

2019-2020



PIEDMONT
INTERNATIONAL UNIVERSITY

UNDERGRADUATE STUDENT HANDBOOK



Piedmont International University
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WELCOME TO PIEDMONT INTERNATIONAL UNIVERSITY

We are very happy that the Lord has led you to PIU to continue your education. Whether you are a new student or a returning student, we pray that your time here at Piedmont will effectively prepare you for a life of eternal impact.

Inside this STUDENT HANDBOOK is the structure for our campus community. This structure is based upon our desire to glorify our Father (1 Cor. 10:31), love one another (Jn. 13:34) and submit to the authority that God has placed in our lives (1 Pet. 2:13). If you have any questions concerning the information in this handbook, please ask us and we will be happy to help you.

May God continue to bless and guide you as a part of the PIU “family.” Have a great year!

Sincerely,

Your Student Services Team

Jeff Clawson
Dean of Campus and Spiritual Life

Marc Cutrell
Dean of Student Development

Becky Bottoms
Dean of Women

Kathy Cutrell
Executive Administrative Assistant

UNIVERSITY FACTS

Colors	Navy, Columbia Blue, Gray
Mascot	Bruins
Theme Verse	Col. 1:18b "...that in all things He might have the preeminence."
President	Dr. Charles Petitt
Chancellor	Dr. Steve Condon
President Emeritus	Dr. Howard L. Wilburn
Founder	Dr. Charles Stevens
Founded	1945
Accrediting Agency	Transnational Association of Christian Colleges and Schools (TRACS) 15935 Forest Road Forest, VA 24551
Address	420 South Broad Street Winston-Salem, NC 27101
Telephone Number	336-725-8344 800-937-5097
Fax Number	336-725-5522
Web Address:	www.PiedmontU.edu

Piedmont International University Missions Statement:

We will grow in influence to become an internationally recognized leader in innovative, Bible-centered higher education for effective ministry in a constantly changing world.

STATEMENT OF FAITH

The Scriptures

We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which conduct, creeds, and religious opinions should be tried.

The Godhead

There is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfection, whom we owe the highest love, reverence and obedience. He is revealed to us as a Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

God the Son

We believe that the Lord Jesus Christ was begotten of the Holy Spirit without a human father, born of a virgin, and is truly God and truly man, that His deity is absolute, wholly unique, and singular.

God the Holy Spirit

We believe in the personality and deity of the Holy Spirit, the third person of the trinity, who is the divine interpreter of the infallible Word, who convicts the world, regenerates and indwells every true believer, testifies of Christ, energizes, enlightens, and constrains in the way of holiness.

The Fall of Man

We believe, according to the teachings of Scripture, that man was created a moral being in the image of God after His likeness, but man by voluntary transgression fell from his original sinless state. In consequence, the whole human race was involved in guilt, making all mankind now sinners, depraved in nature, spiritually dead, subject to the powers of evil, void of holiness, positively inclined to evil, and hopeless apart from divine grace.

The Resurrection of Christ

We believe in the resurrection of the crucified body of Christ, that this body, which was raised from the dead according to the Scriptures, was a literal body consisting of flesh and bone and that He ascended into Heaven and "sitteth on the right hand of God" as the believer's High Priest and Advocate.

The Way of Salvation

We believe that salvation, according to the Scriptures, is wholly by grace through faith plus nothing. This salvation of the ill-deserving sinner is based upon the finished work of the Lord Jesus Christ, who became the sinner's substitute before God and died a provisional sacrifice for the sins of the whole world. Since the natural man is dead in trespasses and sins, at enmity against God, and blinded by sin and Satan to his own condition, it is only through the operation of the Holy Spirit using the Word that man is brought to repentance and faith. No degree of reformation, however great; no attainment in morality, however refined; no culture, however attractive; no ordinance or ceremony, however ancient and sacred; no feeling, however satisfying; no sincerity, however approved; no church membership, however authenticated, can in the least degree add to the value of the precious blood or to the merits of that finished work wrought for us by the Lord Jesus Christ.

Justification

Justification is God's gracious and full acquittal, upon principles of righteousness, of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any work of righteousness which we have done, but as a state of most blessed peace and favor with God, and secures every other needed blessing.

The Freeness of Salvation

The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Savior, and Lord.

The Security of the Believer

We believe that all born-again persons are eternally secure in Christ, since the Scriptures teach that our justification before God rests upon the finished work of Christ alone and forever remains the unchanging grounds of the believer's faith. This security is further guaranteed by the continuous High Priestly work of Christ in Heaven itself and by the work of the Holy Spirit who wrought in the believer regeneration and performs an unceasing ministry within his soul.

The Church

We believe that the church, the body of Christ, is composed of all those who have true faith in the Lord Jesus Christ. We further believe that the visible church or assembly is a congregation of baptized believers associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, the true head of the Church; looking to the Holy Spirit, the administrator, for guidance in exercising the gifts, rights, and privileges invested in the believer by His Work.

The Obligation of Holiness

We believe that all believers in the Lord Jesus Christ are called into a life of separation from the world to which they have been crucified by the death of Christ, and should abstain from worldly lust and such practices and habits as will retard spiritual growth or cause others to stumble and thus bring reproach upon the cross of Christ. The believer is called upon to walk worthily, keeping himself unspotted from the world, and to be zealous of good works.

The Evangelization of the World

We believe in the evangelization of the world, placing emphasis upon the task of reaching the individual with the gospel and its implications, and that no humanitarian and philanthropic schemes may be substituted for the preaching of the Cross.

Biblical Interpretation

We believe in accepting the literal teaching of the Word. "When the plain sense of Scripture makes common sense, seek no other sense." Therefore, every declaration is to be taken in its primary, ordinary, literal, and most obvious meaning unless the facts of the context and the well-defined laws of language clearly indicate the terms either to be symbolic or figurative and not literal. Whatever is not literal must be explained in the light of other passages which are literal.

Creation

We believe in the Genesis account of creation, which teaches that all things found their origin in God Who created by His own fiat, instantaneously, every living thing after its kind.

The Return of Christ

We believe, according to Scriptures, in the sure return of the Lord Jesus Christ; that this second coming will be a literal, bodily, personal return; that His coming for His bride, the Church, constitutes the “Blessed Hope” set before us, for which we should be constantly looking. We believe that His coming will be premillennial.

Eschatology

A. The righteous dead

We believe that the souls of those who trusted in Christ for salvation will go immediately at death into His presence and there remain in conscious bliss until the resurrection of the righteous dead at the rapture when soul and body shall be reunited to ever be with the Lord in glory.

B. The unrighteous dead

We believe that the souls of the lost remain after death in conscious misery until the final judgment of the great white throne when the soul and body will be reunited in resurrection to be arraigned before God in judgment and then cast “into the lake of fire, which is the second death” to be “punished with everlasting destruction from the presence of the Lord and the glory of His power.”

Satan

We believe in the reality of the person of Satan, “that old serpent, called the Devil and Satan, which deceiveth the whole world.”

POINTS OF CONVICTION

A. Civil government

We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church, and (3) the state. Every person is subject to these authorities, but all, including the authorities themselves, are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)

B. Human sexuality

- a. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- b. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

C. Family relationships

We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Gen. 1:26-28; Exod. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33, 6:1-4; Col. 3:18-21; 1 Tim. 2:8-15, 3:4-5, 12; Heb. 13:4; 1 Pet. 3:1-7)

D. Lawsuits between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

E. Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental wellbeing of the mother are acceptable. (Job 3:16; Ps. 51:5, 139:14-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:44)

STUDENT SERVICES

STUDENT SERVICES DEPARTMENT

Dean of Campus and Spiritual Life

The Dean of Campus and Spiritual Life (DCSL) has oversight of the Student Services Department and holds an active leadership role in Residential Life, Student Activities, Campus Spirituality and Chapel, Student governances and counseling. The Dean works closely with all Student Services employees to serve the student body of PIU.

