give Residence Life staff or other college personnel the authority to consent to a search of a student's room by police or other law enforcement officials without a valid search warrant.

FIRE AND SAFETY EQUIPMENT

Fire safety equipment (fire alarms, extinguishers, exit lights, emergency lights, smoke alarms, and hoses) are located in strategic areas of halls and houses for your safety. Use these only for emergencies. Do not prop fire doors open.

The college strives to provide for the personal safety and security of each resident. Smoke detectors and fire extinguishers have been placed around campus to protect lives and possessions. For one's own safety, please do not remove batteries from smoke detectors or discharge fire extinguishers. Tampering with these safety items is considered a serious offense. The law requires Greenville College to have these fire safety items in place, and the law also covers tampering with fire extinguishers and smoke detectors. Therefore, any person caught tampering with the smoke detectors or fire extinguishers may be handed over to the civil authorities as well as face disciplinary action up to or including suspension or dismissal.

Fire escapes are for emergencies only. Individuals may not use fire escapes for any other reason. Do not block windows (this includes lofts and large pieces of furniture).

FLAMMABLE OBJECTS

Combustibles, gasoline, explosives, or highly flammable chemicals are not permitted in the residence halls. Halogen Lamps, candles, oil lamps, incense, and other open flame objects are not permitted in the residence halls. *Possession of these items in rooms even if not being used, is prohibited.*

FURNITURE

Lounge Furniture—The removal of furniture from the lounges will result in disciplinary action. Student's personal furnishings may not be placed in common areas such as lounges (including pod lounges).

Room Furniture—Unless given permission by the CRE in a respective building, all room furniture must remain in the room in which it was originally placed. This includes beds, chairs, desks, dressers, etc.

HEALTH AND SAFETY INSPECTIONS

Health and Safety inspections may be conducted two or more times each semester in the residence halls and houses. Additional inspections can be conducted at the discretion of the CRE.

The Health and Safety inspection is an inspection of rooms to discover and eliminate health and fire hazards to ensure the well being of the resident. Also, it is an opportunity to communicate any room or building concerns directly to the CRE and RC. Residents will be encouraged to be present during the inspection, or his/her room will be keyed into during the scheduled inspection time.

This activity is preceded by at least a twenty-four posted notice. A Health and Safety inspection is performed to assess risks and quality of living space both for the benefit of the student and college. The principle inspection focuses on fire safety and cleanliness. In addition, the staff may take note of and follow up on violations of

the student conduct code. Health and Safety violation must be re-addressed within twenty-four hours for follow-up inspection.

KEYS

Report lost room keys to Student Development at 664-7121. Replacement keys cost \$25 each and are issued from the Student Development office during regular business hours. The possession or use of any unauthorized or stolen keys for college buildings by any resident will result in severe disciplinary action.

LAUNDRY

Washers and dryers are located in the lower levels of Burritt, Holtwick, Joy, Janssen, Kinney, Tenney, and Ellen J. Mannoia Hall. Non-residents of a hall may use the facilities during the hours the hall is open (until 11:00 pm). Commercial laundry facilities are located near campus.

LOCKOUTS

If a student is locked out of their room or residence hall they must contact an RC or CRE to be let in. Campus Safety may be contacted as a last resort to gain entrance into your building or room if the student can present ID prior to being let in. Campus Safety will allow a student into their room once per semester free of charge and all subsequent requests will result in a charge of \$5.00 being applied to the student account.

LOFTS

Lofted beds are one of the most popular methods used to increase room space. Loft furniture is provided in Joy, Dallas Annex, College Ave. Apts., Tower Apts., and Bass-Mollett. Written permission to construct a loft must be obtained from the Residence Life Office (guidelines are available). Lofts may not be stacked 3 high and may not exceed 69" in height.

LOUNGES & UPPER UNION

Several student lounges exist on campus for the purpose of studying and socializing with friends. Lounge use is contingent upon appropriate behavior and adherence to cleanliness standards. The following lounges are open from 9:00 am to 12:00 am, seven days a week: Burritt Hall main lounge, Janssen Hall main lounge, Holtwick Hall main lounge, Joy Hall main lounge, Tenney Hall main lounge, Oak Street 1st floor lounge, and Ellen Mannoia Hall 1st floor lounge. Students should not congregate in front of doors or stairwells ie. Burritt North doors and stairwells leading up to floors, West Oak, and Mannoia Stairwells. Persons should not be lying on top of one another, may not lie down next to one another on a bed or floor, should not be under the same blanket or covering and should not be engaged in physical activity. The Student Union is open from 8:00 am to 1:00 am seven days a week. Students are able to check out games or use the movie room from 5:00 pm to 1:00 am. Reservations for the movie room can be made in Student Development during regular business hours.

MAINTENANCE REQUESTS

If your room needs repairs, report these repairs to your RC or the CRE. Report plumbing and electrical difficulties immediately to the Physical Plant by calling 664-6736, and/or a Residence Life staff member.

MANDATORY HALL MEETINGS

Students are expected to participate in mandatory hall meetings called by a Residence Life staff member. Mandatory meetings are primarily called to discuss, promote, and educate residents about safety issues in the hall. Failure to attend can

endanger the resident as well as other hall mates in the event of an emergency. Because of the extreme importance of these meetings, failure to attend will result in a \$25 fee and/or judicial action. Please report scheduling conflicts with one's Residence Life staff member and schedule an alternate meeting.

MOTORCYCLES/MOTORIZED SCOOTERS

Motorcycles and motorized scooters may park on campus and are bound by the same rules and regulations as automobiles. Motorcycles/scooters and/or parts, batteries, and related flammable fluids are prohibited in the residence halls or any other college building. Motorcycles and motorized scooters may not be ridden or stored on sidewalks or in bicycle parking areas.

MOVIES

Movies that earn an "R" rating do so through their use of violence, profanity, and/or sexual content. Rated "R" movies are not allowed to be shown in residence hall/house lounges and living rooms. If a resident wishes to show a rated "R" movie that has a provocative, teachable, or historical theme which is helpful for understanding the world in which we live, he/she may show the movie only after submitting a request and having it approved through the CRE in your building.

OBJECTS THROWN FROM WINDOWS

Do not throw, shoot, bat, sling, or hang any object from residence hall windows such as water balloons, water, debris, bottles, or cans. Such objects may seriously injure someone. A damage fee may be assessed for removal of screens (\$50) or damages to public spaces.

OFF-CAMPUS/OFF-MEAL APPLICATIONS

Greenville College is committed to providing a living/learning environment for single students not living at home. Full-time students not living at home are expected to live on campus and be on the meal plan. Exceptions to the policy may be granted if one meets at least one of the following criteria. Students wishing to apply must be in good academic and social standing. Applications must be submitted no later than 2 weeks into each semester.

- Live with relatives in the vicinity who are at least 25 years of age. (Must have a letter, attached to application, stating such and signed by relative.)
- Part-time student (taking less than 12 hours per semester.)
- Professional Semester (Student Teaching or Internship 25+ miles away)
- 25 years of age prior to semester of application
- Married (Provide copy of marriage certificate.)

OFF-MEAL REQUIREMENTS

Exceptions to our food service policy can be appealed to the Associate Dean for Campus Life. Students requesting to be off the meal plan must provide a detailed doctors note, diagnosis, and detailed description as to why they are incapable of participating (from a licensed physician). These exceptions are rare. In most cases of special dietary needs the appeal will be reviewed by the director of food services. Only when food services indicate that they cannot accommodate special dietary needs will appeals of this nature be approved. Applications must be submitted within the first 2 weeks of each semester to be considered.

Off-campus/meal plan applications are available in the Student Development Office. Permission must be granted by the Associate Dean for Campus Life before a student is allowed to live off campus or be off the meal plan.

OPEN HOUSE

Open house provides students the opportunity to visit members of the opposite sex in his/her room. All residence halls will have Open House on Wednesday, Friday and Saturday evenings. Specific times will be posted in the residence halls.

Visitation by members of the opposite sex is only permitted during posted open house hours. Members of the opposite sex are not permitted in the building except in lounges and main entryways listed under “Lounges & Upper Union” in the Residence Life section of the Handbook, for any reason at any other time.

If circumstances arise in which a student needs to have a member of the opposite sex on his/her floor during a time not designated as open house, permission from a Residence Life staff member must be sought.

Exceptions to this policy are made on days that the college is opening or closing the residence halls at the beginning or ending of the semester, and only for residents that need assistance moving belongings and only between 9:00 am–5:00 pm.

Upper division housing has special open house hours and privileges as approved by the Associate Dean for Campus Life.

Open house hours within traditional areas are from 7:00 pm to 11:00 pm Wednesday and 7:00 pm to 12:00 am on Friday and Saturday.

Intermediate areas have an additional open house time on Sundays from 12:00 pm to 6:00 pm, 6:00 pm to 10:00 pm on Monday, 6:00 pm to 10:00 pm on Wednesday, and 7:00 pm to 12:00 am on Friday and Saturday.

Open house hours for upper division housing are from 11:00 am to 12:00 am Sunday to Thursday and 11:00 am to 1:00 am Friday and Saturday.

PAINTING OF STUDENT ROOMS

Rooms are painted on a regular basis, therefore, painting of rooms is not permitted. Students who paint their room will assume the cost of repainting the room.

PETS

For health and sanitation reasons, pets such as cats, dogs, mice, reptiles, birds, turtles, rabbits, etc., are not allowed in the residence halls/houses.

Students may have an aquarium for tropical fish not exceeding 30 gallon capacity. However, please note that during vacations the room temperature will fluctuate greatly because of seasonal temperature changes, and the college will not be responsible for the health of your fish. Fish must be no larger than a human fist.

PHONES

The college does not provide phone jacks in individual rooms but they do provide public access phones throughout residence halls.

REFRIGERATORS AND MICROWAVES

To prevent overloading the electrical circuits, students may only use refrigerators no larger than 2.0 cubic feet (most sold are 1.7 cubic feet) and microwaves should not exceed 18 inches wide, 13.5 inches deep, and 11 inches high.

RESIDENCE HALL SECURITY

Residence Hall security requires the cooperative effort of the residents and the staff. The College can jointly protect property against theft and secure the safety of residents only when everyone is aware of the need for security.

Outside entrances to all residence halls remain locked twenty-four hours a day. In order to maintain security be sure the door is closed and locked behind you. Anyone caught propping a door open will be subject to suspension and disciplinary probation.

Use of the fire escapes is permissible only in case of fire or other emergencies. Members of Campus Safety check all residence halls several times each night. They serve the dual purpose of security and fire inspectors. Please cooperate with them in the performance of their tasks.

ROLLER BLADES, ROLLER SKATES, AND SKATE BOARDING

Individuals may not roller blade, roller skate, or skate board inside residence halls or any other college building.

ROOM ASSIGNMENT PROCEDURES

Housing sign-up occurs in April for the following year. Only registered students may verify a room reservation for the fall. Those who decide not to return the following semester should contact the Student Development Office.

Students are welcome to request room assignments. However, **the College reserves the right to relocate residents at any time for any reason.**

ROOM CARE

The residents of each room are jointly responsible for the cleanliness of their room. Students may request cleaning materials and equipment to help keep their rooms clean. Residents in Dallas Annex, Blankenship Apts., Ellen Mannoia Hall, or wherever semi-private bathroom facilities exist, are responsible for cleaning their own bathrooms.

DO NOT remove furniture and equipment belonging to the college from one's room. Furniture removed from any residential room will result in a charge equal to replacement cost of furniture

DO NOT hang items on the sprinkler heads in the residence halls. This may cause sprinklers to go off and cause excessive water damage to floors in buildings.

For safety and maintenance reasons all large windows in each room, must remain closed and locked. A \$20.00 fee will be assessed to relock any of those windows opened. Repeated abuse may result in further disciplinary action.

ROOM CHANGES

When a real need exists and if the space is available, residents may change rooms or roommates. The CRE in each respective building must approve all room changes prior to the move. Room change forms for room changes may be obtained

from Student Development. Since phone numbers are matched to room assignments, the proper forms must be completed before room changes take place so that the Information Technology Department can be alerted and telecom changes completed.

No room changes can take place during the first two weeks of each semester, or after November 1 of the fall semester, and March 1 of the spring semester. Any approved room changes for interterm or spring semester must be completed during final weeks prior to leaving for Christmas break. Students requesting to change rooms after November 1 of fall semester and March 1 of spring semester will be charged \$50 administrative fee. CRE's and Student Development staff reserve the right to move students when necessary.

The following procedure applies when a vacancy occurs in Upper Division Housing (UDH):

1. If a waiting list exists, the student needing a roommate will be allowed to select someone from the waiting list. If the student does not select someone, the first person on the waiting list will be offered the space. If the person on the waiting list turns down the room, the next person is contacted.
2. If no one on the waiting list wants to move, or if there is no one on the waiting list, the student without a roommate may either keep the room as a single, or request someone as a roommate. If the student they request qualifies, that student may move into UDH.
3. If space is needed in the residence hall and space exists in UDH, the student needing a roommate will need to select a roommate from the waiting list, or if there is no waiting list, request a student who will need to apply and be approved.
4. When space is needed in the residence halls and space exists in UDH, and there are no candidates for UDH, then announcements will be made to the student body that applications are being taken for UDH.
5. In the event that the process is reopened, the student with the space will select someone from those who are approved. If he/she is unable to select someone, a lottery will be held to determine the order in which applicants will be offered rooms.
6. If complete empty rooms exist in UDH, the process will follow as outlined in Nos. 4 & 5.

ROOM DAMAGE

Students are responsible for their rooms and the furnishings. Charges for any damage or defacement will be assessed at the time the damage is reported, or after the semester has ended.

CORPORATE DAMAGES

Students, individually and as a community, are financially responsible for damage to common areas in the residence halls and houses.

ROOM DECORATIONS AND CARPETING

Carpet may be placed on the floor, however, DO NOT nail it down, glue it, or otherwise permanently adhere it to the surface. DO NOT attach anything permanently to the walls or furniture such as paneling or contact paper. No decorative items can be placed on the ceiling.