Dean of Student Development

The Dean of Student Development (DSD) is responsible for the oversight of the residence halls, facilities with oversight of maintenance and housekeeping employees, Title IX, campus security and student discipline on the PIU campus. The DSD also works long side the Dean of Campus and Spiritual Life with student leadership of Resident Assistants.

Dean of Women

The Dean of Women leads and influences the female student population, specifically, as well as the entire student population in general to become successful in their academic career, student life, and future life and ministry. The Dean of Women coordinates and communicates with current and incoming students.

Student Services Executive Administrative Assistant

The Executive Assistant is responsible for daily operations in the Student Services Department, assist the DCSL in oversight and services the hub of information for staff and students. The EAA is a leadership position and serves students daily as a representative of the Student Services Department.

Resident Assistants

Each residence hall floor has a Resident Assistants (RAs) chosen by the Student Services Department. The RAs serve as employees of the Student Services Department. Their areas of responsibility are as follows:

- Providing spiritual guidance and counseling in the residence halls.
- Providing general assistance in residence living.
- Inspecting dorm rooms.
- Providing information.
- Leading campus life and community.

STUDENT SERVICES PURPOSE, VISION AND CORE VALUES

The Purpose of the Student Services Department is to live up to its name – *to serve students*. To help students grow into culture engaging ministers of the Gospel regardless of their major or field.

The Vision is to create a campus environment that is a positive experience for every main campus student who studies at Piedmont International University and that PIU students learn to love and speak highly of our campus and University.

Our Core Value is leadership that stems from a heart of service. The heart of Student Services is that we lead the way Jesus said we must by serving all. “And Jesus called them to him and said to them, “You know that those who are considered rulers of the Gentiles lord it over them, and their great ones exercise authority over them. But it shall not be so among you must be salve of all. For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.” (Mark 10:42-45, ESV)

BUSINESS DAY DEFINED

In reference to conduct, a business day is a full day and refers to Monday through Friday 8:00 am to 5:00 pm. Example: If an offence occurs at 9:00 am Tuesday, within three business days would end on Friday at 5:00 pm

STUDENT SERVICES DEPARTMENT OVERSEES

CAFETERIA

Meals for resident students are included in the required room and board fee. Fees for room and board may not be separated.

LOST AND FOUND

Items left unclaimed on campus will be collected and turned in to the Student Services Department. Items may be claimed during regular business hours.

SPIRITUAL LIFE

CHAPEL

Chapel attendance is as important at PIU as class attendance. Chapel attendance is not only beneficial to spiritual growth but also provides needed fellowship among faculty, staff, and students. Those attending chapel should demonstrate respect during sessions by refraining from talking, texting, or sleeping.

Any meeting or activity scheduled during Chapel must be approved by the Dean of Campus and Spiritual Life no less than 24 hours in advance.

CHAPEL ATTENDANCE

Students must record their attendance per the structure prescribed by the Student Services Department. When meetings are held in lieu of Chapel, students are to record their attendance on the roll sheet provided for that purpose and provide them to the Student Services Department within two business days after the meeting time.

A. Chapel Attendance Guidelines for Main Campus Students

1. Mandatory Chapel services are held every week.
2. Regardless of the number of days that a student attends class, all main campus students are expected to attend all mandatory Chapels during the week. Exceptions for this can be applied for with Deans. Exceptions may include no class days, work, etc. A Chapel excuse form **MUST** be completed **BEFORE** the specified day or days in order for students to be excused from Chapel.
3. Students are personally responsible for assuring that their attendance has been recorded correctly.
4. Students are permitted the equivalent of one week of personal absences from Chapel based on the number of days they are required to be in Chapel. These personal absences can be used for any reason the student deems necessary, i.e. sickness, travel, homework, etc.
5. Notification of accumulated personal absences will be provided via email.
6. After exceeding the allowed number of personal absences, the student will automatically incur a point penalty for each.
7. Students entering Chapel more than 15 minutes late or leaving more than 15 minutes before Chapel ends are recorded as absent.
8. A student doing student teaching or classroom observations that require missing Chapel cannot be excused unless a card is obtained from Student Services, signed by the respective course professor or Program Director and/or the Dean and returned to Student Services. This procedure should be done in advance of the observation to avoid penalty.

CHAPEL ANNOUNCEMENTS & SKITS

Any Chapel announcement must be submitted to the Student Services Department at least one day prior to the speaking event. Skits must be approved by the Dean of Campus and Spiritual Life for content and length.

CHURCH ATTENDANCE

All students are required to faithfully attend a local church approved by the Student Services Department. Students must attend the same church for all services unless they are returning home or for special events. Exceptions must be approved beforehand by the Student Services Department.

Students are required to attend Christian churches that are Biblical in doctrine, subject to approval of the Dean of Campus and Spiritual Life. A student who wishes to continue attending his or her home church may request permission to do so as part of the admission process.

CHRISTIAN SERVICE

Christian service is a vital part of university life at Piedmont International University. Each semester, all students receive information regarding Christian Service with complete details about the procedure to follow. Each student is required to complete 15 hours of Christian Service each semester. This service can be accomplished either in

the local church or through Christian non-profit organizations connected to PIU. Each school year, students will be introduced to Christian non-profits and given the opportunity to serve others in this capacity. Students may choose to fulfill their Christian Service individually, in groups, or with their university societies.

CONFERENCES

Special conferences are held periodically throughout the academic year for personal growth and spiritual enrichment. Among these conferences are the Missions Conference, Prayer Emphasis Week and the Bible Conference. Scheduled times for these meetings are usually concurrent with the daily Chapel schedule, but, occasionally, special services are also held during the evening. The Activities Calendar provides information regarding required sessions.

PERSONAL DEVOTIONS

In order for all students to grow and develop in their Christian lives, it is important that they schedule a specific quiet time to spend in communion with God through prayer and the reading of His Word.

ACADEMIC LIFE

ACADEMIC ASSISTANCE PROGRAM

The Academic Assistance Program is designed to meet the needs of first-year, degree-seeking students whose ACT scores and/or high school grades do not meet the criteria for general admission. This program consists of a prescribed set of courses selected to develop the skills needed to succeed at PIU. The hours are limited, and the student's progress will be monitored.

REGISTERING/ENROLLING FOR CLASSES

- Sign into your student portal (my.piedmontu.edu).
- Go to "Registration."
- Choose "Enroll in classes" from the drop-down menu.
- Click "Edit Registration."
- Enter the course code in the search box and click the binoculars symbol.
- Choose "1" for "Class."
- Click "New" to add more courses or "Submit" once complete.

REGISTRATION FROM STUDENT PORTAL

- Log into My.Piedmont.edu and click Student Portal. Then log into your student portal.
- Under the registration tab on the top, click "Enroll in Courses."
- Click "Edit your Registration."
- Click "New" under (I. Additional Courses).
- Click the binoculars and search for the course you wish to register for. Once you have found the course, click the course number to select.
- Very Important. Ensure that you change the drop down box next to the class name of the appropriate section. Without this, you will not be enrolled for the course.
- Click "Submit."