State and local highway signs, pornographic materials, suggestive obscene pictures, alcoholic beverage and/or tobacco containers and posters are inappropriate room decorations and therefore prohibited.

Possession or display of candles, oil lamps, incense, and other open flame objects are not permitted.

Signs and other decorations may be placed in your windows provided they are appropriate for public view in keeping with Greenville College Community standards, and are in good taste.

However a student chooses to enhance or decorate their room, he/she must restore it to its original condition before leaving campus. If in doubt, check with the CRE.

SINGLE ROOMS

A limited number of single rooms are available in the residence halls. Students may request in writing a single room prior to the spring housing lottery for consideration. Placement is on a first-come, first-served basis. However, the College reserves the right to place residents in spaces as deemed necessary.

For a double occupancy room, an additional \$250 per semester is charged for the privilege of occupying it alone (this only applies when it is reasonable for the college to offer this option). Generally speaking, students may not request single occupancy of a double room during the first semester. The College reserves the right to remove single room assignments at any time due to increased enrollment or needed space.

SOLICITATION—SALESPEOPLE

No one is permitted to sell on campus without prior approval from the Student Development Office. This includes door-to-door contacts, posters, flyers, “party” sales; residents as well as non-residents; young children as well as professional salespeople. All salespeople must submit their proposals in writing and furnish evidence that they have met local and state regulatory licensing codes. The Vice President for Student Affairs/Dean of Students will give a letter of approval to all authorized salespeople. Students are urged to exercise great caution before signing any contract.

SUMMER HOUSING POLICIES

The College provides summer housing, for a minimum charge, for those students taking summer classes and/or working on campus. In order for students to receive summer housing, he/she must confirm their need with the Student Development Office at least two weeks before the end of the Spring Semester.

All financial arrangements are done in the Business Office. Financial arrangements must be taken care of before the end of spring classes and before the student moves into summer housing. It is also important that students check-in with the summer senior Student Development officer in their respective building and complete all necessary paperwork associated with summer housing.

SUNBATHING

Sunbathing on campus must be confined to private areas of the campus of which there are very few. The tennis courts, Scott Field, the front campus, the greenspace between Holtwick & Joy, and the upper campus near Burritt Hall are off-limits. Inappropriate attire such as bikinis are not permitted while watching an outdoor public event.

THEFT OF PERSONAL BELONGINGS

For security reasons students should keep their rooms locked and carry their keys with them at all times when leaving their rooms. If a student finds that theft has occurred, they should report it to their CRE and Campus Safety. The College assumes no legal responsibility for misplaced, damaged, or stolen property. To protect a student's personal property, a Renter's Insurance Policy can be purchased from local insurance companies, if he/she is not covered by their parent's Homeowners Policy. It is each individual student's responsibility to make the needed arrangements.

TRANSPORTATION TO AIRPORT

Students needing transportation to or from the St. Louis airport or Amtrak train station will need to make arrangements at least 48 hours in advance with the secretary to the Vice President for Student Affairs/Dean of Students. Scheduled trips are available around vacation breaks (Thanksgiving, Christmas, Spring Break, etc.). Payment must be paid in full before transportation is scheduled. This payment is non-refundable. The college provides the vehicle and the driver at the following costs:

- 1 student—\$75.00 per trip
- 2 students—\$40.00 per person, per trip
- 3 or more students—\$30.00 per person, per trip

In the event of a last-minute change of travel plans or if a driver fails to arrive, call the 24-hour Campus Safety Help Line, 618-664-7777, and other arrangements can be made.

A list of alternative area transportation/shuttle services is available upon request in the Office of Student Development.

VACATIONS

Residence halls/houses and dining facilities are closed during all vacations. Students having difficulty making personal housing arrangements are encouraged to seek accommodations with faculty, staff, or church members. Each student is responsible for making his/her own arrangements. Plans should be made well in advance of the residence halls/houses closing date.

VENDING MACHINES

Soft drink and snack machines are located in a number of campus buildings. The machines are available for your convenience so treat them with care. Report any damage, malfunctions or requests for refunds to the Athletic Office.

WINDOW SCREENS

Most residence halls/houses are equipped with window screens. For reasons of health, safety, and security, DO NOT remove them. You and your roommate are solely responsible for damage to screens in your room. A \$50 fee may be assessed for any screen that is removed.

FOOD SERVICE

ARMINGTON CENTER

The dining commons offers cafeteria style all-you-can-eat service. Therefore, customers must purchase their meal prior to entering the dining commons. Leaving the dining room will constitute the end of one's meal. Food is not to be removed from the dining room (this includes fruit, cookies, sandwiches, etc.)

STUDENT UNION

The snack bar facility offers daily specials, fresh grill items, express salads, beverages, yogurt, pastries, snack items, etc. Resident dining flex dollars, munch money or cash are all accepted. Customers using flex dollars or munch money must present their ID to access their account.

Hours: Monday–Friday	8:00 am–4:00 pm/7:00 pm–1:00 am
Saturday	11:00 am–3:30 pm/7:00 pm–1:00 am
Sunday	7:00 pm–1:00 am

Hours subject to change

MEAL PLAN PROGRAM

Within our program, we offer six different meal plans designed to accommodate the needs of our students. Everyone is automatically enrolled in the 12 Meals A Week with \$135 Flex Dollars Plan. If you would like to change to a different plan, stop by the Dining Services Office at Armington Center and sign up for the plan that fits your needs. The option to change your meal plan is only during the first week of each semester.

USING YOUR MEAL PLAN

As part of our Campus Dining Service Program, you will be equipped with a meal card that offers you purchasing power for our services. Your student ID is your meal card and it **MUST** be presented to the cashier before access to the dining commons is permitted.

MEAL PLAN OPTIONS

Weekly plans:

- Plan 1: 19 Meals A Week with no Flex Dollars per semester
- Plan 2: 14 Meals A Week with \$65 Flex Dollars per semester
- Plan 3: 12 Meals A Week with \$135 Flex Dollars per semester
- Plan 4: 7 Meals A Week with \$235 Flex Dollars per semester

Advantages: You will have meals available every week (beginning Monday morning) and you can use your Flex Dollars to purchase additional meals for yourself or a guest.

Disadvantages: The meals with this plan are to be used only for YOU and not your guests, Flex dollars must be budgeted correctly.

Block Plans:

- Plan 5: 145 Meal Block Plan with \$135 Flex Dollars per semester
- Plan 6: 125 Meal Block Plan with \$175 Flex Dollars per semester

Advantages: These are the most flexible plans we offer. Block Plan meals can be used for you and your guests (To protect your account, you must be present with your ID card).

Disadvantages: Block Plans require discipline to budget meals and Flex Dollars properly during the semester. Lack of budgeting may cause you to run out of meals or flex dollars before the end of the semester.

Interterm Meal Plans:

1. 12 meals per week with \$30 flex dollars
2. 14 meals per week with \$21 flex dollars
3. 19 meals per week with no flex dollars
4. 7 meals per week with \$60 flex dollars

Note: If you are on a block plan during first semester, you are automatically enrolled in the 12 meals per week with \$30 flex dollar.