DIRECTED STUDY (DS)

1. Pick up the directed study policy and request forms from the Registrar's Office and complete the necessary information.
2. Take the form to the professor who teaches the course for his/her approval and signature.
3. Take the form to the appropriate Dean for his or her signature
4. Return the form to the Registrar. The Registrar will take the form to the Business Office and the Provost.
 - The Business Office will sign off.
 - The Provost will check whether the request is approved or denied, list any comments, and sign.
5. Final registration for your directed study is complete at this point.

STUDENT SUCCESS CENTER

The Student Success Center offers study skills and test-taking assistance, group study sessions, motivational skills and survival strategies, improved reading and comprehension skills, time and stress management, computer-assisted instruction, referrals for university counseling, one-on-one tutoring, learning style discovery and assistance, and educational resources. All students are invited to use these services.

DEAN'S LIST

A full-time student is placed on the Dean's List when his/her semester grade point average is 3.30 or higher. This honor is in recognition of scholastic attainment and in keeping with the biblical injunction of Romans 13:7 to give honor to whom it is due.

THE GEORGE M. MANUEL LIBRARY

The George M. Manuel Library is a great asset in the learning process. The Manuel Library offers solid in-house

and online collections along with numerous helpful services to meet the needs of every student. For complete information and access to the resources and services, go to the Library's website: www.piedmontu.edu/library

EXAMINATIONS

All tests must be taken at the time and place specified. Exceptions other than sickness must be cleared with the professor beforehand. Make-up tests, if allowed by the professor, must be taken within one week of return to class. Arrangements for the time and place to make up the test must be made with each professor.

TEXTBOOKS AND BOOKSTORE

The PIU Bookstore is located at www.MBSDirect.net. The bookstore provides a complete list of classes and textbooks. Students must use the PIU Bookstore for all textbook voucher purchases. Students may also purchase textbooks from other bookstores or online sources.

CLASSROOM BEVERAGES AND FOOD

Students are allowed to have covered beverages in the classrooms. Food in the classroom is up to the preference of the professor.

CLASS CANCELATIONS AND ABSENT PROFESSOR RESPECT GUIDELINES

In most cases an announcement will be made or a notice will be posted on the classroom door when a professor finds it necessary to cancel a class. If after five minutes the professor is not present in the class, one student should check with the Administrative Assistant to the Provost or the Provost for any available information. If the professor has left instructions, those instructions must be followed. If there are no instructions, the class must wait for the professor for fifteen minutes from the beginning of class (time stated on the printed schedule). If at the end of fifteen minutes the professor has not come to class or left instructions, the class may leave. The class should sign an attendance sheet and leave it with the Administrative Assistant to the Provost.

INCLEMENT WEATHER POLICY

The basic policy of the University is that we do not close for inclement weather. We do so only in cases of severe conditions (Ex. Excessive accumulations of snow or ice).

A decision will be made as early as possible and recorded on the PIU Phone System (Dial 336-725-8344, #5, 336-747-1100, or extension 1100). An email including a weather update will be sent to your Piedmont email address. When major changes occur, weather information will also be posted on the web. When necessary, closings will be announced on appropriate radio and television stations.

If classes are held, faculty members should make every effort to meet with their students. Staff members are expected to report for work as soon as possible. Anyone who concludes that their travel is potentially unsafe has the option to stay at home. Commuting students who cannot travel will be excused.

ONLINE STUDENT IDENTIFICATION

Online student identification is based on course syllabus policy statements, student affirmation on every assignment and examination, chat room participation, telephone interviews, institutional email addresses, and password protected course and portal access. The University policies of privacy and integrity find their rationale in Federal Law and the Scriptures. Abiding by the policies established by the University makes student academic success possible

ONLINE STUDENT CONDUCT

Non-resident students are a part of the overall community of PIU and should comply with the conduct standards both at home and while visiting campus.

ONLINE ATTENDANCE POLICY

Please refer to the Attendance and Punctuality Policy found in the Academic Section of this handbook.

ONLINE WITHDRAWAL PROCEDURE

A student wishing to withdraw from the University must complete the Withdrawal Form found in the Registrar's Office. Failure to withdraw correctly can have significant financial and academic penalties. Students withdrawing from the University for any reason, must counsel with the Dean of Campus and Spiritual Life before an acceptable dismissal can be permitted.

If students' attitudes or conduct do not conform to their pledge, the University reserves the right to request withdrawal. The same holds true if students demonstrate that they are unsuited to the work of the University because of inability to maintain a satisfactory grade point average.

Grades are recorded as Withdrew Passing or Failing as of the day of withdrawal. Financial obligations are also computed as of that date. Refund information for withdrawals is found in the annual Schedule of Fees at www.Piedmontu.edu. Online students will remain active for up to three semesters after taking his/her last class. Re-application is necessary for any online student who has been out three semesters or more.

Attendance and Punctuality Policy

In general, regular attendance is necessary for the student to receive full benefit from the university experience; therefore absences should be taken seriously.

A. Face-to-face Classroom and Online Live Streamed Synchronous Course

With the understanding that students have the choice to utilize the live classroom and/or the online integrated synchronous classroom, the following attendance policies apply to both approaches simultaneously.

1. Student Absence Management

- a) Absences, for any reason, count toward the Maximum Total Number of Absences allowed.
- b) In 080-099, 100, and 200 level courses that are scheduled over the length of a normal semester, students will receive a two-point reduction in the final grade for each absence beyond the following (or equivalent clock hours):
 - 1 absence in a class that meets 1 time a week
 - 2 absences in a class that meets 2 times a week
 - 3 absences in a class that meets 3 times a week
 - 4 absences in a class that meets 4 times a week
- c) In 300 and 400 level course, all absences will follow the make-up work policies listed below.
- d) If a student exceeds the Maximum Total Number of Absences allowed in any course, the student automatically fails the course.

2. Maximum Total Number of Absences allowed for ANY Reason:

- 3 absences in a class that meets 1 time a week
- 7 absences in a class that meets 2 times a week
- 11 absences in a class that meets 3 times a week
- 14 absences in a class that meets 4 times a week
- 1 day (8 hours) in a one week (5 days) module

3. Tardy, Early Departure, and/or Partial Attendance

- a) When a student is late to class three times and/or departs early three times, this will count as one absence.
- b) Students who miss more than 25% of a single class meeting will be counted absent for the entire class. Percentages per single class meeting are as follows:
 - 15 minutes for any class up to 60 minutes
 - 20 minutes of a 75 minute class
 - 25 minutes of a 90 minute class
 - 30 minutes of a 120 minute class
 - 45 minutes of a 180 minute class

4. Inclement Weather Absences

- a) Absences due to inclement weather closing or delays are not counted into the maximum total number of absences.
- b) Weather absences are determined based on the University's Inclement Weather Policy.

5. Make-Up Work Policy

The University sees the following absences as immediately available for make-up work:

- a) Absences that occur because a student is taking part in a PIU sponsored event
 - On a weekly basis, the Coach, Staff Advisor, or Faculty Advisor will send to all faculty a list of all students who will be absent that week; the list will include student names, dates and times of absence(s), and the nature of the absence.
 - Prior to each absence, students who will be absent are expected to contact each of their professors to inform them of their absence and request assignments and their due dates to insure full credit.
 - Students must complete all work assigned on days missed, according to the specifications of the professor. Students should make every effort to complete assignments early, if possible.
- b) Illnesses
- c) Funerals
- d) Selected school-sponsored class trips or projects that meet divisional or degree requirements.
- e) Other situations the Academic Council Committee collectively deems as having merit or basis.
- f) All other course make-up work policies will be included in the course syllabus.