DINING POLICIES:

- Armington Center offers cafeteria style all-you-can-eat. Therefore, everyone must pay the cashier prior to entering the dining room and NO food (i.e. apples, banana, cookies, sandwiches) is to be removed from the dining room.
- Bus your own table prior to leaving the dining commons.
- Take only the food you plan to eat, and be sure to eat all the food you take.
- Do not remove dishes or utensils from the Dining Commons.
- Meal plans are non-transferable. Do not lend your card to anyone or borrow a card from someone else.
- Unused flex dollars carry over from fall semester to Interterm to spring semester. Any flex dollars not used by the end of the spring semester will be forfeited.
- Students are expected to cooperate with the food service personnel to promote efficient operation and a pleasant atmosphere.
- If you are not satisfied with our service or have a problem, please ask for the supervisor or manager on duty.

Hours:	Monday–Friday	
	Breakfast	7:00 am–9:00 am
	Cont. Breakfast	9:00 am–9:30 am
	Lunch	11:00 am–1:45 pm
	Dinner	5:00 pm–7:15 pm
	Saturday–Sunday	
	Brunch	11:00 am–1:00 pm
	Dinner	5:00 pm–7:00 pm

TAKE OUT POLICIES:

- Students must leave ID card with cashier and pick up a To-go Ticket
- Ticket can be redeemed at the deli line for a “To-go container”
- On the way out student must show To-go container to the cashier and collect their ID card.
- Only one meal will be allowed to leave DC from the following choices:

- Classic one entrée, starch, vegetables, dessert, side salad and drink.
- Pizza station: 2 slices of pizza, side salad, dessert and drink.
- From grill: One sandwich, French fries, side salad, dessert and drink.
- Salad bar, dessert and drink.
- Fom deli bar: one sandwich, side salad, dessert and drink.
- One waffle, dessert and drink.
- If more than one entrée has been taken we will deduct added cost from flex dollars or the next meal.

BOX LUNCHES

Box lunches are only provided when you are traveling off campus due to class requirements (and will not be able to eat at dining commons). To order a box lunch stop by the Armington Center dining office, a minimum of 24 hours notice is required.

SICK TRAY

If you are not feeling well, call the Dining Services office at 664-7141 and ask for a supervisor/manager. You can arrange for a friend to pick up a sick tray for you.

DIETARY REQUIREMENTS

Just let us know and we will be happy to work with you to accommodate your needs. Call the Dining Services office for an appointment 664-7141.

LOST ID CARDS

Should you lose your ID card, call the Food Services Office and talk to a manager to protect your account. Cards may be replaced at the Office of Campus Safety for a fee of \$20.00.

Follow us on twitter at [www.twitter.com\ gcdiningcommons](http://www.twitter.com/gcdiningcommons)

Dining Services Office 664-7141

KROBER ROOM AND YOUNG LOUNGE USAGE POLICY

Krober Room and Young Lounge was remodeled in Fall 2010 with individual time and financial gifts from members of the Board of Trustees. These spaces serve as special meeting areas for Greenville College. Permitted usage includes:

- Formal dining events hosted by the College
- Faculty meetings and receptions
- Special student events with an advisor present
- Selected regularly scheduled community events
- Study groups

Usage policies for the Krober Room and Young Lounge:

- 1) All student, student-sponsored or non regularly scheduled community event usage requests must be cleared for approval by the Office of Student Development. A decision will be communicated to the requestor, as well as the dining services manager.
- 2) Faculty, staff and regularly scheduled community event reservations must be scheduled with the Sodexo Dining Services Catering Manager at 664-7147. If there is a need to move furniture contact Dining Services Catering Manager.

- 3) Technical support must be scheduled in advance with the Director of Media Resources as the technical closet will be locked without proper advance authorization.
- 4) The area must be left in the condition in which it was found. The event host is responsible for the cleanup of any materials brought into the room.
- 5) Furniture and artwork should not be moved to avoid damages. Requests for room modifications must be sent to the Office of Student Development for coordination of the approval process with the decision then communicated to the requestor and Sodexo accordingly.
- 6) The Art Department will photograph and document the artwork/pottery for insurance purposes. They will manage the replacement of or repair any damage to pottery or paintings. Missing or broken pieces will be reported to Student Development for consultation with the Art Department chair. The Art Department Chair will notify the Business Office if an insurance claim is required.
- 7) If an item is broken or damaged, the Student Development Office will conduct an investigation whereupon cost related to damages will be charged to the responsible group or individual. The Office of Student Development will also be held accountable for approving such an event where damages occur or misuse of the room happens.
- 8) If it is determined damages were caused by malicious or improper usage, additional penalties may be deemed necessary.
- 9) The Upper or Main Level of the Union will be used when students are displaced because of a large event occurring in the main dining room (i.e. President's Society Dinner, Hall of Fame Banquet, etc.). BBQ/picnics will be held on Scott Field weather permitting.

BLACKROOM

Reservations for the Blackroom need to be made in the Whitlock Music Center.

BLACKROOM RULES

1. Hours of availability: 8:00 am to 11:00 pm.
2. Students must clean up after each rehearsal or concert, including putting away microphones and cables. Failure to clean up after your rehearsal will result in suspension of the band and a grade of Withdrawal or Failure in their respective class.
3. An engineer currently enrolled in MUS 399A (sound reinforcement course) must be present during the entire rehearsal or concert if sound reinforcement is required. **ONLY STUDENTS CURRENTLY ENROLLED IN SOUND REINFORCEMENT MAY OPERATE THE SOUND SYSTEM.**
4. The Blackroom sound system is only available for use by music department ensembles and approved school events.
5. Bands are allowed in the Blackroom only during their scheduled times.
6. Instruments must be stored in the instrument storage area when not being played.
7. Only students enrolled in the following official music department ensembles may store gear in the Blackroom: Lab Bands, Praise & Worship Ensembles and Jazz Vocal Band.

8. Only professors or qualified sound reinforcement personnel can open the microphone storage room. The door must remain locked at all times.
9. All Blackroom events must be approved by the CCM program director and scheduled through the Music Department secretary.
10. Do not use other people's gear without their express permission.
11. The Blackroom is reserved for use by the following groups and classes:
 - * Lab Bands
 - * Praise and Worship Ensembles
 - * Vocal Band
 - * Rock ClassStudents in the Rock Class may rehearse in the room by scheduling with professor and when no other group is scheduled.
 - * Drum students who are in a Lab Band or school ensemble may also use the room for lessons and practice.
12. Only 3 bands or performers are allowed for each concert. Any more than 3 and we run the risk of going over the Blackroom curfew time of 11:00 pm.
13. There will be no selling CD's, T-shirts, food or any other materials for profit unless sponsored by a campus organization such as MEISA and others and then the event will be monitored and a few will be charged by the presiding organization.
14. Any display of violence, recklessness, foul language, indecency and any other exhibition deemed unacceptable by the moral code of Greenville College will be harshly punished and dealt with in whatever appropriate manner necessary including legal prosecution.