6. Professor's Responsibility

- a) Professors must take roll every class period and make the attendance record promptly available to the students via the student portal.
- b) The professor's policy on make-up work for absences not covered above and tardiness must be included in the syllabus.
- c) Professors are encouraged to include attendance incentives in their syllabus.

7. Student's Responsibility

- a) Students, especially those involved in PIU athletics, music, or ministry teams, are expected to inform professors prior to a scheduled absence and make arrangements for work to be made up at the professor's discretion to insure full credit.
- b) Upon an unexpected absence from class, the student should contact the professor immediately to discuss make-up work.
- c) Students should keep track of their own absences in each class, and resolve any discrepancies with the professor's posted record of attendance as soon as possible.
- d) Students should not wait until the end of the semester to deal with any concerns about absences.

8. Appeals Process for Attendance Policies

- a) Appeals concerning a professor's decision concerning make-up work are to be directed in writing to the dean of the school.
- b) In extreme circumstances a student may appeal the Maximum Total Number of absences in writing to the Office of the Provost and accompanied by documentation for every absence.
- c) Professors may advocate for those students with unusual circumstances, and those students with excused absences will be given due consideration.

B. Online Asynchronous Course Check-In and Participation Policy

1. Students who are enrolled in online courses must check in to courses and complete the assigned work, or they should officially withdraw.
2. Failure to check in to the course will result in an administrative withdrawal from the course.
3. Students who withdraw after the check-in period may receive a grade of "WP" or "WF."
4. Ongoing participation will be based on the student fulfilling weekly requirements of a course.
5. Students who check in to a course and fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F." (Revised 05/12/2015 by the Academic Council)

ACADEMIC INTEGRITY AND MISCONDUCT

A. Definition of Academic Integrity

Academic integrity is honest and responsible scholarship, research, information collection, and presentation. The University expects students to submit assignments that are original to them and properly cites and references other peoples' ideas using the prescribed style guide. Biblically, these issues are reflected in verses about honesty (Eph. 4:25), integrity (Prov. 2:6-8), diligence (Col. 3:23), and uprightness (1 Cor. 10:31). Students at PIU are expected to follow the letter and the spirit of academic integrity in all assignments. The very foundation of university success is academic integrity. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise.

Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work;
- Acknowledging all sources of information including verbal, written, digital, graphic;
- Completing assignments independently or acknowledging collaboration;
- Accurately reporting results when conducting your own research or with respect to labs;
- Honesty during examinations.

B. Forms of Academic Misconduct

The following is a list of common issues that students struggle with in the pursuit of academic integrity. This list, although extensive, should not be considered exhaustive in definition or example.

Academic Technology Misuse

Academic technology misuse is the unauthorized use of technology/software to complete an assignment.

- Example of misuse is the unauthorized use of a digital Greek or Hebrew lexicon in a timed examination.

Cheating

Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

- Examples of cheating include completing an examination while looking at another student's examination, using external aids (for example, books, notes, calculators, conversation with others) unless specifically allowed in advance by the faculty member, and/or having others conduct research or prepare work for you without advance authorization from the faculty member. This includes, but is not limited to the services of commercial or black market term paper companies.

Complicity

Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic misconduct or dishonesty. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty.

- Examples of complicity include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration has not been approved and will not be reported; taking an examination or test for another student, or signing another's name on an academic exercise.

Fabrication or Invention

Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise.

- Examples of Fabricated or Invented information would be to analyze one sample in an experiment and then invent data based on that single experiment for several more required analyses or a student taking a quotation from a book review and then indicating that the quotation was obtained from the book itself.

Falsification

Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record.

- Falsification of institutional records includes altering or forging any document and/or record, including identification material issued or used by the University.

Forgery

Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.

Multiple Submissions

Multiple submissions is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

- Examples of multiple submissions include submitting the same paper for credit in more than one course without all faculty members' permission and making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.

Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. All researchers are expected to acknowledge the use of another author's words by the use of quotation marks around those words in the text of a paper and by appropriate citations. The failure occurs in an oral, written, or media project submitted for academic credit or some other benefit. Examples of Plagiarism includes (but is not limited to), the following:

- Word-for-word copying of another person's ideas or words.
- The mosaic (interspersing of one's own words here and there while, in essence, copying another's work).
- The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
- Submission of another's work as one's own.
- Having another person write or correct a paper.
- Buying or procuring a ready-made paper from a research paper "service" on the internet or from another such service.
- Neglecting quotation marks on material that is otherwise acknowledged.
- Fabrication of references (inventing or counterfeiting sources)

Sabotage

Sabotage is acting to prevent others from completing their work.

- Hiding, stealing or destroying library or reference materials, computer programs, or willfully disrupting the experiments of others.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Tampering in any way with University software.

C. Consequences of Academic Misconduct

Basis of Consequences

1. Academic Misconduct is seen to be at least dishonest and as severe as a theft.
2. Stealing may involve ideas, information, wording, or phraseology.
3. Academic dishonesty cheats the student of valuable learning experiences.

Penalties of Academic Misconduct

1. When Academic Integrity is brought into question:
 - a) It must be referred to the Academic Integrity Committee.
 - b) The committee will review the allegation by interviewing both the faculty members and students involved.
2. If the Committee determines the allegation to be a case of misconduct, one or more of the following penalties could be instituted:

- a) A written warning of reprimand.
 - b) Resubmission of assignment with or without a grade reduction.
 - c) A zero (0) will be given for the assignment/test/paper/etc. in which the offense occurs.
 - d) The student(s) will receive a failing grade in the course.
 - e) The student(s) will be recommended to the Student Guidance Committee for expulsion from the University.
3. Academic Misconduct offenses are permanently recorded and filed in the Academic Office but only accessible by the Academic Integrity Committee and authorized members of the Student Services Department.
 4. The consequences of academic misconduct may apply to the whole of a student's academic career at PIU and not just one course in the semester. (Revised 04/24/2015 Academic Council)

WITHDRAWAL PROCEDURE

A student wishing to withdraw from the University must complete the Withdrawal Form found in the Registrar's Office. Failure to withdraw correctly can have significant financial and academic penalties. Students withdrawing from the University for any reason must counsel with the Dean of Campus and Spiritual Life before an acceptable dismissal can be permitted.

If students' attitudes or conduct do not conform to his/her pledge, the University reserves the right to request withdrawal. The same holds true if students demonstrate that they are unsuited to the work of the University because of inability to maintain a satisfactory grade point average.

Grades are recorded as Withdrew Passing or Failing as of the day of withdrawal. Financial obligations are also computed as of that date. Refund information for withdrawals is found in the annual Schedule of Fees at www.Piedmontu.edu.

A year-round student who, during the summer, finds he/she is unable to return to school for the fall semester is expected to notify the Student Services Department of their decision.

Students who have been out for one semester or more are not permitted to re-enter school without contacting the Admissions Office for re-application.

SOCIAL LIFE

CODE OF CONDUCT

Trustees, faculty, staff, and students are encouraged to love God, love their neighbors as themselves and live virtuous lives.

SOCIAL ACTIVITIES

All events sponsored by student organizations are for the social and cultural development of students and, therefore, students are encouraged to attend. Over the years, PIU students have developed a reputation for treating guests and new people on campus with Christian grace. It is the tradition of PIU to be friendly. New traditions are constantly forming. Many are sources of memorable campus fellowship. Most are just plain fun. Get involved!

ATHLETICS

Intercollegiate sports are offered –women’s volleyball, women’s basketball, men’s soccer, women’s soccer, men’s basketball, men’s baseball, and women’s softball. Tryouts for these teams are open to all students who meet the academic requirements of the NCCAA and are not on disciplinary probation.