GENERAL GUIDELINES FOR OPEN HOUSE

1. All individuals are expected to abide by the behavioral standards of the College.
 - a. Room doors must be kept completely open with occupants clearly visible.
 - b. The rooms should have at least one light on (besides the TV).
 - c. Couples should not be lying on top of one another.
 - d. Couples may not lay down next to one another on a bed or floor.
 - e. Couples should not be under the same blanket or covering.
 - f. Couples should not be engaged in physical activity.
2. In the traditional residence halls, a member of the Residence Hall staff will monitor the Open House, handle emergencies, and close the Open House at the designated time. Any resident, who does not wish to participate in Open House but wants to remain in the hall, must notify his/her RC and may choose to keep his/her room door closed.
3. Residents of any floor, wing, or hall may elect not to participate in a given Open House by consensus or 2/3 majority vote. The decision should be made, and the in-house CRE notified at least 24 hours before the Open House.
4. Those who participate in the Open House events are responsible for cleaning up public areas (lounges, kitchen, hallways, etc.).

5. If a resident or a guest fails to show proper consideration for others or behave inappropriately he/she may be asked to not participate in future Open House events.
6. If any floor or house votes by a two-thirds majority to hold visitation on additional days or nights, they may submit their request to the respective in-house CRE, at least five working days before the desired dates. Events should end no later than 11:00 pm.

OVERNIGHT GUESTS

Students may host one guest at a time, free of charge, provided he/she has contacted the respective CRE and RC before the guest's arrival. A guest is defined as an off-campus visitor of the same sex whom was invited to stay in one's room. All guests must register with the respective CRE.

The following regulations will govern such visits:

1. A guest must limit his/her visits to no more than two nights per week, per month.
2. Unavoidable delays or extenuating circumstances constitute the only justification for a guest staying beyond the specified time. Should such circumstances occur a \$7.00 fee per night will be assessed for subsequent nights until departure.
3. Guests who are not charged must stay in the host's room. The College will not provide mattresses; do not transfer them from another room. Do not use lounge furniture for sleeping purposes.
4. The host student is totally responsible for the behavior of his/her guest.

COMPUTER USE POLICY

College computer resources are to be used primarily for accomplishing work related to academic or co-curricular activities. All students must comply with the "Appropriate Use of Network and Computing Resources" Policy (also called "Appropriate Use" Policy). The complete policy can be found on the Information Technology website at <http://helpdesk.greenville.edu> and students should familiarize themselves with the regulations contained within.

THE FOLLOWING ARE EXAMPLES OF VIOLATIONS TO THE "APPROPRIATE USE" POLICY THAT CAN RESULT IN SUSPENSION OF COMPUTER PRIVILEGES AND POSSIBLE DISCIPLINARY AND LEGAL ACTIONS:

1. The intentional alteration of systems files in ways that negatively affect other uses or compromise the integrity or function of the network or individual computers.
2. Deliberate destruction, damage or unauthorized access to Greenville College hardware or software.
3. Copying of software or other files which violate copyright protection laws and guidelines. In most cases MP3 files fall into this category.
4. The use of abusive, harassing or obscene language while making use of e-mail, discussion groups, etc.

5. The access or use of INTERNET information that would violate regulations in the “Appropriate Use” policy concerning pornography or other inappropriate content.
6. Unauthorized use of computer accounts, files, and data that belong to others.
7. The violation of other users’ privacy.
8. Use of a computer or other network device to “sniff” or otherwise impact others’ use of the network.
9. The sharing with others of personal computer accounts and passwords.
10. Using laptop computer or other electrical device during chapel.

Internet access monitored

We expect and require students to act responsibly with their computers, and to avoid using them for inappropriate purposes. Downloading of pornography, as well as other improper conduct, is prohibited, detectable, and traceable to your individual computer and network ID. We use a system that monitors the pages students view from the Internet rather than restricting access. A report of offenders is maintained by the Student Development Office on a regular basis. Violations to campus policies may result in disabling internet access and/or network accounts.

Voluntary Internet Blocking

Voluntary blocking of inappropriate websites is available. You may request this via the Help Desk website (<http://helpdesk.greenville.edu>).

ACCESS TO EDUCATIONAL RECORDS

Greenville College maintains educational records on all enrolled students. Educational records are all records related to students and maintained by Greenville College or by any party acting on behalf of Greenville College. These can include but are not limited to grades; application materials; honors, probation, or dismissal records; records related to the student’s living or taking classes on campus; records of judicial proceedings; and other information that may be accumulated during the student’s educational process. Educational records do not include student health or counseling records, employment records, alumni records, or records created by individual employees or agents of the College that are their sole possession and not accessible or revealed to anyone except possibly a temporary substitute for the maker.

A federal statute called the Family Educational Rights and Privacy Act (FERPA) grants students certain rights with regard to their educational records and governs the release of and access to educational records. Greenville College accords students all rights granted under FERPA.

FERPA gives students the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the hearing panel’s decisions are unacceptable. The Records Office at Greenville College has been designated by the institution to coordinate the inspection and review of procedures for student educational records, which include admissions, personal, and academic files. Students wishing to review their educational records must give a written request to the registrar listing the item or items of interest. Only records covered in FERPA are made available within 45 days of the request.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student.

Students, parents, and other interested parties should be aware that not all educational records are treated alike. Some are confidential and some are not. Information that is not confidential is called directory information. In contrast to confidential information, directory information can be freely published or made available to interested parties.

The College has defined the following as directory information: the student's name, parents' names and addresses, campus and home addresses, electronic mail address, telephone numbers, date and place of birth, participation in officially recognized activities and sports, dates of attendance, enrollment status (e.g. undergraduate or graduate, full time or part time), major field of study, degrees and awards received, denominational or religious preference, the most recent previous school attended, and for members of athletic teams, height, weight and position played. The College also considers photographs (non-captioned) to be directory information. As such, release of photographs also is permitted.

Students may restrict the release of their directory information to third parties by annually submitting a signed and dated statement to the Records Office within the first two weeks of a semester. Signed statements restricting the release of directory information expire at the beginning of each fall semester. If students do not restrict the release of directory information, Greenville College may make public or release such information to third parties at its discretion.

All educational records that are not considered directory information are confidential. Confidential information is released or accessible only to certain parties. According to FERPA, these confidential records may be released only to the student him- or herself, parents of students who have demonstrated that they claim the student as a dependent on their federal income tax form, other parties when a student requests a release of such information to the College in writing, or in compliance with a subpoena. Parents can demonstrate that they claim a student as a dependent on a federal income tax form by providing a copy of federal tax form 1040 to the Records Office for the most recent tax year. Parents must supply the tax form to the College annually. Evidence that a parent claims a student as a dependent expires on April 15 of each year.

Under FERPA confidential records are accessible to personnel acting in the student's direct educational interest or to others in the case of an emergency in which access to educational records may help protect the health or safety of students or other person. Personnel acting in the student's educational interest may include those employees in administrative, supervisory, academic, research, or support staff positions; a person or organization with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. No other party shall have access to, nor does the institution release any confidential information from students' education records without the written consent of the student.

Students have the right to file a complaint concerning alleged failures by Greenville College to comply with the requirements of FERPA with the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

(Adapted from American Association of Collegiate Registrars and Admissions Officers. The 2001 AACRAO FERPA Guide. Washington, D.C.: American Association of Collegiate Registrars and Admissions Officers.)

ACADEMIC HONESTY

Students on a Christian college campus are expected to do all academic work with integrity. This means that they should practice academic honesty without exception. The College takes this so seriously we ask all incoming students to sign a statement guaranteeing that they understand the notion of academic integrity and will conform to the policies described below.

All forms of academic dishonesty, which include cheating and plagiarism, are inappropriate on our campus. Cheating and plagiarism are variations on a theme: both involve offering the work of another as one's own. Students cheat and/or plagiarize when they:

- Give or receive aid from another student or another person during a test, quiz, or homework assignment when they were told to work alone.
- Use notes or books when taking a quiz or test (either in a class or on-line) unless an instructor has given permission to use them.
- Copy all or part of another student's work—an exam, worksheet, homework assignment, essay, speech, musical composition, web production, etc.—and submit it as their own work.
- Copy all or part of any published or copyrighted source such as a book, periodical article, or musical composition and submit it as their own work.
- “Cut and paste” information from a digital source such as a CD-ROM or web page and submit it as their own work.
- Steal ideas or conceptual frameworks from another source and submit them as their own without giving proper credit to the source.
- Submit other people's work as their own (e.g., a roommate's term paper or one purchased over the Internet).
- Ask someone else to complete a writing project for them and revise and edit the work in such a way that they are not really the one responsible for the final document. (Please note: GC's faculty often encourage students to share their work in progress with others, in fact, the College even pays writing tutors to help students think through revising an assignment. This is simply

a good habit for any scholar that we fully endorse. What we do not want students to do is let another person take over and complete an academic task that is their own responsibility.)

This list is not exhaustive, but should give a clear idea of what constitutes academic dishonesty. In general terms, academic dishonesty occurs when people knowingly or unknowingly take credit for words or ideas that are not their own in work that is produced for a class, presentation, publication, or other public domain. All forms of cheating and plagiarism involve intellectual theft, and thou shalt not steal!

Students are responsible to use appropriate quotation marks whenever they use words from another source. They must cite sources for ideas that originated with others. They are responsible to learn the specific documentation methods required in their chosen academic disciplines. Whenever they are in doubt about how to cite sources or use others' writings in their own, they should ask a professor.

At GC, academic dishonesty has severe consequences. If instructors discover any instance of cheating or plagiarism, they are well within their rights to assign a failing grade for that assignment or for the course. Furthermore, they must report the student to the department head and the Office of Academic Affairs. This office will forward the information to the appropriate deans. If a second instance of academic dishonesty occurs, the student will normally receive a failing grade for the course, and the case will be forwarded to the Vice President for Academic Affairs for review and possible further disciplinary action. If cheating or plagiarism is discovered after grades have been posted, it is within the discretion of the instructor to change the final grade. A student may be expelled from the institution for repeated or extreme violations of academic integrity. Appeals can be handled through the normal judicial process.

EXCUSED ABSENCE POLICY

Rationale

Greenville College recognizes that God has created us as spirit, mind, and body. Because we value all three aspects of our God-given personhood, we seek the education, development, and expression of all three.

We recognize that much of the college student's academic growth begins in the classroom. But we acknowledge, too, the value of extra-curricular inquiry, experience, competition, performance, and or service.

Policy

We recognize each professor's prerogative and imperative to establish clear and reasonable requirements for his/her classes, including an attendance policy. These requirements, committed to writing and distributed to students at the beginning of the semester, should stipulate appropriate penalties (if any penalties at all) for what the professor considers excessive absence.

However, as a matter of College policy—one based on the assumption that we seek to develop the whole person—student absences shall be excused when the student is engaged in one of the following extra-curricular activities:

1. Acting as an official representative and/or ambassador of the College (e.g., athletics, college choir, student ensembles).
2. Participating in a course-sponsored field trip.
3. Participating in any other activity deemed as reason for excuse by the vice president for academic affairs.
4. We assume, in addition, that each professor will excuse a reasonable number of absences for serious illness, injury, or serious family or personal crises. The professor may, at his or her prerogative, require verification of such personal crisis prior to approving such absence.

Responsibilities

THE SPONSORING FACULTY MEMBER, COACH OR OTHER COLLEGE EMPLOYEE

- Should think carefully about the effects on the welfare of the students and their work in other departments.
- Consult the on-line campus calendar to avoid scheduling conflicts whenever possible
- Supply a list of affected students to the Records Office within two days following each absence, in order that this list may be distributed to the faculty. The list should include details about when the absence began and ended.
- Plan such off campus activities so as to avoid examination weeks and the first or last few days of a semester.
- Should try to avoid arranging activities involving two consecutive class meetings in the same course.
- Avoid scheduling events that will take students away from any classes the final two class days before a break or the first day following a break. Any exceptions to this rule must be approved in advance by the vice president for academic affairs before any announcements are made to students.

THE STUDENT

- Must, whenever possible, contact his or her professors at least a week prior to the absence and arrange to make up the missed assignments or tests.
- Seek to complete make-up work or tests in advance of the absences if possible.

Students who do not make arrangements with their professors may, at the discretion of the professor, not be granted excused absences.

PROFESSORS

- Should allow excused students to make up in-class work, quizzes, or examinations as long as they have demonstrated good faith in contacting the professor in advance of the absence and made appropriate arrangements for make-up work.

- Should not excuse students who leave early or return late from vacations or breaks unless there are exceptional circumstances.

It should be noted

1. Students cannot excuse each other for missing class, even if it is for an official College activity. All excused absences must come from a professor, coach, or other College employee.
2. Class absences due to organization or team meetings or practices will not be excused.
3. Where professors allow a specific number of class absences before the student is penalized, each absence excused by the criteria listed above should diminish the number of penalty-free absences by one.
4. However, should the total number of excused absences exceed the number of penalty-free absences given by the professor, the student should not be penalized, but should be allowed to make up any work that he/she might have accomplished if not absent.
5. Any student who knows from the beginning of the semester that he/she will be absent from class for athletic competitions, field trips, or other performances will reserve his/her penalty-free absences for those endeavors.
6. Instructors may reserve a small number of special class sessions or activities for which substitute experience or evaluation cannot be made, and for which absence will not be excused, if such experiences are announced by the instructor during the first week of class.

STUDENT SUCCESS OFFICE

The Student Success Office provides academic support services to all students on the Greenville College campus. The services are based on the premise that all students benefit from some type of academic support and that those students who are successful in college are those who have learned to take charge of their own learning and utilize available resources to attain their academic goals. The purpose of the Student Success Office is to supplement the classroom experience and to serve as a resource to both student and faculty by offering the following:

- Peer Tutoring for General Education Courses
- Writing Lab Tutors
- Academic Counseling
- Study Skills
- Accountability
- Services for Students with Disabilities

Pass Program:

The PASS (Professional Assistance for Student Success) program provides special academic assistance for students needing some additional academic support. Students admitted into the program as a condition of their admission to Greenville College. The program is designed to provide accountability and academic support to promote student success. For more information contact the Student Success Office.