STUDENT ORGANIZATIONS

There are several different and interesting organizations at PIU. Students seeking positions as class or campus organizational officers, as members of gospel teams, or athletic teams, must meet the qualifications designated in the Student Government Constitution.

Class Officers

Class officers are elected each year by the members of each prospective class to perform the duties of directing the class during class meetings, class fundraisers, and assorted other activities. The incoming freshman class will elect officers during their first class meeting once the fall semester has begun.

University Societies

All main campus undergraduate students have the opportunity to join a student-led Society. Each society works to connect students to organizations and opportunities with the purpose of giving students avenues to gain service hours and help the PIU student body impact the immediate community. Each society emphasizes different service areas as follows:

- Beta Sigma – Hunger Ministries
- Pi Delta – Homeless Ministries
- Gamma Chi – Women’s Ministries
- Alpha Phi – Underprivileged Youth Ministries
- Omega Nu - Evangelism

University Clubs

Students who share a common interest can apply to form a club charter. A club requires at least 5 students and a university employee willing to sponsor the club. Initial club charters are for two years with a five-year charter available upon renewal.

Student Government

Officers for the Student Government are elected by the student body as a whole. Additional representatives are appointed from each Class and Society. The Student Government’s members are responsible for planning social activities throughout the school year and serving on the Student Conduct and Student Guidance Committees.

MINOR STUDENT PARENTAL WAIVER FORM

At the beginning of the school year, resident students under 18 years of age will be given a permission form to be filled out and signed by their parents. This form *must be* kept on file in the Student Services Department.

VISITING OFF CAMPUS REGULATIONS

The University requires that EACH resident and commuter student adhere to the following visiting regulations:

1. To visit a single person of the opposite gender living with parents.
 - a. Prior to the visit, obtain a written invitation from the hosts.
 - b. If the host family so desires, a blanket invitation may be offered for the period of one semester.
2. To visit a single person of the opposite gender not living with parents.
 - a. Prior to each visit, obtain permission from the appropriate Dean.
 - b. An approved chaperone must be present at all times while visiting the residence.

COUPLES AND DATING

PIU's stance on human sexuality and marriage is found in the Points of Conviction on Page Eight of this handbook.

The following are the guidelines for dating and expressions of affection for PIU undergraduate students:

- **DATING:** In keeping with the design of God and the commands of Scripture concerning sexual purity, students are required to maintain irreproachable behavior in sexual matters and to avoid situations that would unduly tempt them to compromise moral standards (Ex. 20:14; Mt. 5:27-32; 1 Cor. 6:9-20; Eph. 5:3; 1 Thes. 4:3-8; 1 Tim. 2:9-10; 5:1-2; 2 Tim. 2:22; Heb. 13:4). Couples should avoid being alone together in any place of residence or private area. Any sexual misconduct, including, but not limited to, adultery, homosexuality (including any same-sex physical expression of romantic affection), any form of premarital sex, indecent exposure, sexual harassment, use of sexually explicit materials for sexual gratification, and sexual abuse of children, is forbidden.
- **EXPRESSIONS OF AFFECTION:** Hugs are to be appropriate as between brothers and sisters. Individuals involved in casual dating are to refrain from all expressions of physical affection on and off campus except for brief hugs.
 - Couples who have committed to date each other with a focus on the possibility of engagement and marriage should be prudent and intentional in establishing boundaries in regard to physical expressions of romantic affection. These couples are to refrain from all expressions of physical affection on and off campus except for hugs as noted above, holding hands, and a brief kiss. In addition, we strongly encourage such couples to establish accountability relationships with mature believers.
 - Engaged couples are also to be prudent in setting appropriate boundaries to maintain purity and a godly example. Here again, we strongly encourage the establishment of accountability relationships with mature believers. Expressions of affection on and off campus are to be limited to appropriate hugs, holding hands, and brief kisses.
 - Out of sensitivity to our unmarried students and campus atmosphere, married students should be exemplary models of appropriate public physical expressions of romantic affection.

FACULTY/STAFF—STUDENT DATING

Dating relationships between faculty/staff and students are not permitted without expressed written administrative permission. Faculty members must, in writing, seek permission from the University Provost and staff members must, in writing, seek permission from the University Executive VP. Additionally, faculty/staff members are encouraged to use discretion in this area. Any issues in this area should be directed to the appropriate administrator.

GENERAL STUDENT GUIDELINES

DEAN'S BULLETIN BOARDS

Students should check the Deans' bulletin board in Deeds Hall daily for information such as ministry and job opportunities and housing information.

CAFETERIA POLICIES

- Meals for resident students are included in the required room and board fee. Fees for room and board may not be separated. There is no reduction in the board fee for meals not taken.
- Non-residential students must pay for each meal and/or beverage taken, regardless of the size of the meal. There are no exceptions.
- If students have special dietary requirements, they should consult with a dietician or kitchen manager that is available.
- Bag lunches are provided to resident students who must miss a meal because of work.
- Students who miss a meal due to illness can notify their RA who will then bring their meal to them.
- Cafeteria property is not to be taken out of the cafeteria for any reason. No food items other than that which is intended to be carry out may not be taken from the cafeteria to be eaten later. Misconduct in the cafeteria will result in discipline referral.
- Only cafeteria student workers on duty in the cafeteria are allowed in the kitchen or behind the serving line.

COMPUTER SERVICES

As a service to all faculty, staff, and students, Piedmont provides computer access through the PIU net. With this privilege comes the responsibility to appropriately use this service and to follow all guidelines. Students are assigned a username which enables them to utilize the PIU net. Sharing of usernames and passwords is not allowed. If an individual abuses any service of the PIU net, the University reserves the right to withdraw the computer service privileges of that person. Students may also face additional disciplinary action.

Electronic Mail (email)

All PIU students are provided a university email and required to use this email for university business. Student email addresses are not to be considered permanent and are deleted within 30 days of the student withdrawing or graduating. Emails should not be used for private promotion and/or enterprise.

Students may access their PIU email from any Internet browser by locating the **"MyPIU"** link at the bottom of the university's home page at www.PiedmontU.edu. Email must be checked daily. All Internet email sent from PIU shows the name of the University in the domain name (PiedmontU.edu), so each person should be careful that what is written is both honoring to God and in harmony with the spirit of student life here at PIU.

When sending email, proper etiquette should be used. The content of the message and the person to whom it will be sent should be considered. Additionally, email occasionally may be wrongly delivered, or forwarded by the recipient, so someone other than the intended recipient may receive the message.

Email at PIU is not entirely private. The Administration reserves the right to inspect email and email logs for the purpose of troubleshooting and for suspected abuse of email.

Internet Access

In order to access the Internet from a PIU computer, students must log on to the network using their username and password. All users of the Internet should remember that they are entering a global community and any actions taken will reflect upon the University. The University reserves the right to examine all data stored in the machines operating on the PIUNet, whether university or personally owned. We reserve as a right and responsibility the ability to check all network resources to ensure all users are complying with the law. It should be understood that all communications sent and received over the PIU network must be in accord with the standards

of the University. Further, no one should use the PIUNet/Internet link to perform any act that may be construed as illegal, unethical, or immoral (gaining unauthorized access to other systems on the network, downloading pornographic materials or materials unacceptable to PIU standards, etc.). We also strongly condemn and prohibit the illegal distribution or receipt of software and media, commonly known as pirating.

Laptop Computers

Laptop computers are permissible in the classroom, but they should be used for taking notes, making presentations, and completing other activities directly connected to the class in session. All other use of laptops in the classroom is prohibited.

Recording Devices

Audio and video recording devices (including computers) should never be activated during a class session without the express permission of the professor.

Residence Hall Connections to the PIU net

Each room in the residence halls has two network connections for student computers. Current anti-virus software is required. The Technology Department reserves the right to refuse the connectivity of computers to the PIU net.

ELECTRONIC DEVICE USAGE IN THE CLASSROOM

The use of electronic devices, including cell phones, in the classroom is left to the discretion of the professor. Misuse of such a device within the classroom could result in disciplinary referral.

SOCIAL MEDIA: GUIDELINES FOR PERSONAL USE OF

All communication from members of the PIU community, whether in-person or online, is to reflect the biblical principle that people are created in the image of God and should be treated with kindness, dignity, and respect. Interactions should be marked by honesty and grace, as we express our values through our love for one another.*

In balancing our freedom of expression and responsibilities as a member of the PIU community, faculty, staff and public representatives of the college are encouraged to refrain from posting or making public content that may be in conflict with PIU's heritage, educational mission, and values in email, social media, or other public forums (recognizing that all online communication is considered public).

Examples of inappropriate content may include, but are not limited to: that which a reasonable person of the Christian faith would find lewd or offensive, incites fear or violence, advocates for a belief or activity that is either illegal or incongruent with college values, has the purpose or effect of humiliating others, exposes confidential information, or infringes upon the intellectual property of others.

Students, faculty, and staff are responsible for the content published on social media, blogs, wikis, or any other form of user-generated content. While PIU does not monitor personal content posted to social media sites, all posted content is subject to review and may result in disciplinary action per the Student Handbook if determined to be inappropriate. Even when using your personal social media accounts, your online presence and conduct is to reflect our mission as an institution of biblical higher education existing for the transformational development of students into leaders prepared to serve God in the Church, the workplace, and the world.

* Ro. 12:9-10; 1 Cor. 1:10, 13:4-8; Eph. 4:1-6; 1 Pet. 3:8-12

EMPLOYMENT

Students may accept employment at an establishment that serves alcohol as part of the meal; however, students are not permitted to serve the alcoholic beverages. Working at an establishment that exclusively sells alcoholic beverages and/or sells pornographic items is prohibited. The place and hours of employment are subject to the approval of PIU. If students need regular work which prevents them from being in the residence hall at the required time, they must obtain permission from their respective Dean.

ENTERTAINMENT AND MEDIA

PIU entrusts certain life choices to students desiring that they learn to follow both biblical commands and prohibitions and to apply biblical principles in all areas of life. Scriptural principles that should be considered when making media and entertainment choices include the following:

- **Bringing glory to God is the ultimate purpose of every believer.** “So, whether you eat or drink, or whatever you do, do all to the glory of God.” I Corinthians 10:31 (ESV)
- **Holiness in act and thought is a scriptural mandate.** “...but as he who called you is holy, you also be holy in all your conduct, since it is written, “You shall be holy, for I am holy.” I Peter 1:15-16 (ESV)
- **Separation from evil, immorality, violence, and worldliness is crucial to pleasing God and bearing witness.** “I will not set before my eyes anything that is worthless. I hate the work of those who fall away; it shall not cling to me.” Psalm 101:3 (ESV). “Do not love the world or the things in the world. If anyone loves the world, the love of the Father is not in him.” I John 2:15 (ESV)
- **Responsible choices and deference to others are measures of our spiritual maturity.** “But put on the Lord Jesus Christ, and make no provision for the flesh, to gratify its desires.” Romans 13:14 (ESV). “Therefore let us not pass judgment on one another any longer, but rather decide never to put a stumbling or hindrance in the way of a brother.” Romans 14:13 (ESV)
- **The giving of our hearts and minds to the best things is foundational to a mature, fruitful Christian life.** “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” Philippians 4:8 (ESV)

While this policy recognizes the importance of each individual making godly choices, the following guidelines exist to provide an atmosphere that promotes academic excellence and spiritual maturity.

A. Television, Movies, and Computer/Video Games

1. TVs are provided in common areas on campus.
2. Students must refrain from watching or attending movies with R, NC-17 or X ratings. No matter the rating, students should avoid any media (computer or video games, movies, literature, etc.) that is characterized by nudity, sexual themes, profane language, or excessive violence. If a student believes that a movie could be an exception to this rule for its historical or biblical value, he/she may petition Student Services for permission to view this media.
3. Video games with ratings of “A” and “RP” may not be used by students. Additionally, “M” rated games should be avoided if they have descriptors indicating any sexual content, alcohol/drug content, and/or profane language.
4. To evaluate movies in advance consider using a web site such as www.screenit.com or www.pluggedinonline.com

B. Music

1. God’s Word does not address specific musical styles. This omission is reflected in the diversity that has always existed among believers. Many of our musical preferences result from individual personality, background, training, and cultural differences.
2. While PIU allows consideration for individual preferences, it also attempts to develop in students an appreciation and respect for the University’s rich musical heritage. As a unique community of believers, Piedmont International University provides campus music guidelines for two categories of music: public and private.

C. Music - Public

1. Refers to any music played in the public areas on campus such as The DEN, Pope Activities Center, residence hall lounges, cafeteria, and other common areas as well as music played at university sponsored events.
2. Student Services makes the final decision regarding selection and use of any music in a public setting with the exceptions of the chapel program including special services (under the oversight of the President) and both the programs and ministries directed by the Division of Music.
3. Moderation will be exercised in all public music selections with consideration given to Piedmont’s conservative history.

4. The following statements should guide evaluation of public music for Piedmont International University:
 - a. Selections should conform to a biblical philosophy and should be theologically accurate.
 - b. The music, lyrics, and performance should demonstrate excellence and not mimic that which is evil in the culture.
 - c. The music should be designed to complement the message.
 - d. The selection should be appropriate for its designated use.
5. All student-initiated music performed at university functions (class and student sponsored socials, chapel skits, and announcements, etc.) must be cleared in advance by Student Services.

D. Music - Private

1. Refers to any music played in residence hall rooms, on headphones, in cars on or around campus, etc.
2. Even though personal in nature, students should still exercise both spiritual maturity and deference to others in their choices. These guidelines have been established for private music:
 - a. Music played in the residence hall rooms should be played softly so as not to be heard outside the closed room door. Additionally, music played in cars should not be heard outside the vehicles.
 - b. Music with distinctively Christian lyrics is allowed. Discretion should be used with music that does not contain Christian lyrics and should be limited to selections that do not promote anti-Christian philosophies or behaviors.
3. While students are enrolled, they are expected to attend only off-campus concerts that meet the criteria above. Students should seek the counsel of Student Services personnel before purchasing tickets to events that may be questionable.
4. In the residence halls, students are not permitted to practice musical instruments at any time unless the instrument is used with headphones.
5. Practice rooms are available on campus. Voice practice should also be done in the provided music facilities.
6. Guitars may be played recreationally provided they are played quietly and that the noise guidelines are followed.
7. At the request of the RA, students may play musical instruments to accompany singing for floor devotions and other approved group activities in the residence halls.

FINANCES

Students are discouraged from opening charge accounts, purchasing articles on the installment plan, incurring unnecessary debts, or borrowing money from other students or local residents. Additionally, students should exercise extreme caution in giving out personal information.

HONOR STUDENT STATUS

Students who demonstrate maturity in their university life qualify for Honor Student status. Special privileges will be granted to qualified sophomores, juniors, and seniors who submit a formal application to Student Services at the beginning of each semester. Students will be advised by Student Services via email concerning the application process.