STUDENTS WITH PHYSICAL and/or LEARNING DISABILITIES

Students with physical and/or learning disabilities who need academic support services or have questions about access to buildings or other facilities should contact Nancy Gaines, Associate Dean of Counseling, ext. 6810 or nancy.gaines@greenville.edu. Her office is located on the main floor of the library in the Student Success area. Services for those with a physical disability may include ensuring that classes are held in accessible buildings and classrooms. Academic services may include extended and alternative times for tests, readers for tests, advocacy, assistance in obtaining books on tape, tutoring or other accommodations. A student requesting services must provide documentation (no more than three years old) of a disability in order to receive services.

STUDENT ASSOCIATION

The student government organization at Greenville College is called the Student Association (GCSA). All regular enrolled full-time students are members of the GCSA. The GCSA exists to “assist students as they seek a liberal arts education; represent the interests of all students; serve the religious, social, and other non-academic needs of the students; and seek to glorify God to serve the student body, and to fulfill the broader mission of the College.”—GC Mission Statement

The GCSA is governed by three bodies: 1) The Executive Cabinet (President, Executive VP/Chair of the Senate, VP of Student Outreach, VP of Campus Activities, VP of Campus Organizations, VP of Finance, VP of Intercultural Affairs and Executive Secretary, VP of Media), 2) The Senate (the legislative branch consisting of representatives from residence halls, off-campus housing, the student body at-large, and class presidents and senators), and 3) The Student Judiciary (which checks legislation and appointments for their constitutionality).

Student Government:

- Provides democratic, representative self-government;
- Insures and promotes the rights of responsible student expression;
- Gives students experience in leadership;
- Maintains and forwards the ideals and standards of Greenville College;
- Helps orient new students to life at Greenville College
- Promotes harmony and cooperation within the college community and with constituents and friends of the college;
- Assists in the integration and coordination of the activities of all student organizations; and
- Ultimately, glorifies the name and person of Jesus Christ and advances His kingdom on earth.

The GCSA offices are located in the south end of the basement in the Student Union, and the Executive Cabinet holds posted office hours so any student may visit them to share concerns or ask questions.

THE PRESIDENT OF THE STUDENT BODY is elected in the campus-wide spring elections and serves the student body from June 1 to May 31. The President serves as the head of the Student Association and is responsible for its effective and efficient administration. The President chairs the Executive Cabinet and functions as the student representative of the College and student body on many different levels, ranging **THE EXECUTIVE CABINET** consists of the nine positions listed above, the President and Executive Vice President, and the seven members which are selected in the spring by the GCSA panel.

The Executive VP advises and assists the President upon his/her request, as well as chairing the Senate. The VP of Student Outreach heads up Greenville Student Outreach (GSO) which develops the spiritual needs of students through vespers, Crossroads (Big Brother/Big Sister program), Habitat for Humanity, and other on and off campus needs.

The VP of Campus Activities heads the Campus Activities Board (CAB) which is responsible for all school sponsored activities. A large committee of students schedule dozens of on and off campus events including the Midnight Breakfast, Back to School Bash, and the All College Hike.

The VP of Campus Organization is responsible for maintaining charters for all campus organizations recognized by the GCSA. He/she is also responsible for leading the Inter-Class Council and developing campus-wide class competitions.

The VP of Intercultural Affairs heads the Intercultural Affairs Board (IAB). This board works to provide the students with opportunities to experience other cultures through various activities.

The VP of Media serves to create awareness of events between GCSA and the students through advertisements around campus and on the GC website.

SENATE is the legislative branch of the GCSA, and consists of students from each residence hall, the president and senator from each class, and from the student body at large. Senate represents the students and makes recommendations to the faculty and administration. The Senate also oversees the money allocated to the GCSA and provides extra funds to campus organizations that have a need. Senate meets biweekly and all meetings are open to the student body, who is encouraged to attend.

CLASS OFFICERS: Each class elects officers to handle the planning of class activities. Class officers meet weekly as a group, and monthly as part of the Inter-Class Council. The Freshmen Class officers elected in the fall will select two faculty sponsors (or couples) from a list of available faculty members provided by the Vice President for Student Affairs/Dean of Students. These faculty sponsors will remain with the class for all four years.

Sponsors will attend the class meetings, advise the officers, and give direction in both fiscal and social matters. The sponsor and class president may consult the VP of Campus Organization on matters of policy, who in turn may seek the assistance of the Vice President for Student Affairs/Dean of Students.

RELIGIOUS LIFE ACTIVITIES: The College wants to point all people under its influence to Christ and to foster in them a sound and socially active Christian life. To accomplish this, the College provides a Christian program which consists of chapel, vespers, Bible study, and special activities during the year.

PUBLICATIONS

The student publications, the PAPHYRUS and the VISTA afford opportunity for journalism experience, self-expression, and service to the campus and local community. The Greenville College Publications Board appoints the editors who in turn select their staffs from interested students. Each publication has a faculty advisor, appointed by the Publications Board.

THE PAPHYRUS is a student newspaper covering campus events and expressing student views. Positions on the staff are filled by qualified volunteers selected by the editor. Experience here has led several students on to careers in journalism.

THE VISTA is published during the fall so that spring sports and commencement activities can be included for that year. A pictorial sampling of student life, the yearbook has won several awards in recent years. The artistic quality of photographs taken by the student staff has been exceptionally outstanding.

POLICIES FOR POSTING NOTICES

1. General

- A. Write the name of the person or organization sponsoring an event or activity on all posters.
- B. Students wishing to post a notice must put their name and where someone can reach them on the notice.
- C. The College reserves the right to remove any notice or poster that is inappropriate or does not meet the policy for posting.
- D. The person or organization responsible for placing notices or posters should see that the posters are properly taken down after the event.

2. Electronic Postings

Students may post information to the Campus Bulletin, PantherNet, and Electronic signage. All electronic postings must be submitted to the Office of Student Development and approved according to the criteria noted above. Once approved, content will be placed on PantherNet and showcased on the regular Email titled "Campus Bulletin". Requests will automatically also generate a similar announcement on digital Campus Electronic Bulletin boards.

3. Marston Hall

Students may use the general bulletin boards for posting appropriate posters and notices. They may use departmental bulletin boards with the permission of the departmental chairman. DO NOT use tape on any painted surface.

4. H. J. Long Gymnasium

Students wishing to place a poster or notice in the gym must check with the Athletic Director for permission.

5. Armington Center

Students may use the general bulletin board located in the lobby leading to the dining room to post appropriate posters and notices.

6. Outdoors

- A. Posters may be attached to trees by using masking tape, string, or wire. DO NOT use nails, tacks, staples, etc.
- B. Posters may be displayed on small stakes that do not require digging holes.
- C. Outdoor bulletin boards may be used for small posters and notices.

7. Residence Halls

Students must receive permission from each CRE in their residence hall before posting any notice in the respective residence hall.

8. Restrictions

- A. DO NOT place any posters inside the library.
- B. DO NOT place any posters or signs on the roof, outside walls, or glass doors/windows of any campus building.