Qualifications

1. Students must have been enrolled on PIU main campus for at least one semester before applying for Honor Student status.
2. Students must have reached at least the academic standard of sophomore status.
3. Students must be enrolled as a full-time main campus student unless fewer than twelve hours remain on their academic programs.
4. High Point University classes are considered part of the PIU credit hour count.
5. Student teachers are considered full-time students and eligible for honor status.
6. The applicant must demonstrate academic excellence by maintaining a cumulative GPA of at least 3.3 for coursework completed at Piedmont.
7. The applicant must demonstrate character by maintaining a record of integrity. The applicant may

- have accumulated no more than 20 points during the previous semester and of that amount no more than 10 points accrued due to unexcused absences from either chapel or required events.
8. The applicant must demonstrate a commitment to Christian ministry by maintaining an excellent Christian Service record. The applicant must have fulfilled the University's requirements for church attendance and reporting as well as participation in organized Christian Service activities.

Privileges

1. First Year Honors:
 - a. 10 Bruins Bucks per semester.
 - b. Exam pass for one on campus class per semester on honors.
2. Second Year Honors;
 - a. 10 Bruins Bucks.
 - b. Exam pass for one class per semester on honors per semester.
 - c. Commuters – \$4.00 lunch in the cafeteria.
 - d. One "Free Undergraduate Summer Course" certificate per academic year for the immediate summer following the academic year of honors.
3. Third Year Honors:
 - a. 25 Bruins Bucks per semester.
 - b. Exam pass for one class per semester on honors.
 - c. Extra week of cuts.
 - d. Commuters – \$2.50 lunch in the cafeteria.
 - e. One "Free Graduate Course" certificate per academic year to be used within 12 months following the academic year of honors.

Limitations

1. Honor Student status must be renewed each semester.
2. The loss of qualifications in any area will jeopardize a student's privileged status and may result in the immediate loss of privileges.
3. Honor Student status and privileges are not applicable for the summer semester.

HEALTH CARE /ILLNESS

Students requiring medical attention are referred by Student Services to area physicians, clinics, or hospital emergency rooms. Resident student should report illnesses to their RA. RAs are available to help transport an ill student to a medical professional. Students bed bound must use his/her RA to help receive meals from the cafeteria. A copy of PIU's Infectious Diseases Policy Statement may be obtained from the Student Services Department.

KEYS

Students without authorization are not permitted to have master keys or proximity cards with master access. Lock combinations, key codes, or proximity cards must never be shared or used for unauthorized purposes. A student who has a master key or proximity card without authorization will be disciplined. No student with a master key or proximity card may lend it to anyone else or use it for an unauthorized purpose. The holder of a PIU master key must register for that key in the Student Development office.

MAIL/MAIL BOXES

Mail service is only provided for resident students. Commuter and Online student will need to continue receiving mail at their residence. Mail services for resident students are described in detail in the Resident Life section of this handbook.

LEGAL RESPONSIBILITY

PIU students are required to obey the rules of society. Students are subject to all federal, state, and local laws. Accordingly, all laws (e.g., the use of any type of fireworks, use of illegal drugs, disturbing the peace, traffic codes, etc.) are supported by PIU.

REQUIRED EVENTS

Required events are scheduled throughout the year for the purpose of fellowship and social, spiritual, and cultural development. All students are required to attend these events. No excuses will be granted for absence from a required event due to work. A doctor's note is required for an excused absence due to illness.

ATTENDANCE AT SPECIAL MEETINGS

Attendance at special meetings is compulsory and each session (speaker) missed will count as a discipline referral in the following areas: Orientation sessions, Bible Conference, and Missions Conference. Failure to attend Candlelight Carols and Artist Series will result in a discipline referral.

COMMENCEMENT

All main campus students are required to attend Commencement. Failure to attend may result in disciplinary action. Limited exceptions may be made upon written request presented to the Provost at least two weeks prior to Commencement.

SOLICITING

Soliciting, peddling, and vending of all types are prohibited on campus unless permission is obtained from the Deans.

ONLINE NON-RESIDENT STUDENTS

CHRISTIAN SERVICE FOR ONLINE STUDENTS

Christian service is a vital part of university life at Piedmont International University. As students attend their local or home church each week they are expected to be an actively involved member in the ministry. Participation by all degree seeking students is required. Each semester, all students receive information regarding Christian Service with complete details about the procedure to follow.

Online students will find a class listed each session in their student portal as CS101. This is the reporting mechanism used for Christian Service and Church Attendance. Piedmont International University operates on the honor system, trusting the honesty and integrity of each student in the reporting process. Accountability helps all of us stay honest and build exemplary habits into our lives that will glorify our Lord (1 Timothy 4:12-16) and impact the lives of people around us. For inquiries related to Christian Service, please contact Student Services.

DRESS STANDARDS WHILE ON-CAMPUS

Non-resident students should comply with PIU dress standards any time they are on the main campus, (i.e. during an on-campus module or for Commencement activities).

ONLINE COMPLAINTS, REVIEWS, GRIEVANCES, AND APPEALS

The process for Online Students that wish to express a complaint, review, grievance, or an appeal can be found in the Student Complaint Policies and Procedures section of this handbook.

STUDENT CONDUCT

The University functions as a community of believers joined together for the specific purpose of preparing men and women for Christian ministry. To realize this purpose, it is fundamental that all members of the community should be expected to adopt a biblical lifestyle. PIU is committed to maintaining a climate that is conducive to fulfilling its goals and purposes.

We realize that we are preparing our students for Christian leadership and ministry. Higher personal standards for these positions must be enhanced, developed, and internalized. For this reason, PIU desires to help students choose lifelong spiritual values, adopt Christian principles of conduct, develop a sensitivity to the conscience of the evangelical public, and uphold the integrity of a believer's testimony.

Personal responsibility is the driving force for students to dwell peacefully within the community. In order to protect the community, students that decide not to cooperate with this Handbook standards will find themselves subject to disciplinary action.

CONDUCT EXPECTATIONS

Piedmont International University realizes that our students come to us from a variety of family, cultural, and environment experiences. Because of this we understand that our students may then have varying perspectives on what is acceptable Christian behavior and conduct.

The following Conduct Expectations are provided to insure that all of PIU community have a clear understanding of campus expectations.

BIBLICAL EXPECTATIONS ON LIFESTYLES

In accordance with the University's Statement of Faith and Points of Conviction these behaviors are seen as Biblically wrong and have no place in the believer's life and therefore students are forbidden to participate in them.

ISSUES RELATED TO MORAL CONDUCT

The Bible forbids immoral behavior that includes homosexuality, adultery, abortion, bestiality, polygamy, sexual immorality, and any other deviant form of sexual behavior. Included in this deviant behavior is the possession, production, or use of pornographic pictures, literature, video, internet sites, films, or any other form not listed.

ISSUES RELATED TO INTEGRITY

The Bible tells us to live with integrity. To help us the Bible makes very clear behaviors that keep us from living a life of integrity. These behaviors are taken very serious at PIU and include stealing, lying, cheating, gossiping, backbiting, profane language, occult practices, and attitudes such as pride, lust, bitterness, harmful discrimination, jealousy, and an unforgiving spirit.

PIU SOCIAL EXPECTATIONS ON LIFESTYLES

The behaviors in this section are ones that evoke differences of opinion and acceptance based on Biblical interpretation. Although some of the behaviors listed below are accepted behaviors by some Christians, the University has deemed not acceptable and hence forbidden by the University.