OUTSIDE SPEAKER POLICY

Resource people are invited to the Greenville College campus for many reasons. These include chapel, colloquia, seminars, lectures, art work, performances, etc. The College welcomes those guests and expects them to act responsibly in fulfilling the assignment for which they have been invited. Individuals or groups who wish to invite outside speakers or performers to campus must have approval from their appointed faculty sponsor, or a specially designated faculty sponsor. Requests for special speakers should be submitted for approval at least two weeks before the event.

SALES AND SOLICITATION POLICY

Any officially recognized college group may make sales and solicitations if they generally benefit the College or the community. Sales include food, beverages, and items and services worth the asking price. Solicitation includes request for donations or selling items for more than their value (e.g., “Panther Power” buttons) in order to raise money and promote school spirit.

Any group proposing to hold a sale or to solicit money must get permission from the Vice President for Student Affairs/Dean of Students.

SABBATH POLICY

Greenville College is committed to “honoring Christ by integrating faith and learning while our hearts and lives reflect mature Christian practice” (GC Lifestyle Statement, updated October, 2006). One of our basic assumptions is that “the Bible is our authority: it provides the essential teachings and principles for personal and community conduct” (also from the Lifestyle Statement).

From the creation account to the words of Jesus Himself, the Bible clearly speaks to the idea of Sabbath as a day set aside from other days, a holy day and a day of rest. Sunday is the college community Sabbath day, so at Greenville College the community holds this day as one distinct from the normal routines of academic and co-curricular life. It is a day set aside to worship, reflect on spiritual lives, and become restored for the week ahead. For this reason the college community seeks to avoid conducting business, holding classes, or having formal athletic competitions on Sunday. Nevertheless, the college affirms Christ's teachings that the "Sabbath was made for man, not man for the Sabbath." For that reason, individuals have freedom to act as they see fit. Institutionally, however, the College seeks to honor the Sabbath and keep it as a day set apart from normal activities.

ADMINISTRATION

BOARD OF TRUSTEES

The College is wholly owned and governed by the Board of Trustees and they have final authority and final responsibility in all matters concerning the institution.

PRESIDENT

The President of the College is the chief administrative officer. He is responsible to the Board for the total operation of the College. The organizational structure of the College consists of five administrative divisions. A Cabinet officer is responsible for each division.

PROVOST OF THE COLLEGE

The Provost of the College is the chief academic officer of the institution and is responsible for maintaining and improving the comprehensive experience of GC students. As a reflection of Greenville's commitment to link the curriculum with co-curricular activities, the Provost of the College works closely with the following individuals: Dean of School of Arts and Sciences, Dean of School of Education and Director of On-Line Learning, Dean of School of Professional Studies, Dean of Chapel, and Chaplain/Director of Spiritual Formation. In addition this individual oversees Information/Technology, Campus Security, and the Mailroom.

Deans oversee academic programs in the Schools of Arts and Sciences, Education, and Professional Studies. They serve as advisors to the Provost of the College and serve on the Dean's Council.

VICE PRESIDENT FOR ENROLLMENT

The Vice President for Enrollment is responsible for providing leadership and coordination for the enrollment and marketing areas of the college. This includes admissions, financial aid and marketing.

VICE PRESIDENT FOR FINANCE

The Vice President for Finance is responsible for all budgeting, financial and tax reporting. This position also supervises and directs the financial affairs (student accounts, cash receipts, accounts payable, payroll, and purchasing) of the institution, and prepares the annual budget and the financial reports for the Board of Trustees.

This office is the custodian of all legal documents and papers of the institution, has management oversight of the college benefit plans, insurance, and the operation of auxiliary services of the College bookstore, conference services, facilities and shared supervision of Sodexo Food Services with VP & Dean for Student Development.

VICE PRESIDENT FOR ADVANCEMENT

The Vice President for Advancement is responsible for providing leadership and coordination for all college advancement operations. This area includes publications, alumni relations, church relations, development, major donor programming, and special events.

VICE PRESIDENT FOR STUDENT DEVELOPMENT & DEAN OF STUDENTS

Vice President for Student Development & Dean of Students is responsible for leadership and coordination in the following areas: Residential Life, Student Activities, Student Success, Greenville College Student Association, Student Discipline, Counseling Services, Leadership & Life Calling/Career Development, World Outreach & Missions, Intensive English Program, AGAPE, Walkabout, New Student Orientation, Parents' Cabinet and shared supervision of Sodexo Food Services with VP for Finance.

Campus Phone Numbers	Phone #	Location
Admissions Office	664-7100	Lower Armington
Advancement Office	664-6500	Kaufman Building
Agape Office	664-1806	Archer Hall
Alumni Office	664-6513	Tidball House
Athletic Department	664-6622	Rec Center
Biology Department	664-6546	Snyder Hall
Business Office	664-7013	Marston Hall
Campus Activities Board (CAB)	664-6715	Lower Union
Campus Safety	664-7118	Schroeder House
Career Services	664-6617	Library
Cashier/Food Services	664-7146	Armington Center
Counseling Services	664-6810	Library
Education Office	664-6800	Marston Hall
Environmental Studies	664-6534	Snyder Hall
Factory Theater	664-6740	Kelsey Building
Financial Aid	664-7111	Lower Armington
Fitness Training Center	664-6725	Fitness Training Center
Food Service Office	664-7141	Armington Center
Food Service – Daily Menu	664-6890	Armington Center
Free Methodist Church	664-2584	Church Office
GOAL/LAMP	664-6755	Library Basement
Greenville College Bookstore	664-6720	Dietzmann Center
Housekeeping/Laundry	664-7150	Burritt Hall
Human Resources	664-7014	Burkhardt Center
IT Help Desk	664-7077	Above Globe Theater
Jo's Java	664-9454	Dietzmann Center
Library	664-6603	Main Desk
Mailroom	664-7090	Adjacent to Union
Maintenance/Physical Plant	664-6736	Kelsey Building
Media Resource Center	664-6605	Library
Music Department	664-6560	Whitlock Music Center
Papyrus	664-6710	Archer Hall
Physics Department	664-6525	Snyder Hall
Radio Station/WGRN	664-6749	Dietzmann Center
Records Office	664-7025	Marston Hall
Residence Life	664-7115	Lower Armington
Student Accounts	664-7113	Marston Hall
Student Activities	664-6712	Student Union
Student Association Office	664-6719	Student Union
Student Development	664-7119	Lower Armington
Student Success Center	664-6611	Library
Student Union/Snack Bar	664-6716	Student Union
Vista Office	664-6711	Archer Hall

SCHEDULE

1 st hour	7:30 am–8:20 am
2 nd hour	8:30 am–9:20 am
3 rd hour	9:30 am–10:20 am (Chapel / MWF)
4 th hour	10:30 am–11:20 am
5 th hour	11:30 am–12:20 pm
6 th hour	12:30 pm–1:20 pm
7 th hour	1:30 pm–2:20 pm
8 th hour	2:30 pm–3:20 pm
9 th hour	3:30 pm–4:20 pm
X hour	4:30 pm–5:20 pm
Y hour	5:30 pm–6:20 pm
A hour	6:30 pm–9:20 pm
B hour	6:30 pm–7:50 pm
C hour	8:00 pm–9:20 pm