ASSOCIATIONAL MEMBERSHIPS

Students cannot be involved in or with oath-bound groups, secret societies, the occult or occult practices, and/or a fraternal lodge/order.

ALCOHOL & DRUGS

Piedmont International University is a substance-free university and campus. Therefore, all use of alcohol, tobacco, e-cigarettes of any type, marijuana, or illegal drugs are prohibited on the PIU campus and/or by

PIU students. PIU is committed to a healthy, safe and secure work and educational environment free from substance abuse.

Violations of the substance abuse policy will result in disciplinary action by the University as well as subjection to federal, state and local laws. Students suspected of violating the substance abuse policy may also be subjected to drug testing. All drug testing will be in adherence to the PIU Drug Testing Policy which is available in Student Services and the Athletic Department.

SOCIAL CLUBS

Attendance is forbidden at night clubs, bars, gentlemen's clubs, and similar places with the primary purposes of serving alcohol and/or risqué behavior.

GAMBLING

Piedmont International University prohibits gambling that involves games of chance for monetary or material gain. Students that find themselves stuck in this addictive behavior are encouraged to seek help through the Student Services Department.

DANCING

Dancing is a form of human expression that crosses all cultures. The Bible provides examples of dancing as part of worship and celebration as well as examples of dancing used to promote sensuality and immoral behavior. Appropriate styles of dance can be valuable as an art form as well as expressions of celebration and worship. Unfortunately, contemporary dance is often characterized by suggestive movements and inappropriate physical contact and is associated with a worldly lifestyle.

Those who choose to participate in dance as part of an artistic program or worship service should avoid any expression of suggestive behavior. Students are permitted to use appropriate dance as part of an exercise program. Tasteful choreography may also be used as part of musical presentations on campus. No matter the form, any expression of dance should be performed in a way that is honoring to God and edifying to the believer.

WEAPONS

Students cannot possess firearms, fireworks, knives larger than the legal pocket size limit, or weapons of any kind on campus.

PROPERTY DAMAGE

If a student is found to have damaged or defaced University property, fines equal to the amount necessary to restore the property will be levied and/or a discipline referral given. If warranted the local authorities may be contacted

DISCIPLINE SYSTEM

Disciplinary action has among its purposes helping the student develop into the image of Christ, living a life that glorifies God and protecting the student from influences which are detrimental to personal growth. PIU would not be faithful in its responsibility to the student or to those who support it and look to it for godly graduates who will serve the Lord if it did not diligently seek to adhere to biblical standards. It is the desire of the Faculty and Administration that every student will accept any needed disciplinary action as from the Lord.

All disciplinary action, as described in this section, is for the purpose of requiring students to re-examine their lives and attitudes. This is in order for them to realize what is wrong and exercise the self-discipline necessary to adjust to acceptable attitudes, standards, and life at PIU.

I Peter 2:13-18 reminds us that God has established all manmade authority. Therefore, refusal to submit to the correction process may demonstrate a disposition so foreign to the PIU spirit that it is probable the student does

not belong here. Therefore, the university uses two systems of discipline to achieve these goals – A Points System and a Referral System.

POINT SYSTEM

Points are considered warnings to remind a student of unacceptable behavior until the accumulation of points becomes too high. Listed below are the infractions for which students can receive points. Unless otherwise stated, students automatically will receive the number of points designated for each infraction. Students will be notified by email when they receive points and have three business days to appeal them. A new point record is kept for each student each semester and during the summer semester for campus residents and summer school students. The Dean of Student Development reserves the right to assign additional or reduce points as needed based on facts and circumstances.

- Quiet hour infraction: 1-5 Points
- Stereo/audio equipment or music violations: 1-5 Points
- Missing Dorm devotions: 3-5 Points
- Missing In-Dorm: 3-5 Points
- Failure to sign out properly: 3-5 Points
- Failure to contact RA or Dean of extended off campus stay: 3-5 points
- Failure to register guest: 3 Points
- Dress code violation: 3-5 Points
- Inappropriate public display of affection: 3 Points
- Chapel misconduct (i.e. studying, misuse of electronic devices, sleeping, talking, slouching, etc.): 3-5 Points
- Chapel absence: 3-5 Points
- Signing into chapel and then leaving: 5 Points
- Failure to sign in to Chapel: 2 Points
- Use of profane, slanderous, sacrilegious, obscene or suggestive language: 10 Points
- Disrespectful response to faculty, staff, administration: 10 Points

PENALTIES FOR EXCESSIVE POINTS

Penalties for excessive point accumulation within one semester are as follows:

1. Students that exceed point limits will be assessed a fine as follows:
 - a. 10 points assessed: \$25 fine
 - b. 20 points assessed: \$50 fine
 - c. 30 points assessed: \$100 fine
2. After 30 points a student can be referred to the Dean of Student Development for every additional 10 points.

DISCIPLINARY COMMITTEES

1. DEAN OF STUDENT DEVELOPMENT

The Dean of Student Development will investigate general infractions of the student code of conduct. The Dean will act on discipline referrals for infractions of residence, cafeteria, and library regulations as set forth in the Student Handbook. The Dean of Student Development can choose to issue points, recommend the student to the Student Guidance Committee, or other punishment as deemed appropriate, for the infraction.

2. STUDENT GUIDANCE COMMITTEE

Serious infractions that are not listed in the point system will be heard by the Student Guidance Committee. Infractions deemed to be serious will be infractions like: cheating, lying, falsifying reports, stealing, plagiarism, immorality, fighting, or allowing a person of the opposite sex in the dorms. The Student Guidance Committee can issue points, suspend a student from classes (for no more than 5 days), suspend a student from social events (for no more than 10 days), place the student on disciplinary probation, or recommend the student to the faculty for expulsion. The committee is chaired by the Dean of Campus and Spiritual Life.

3. DISCIPLINARY PROCESS AND APPEALS

Appeals should be clearly and concisely stated, be in written form when so indicated, and substantiate the grounds for appeal. The following constitute appropriate grounds for appeal: (1) newly discovered information, (2) significant procedural irregularity which materially affected the outcome, or (3) incompatibility of the penalty issued to those consequences outlined in the applicable Student Handbook.

DISCIPLINARY PROCESS AND NON-ACADEMIC APPEALS

A non-academic disciplinary decision resulting in points or any other type of sanction may be appealed by the student. Below is process of discipline and appeal at PIU:

1. DEAN OF STUDENT DEVELOPMENT

Minor infractions that involve points or other forms of student discipline are administered by the Dean of Student Development.

2. STUDENT GUIDANCE COMMITTEE

A student may appeal a decision or sanction made by the DSD to the Student Guidance Committee. Upon written notification of the desire to appeal to the DCSL, the DCSL will schedule a committee meeting at its earliest convenience and notify the student, in writing, of the time and place of the meeting. The student will then be given the opportunity to make a verbal appeal to the Committee. The DCSL will notify the student of the Committee's decision in writing.

3. FACULTY

A student may appeal a decision made by the Student Guidance Committee by communicating in writing to the DCSL within three business days of the Student Guidance Committee decision. The faculty will either meet by way of a called meeting or choose to hear the appeal at the next regularly scheduled faculty meeting. The student will be given notice in writing of the time and location of the faculty meeting and given opportunity to address the faculty with their reason of appeal. The DCSL will notify the student of the faculty's decision in writing.

4. PRESIDENTIAL CABINET

A student may appeal a decision upheld by the faculty to the Presidential Cabinet. This appeal must be made in writing to the Chancellor within three business days of the faculty decision. The appeal must contain sufficient grounds for appeal, such as a failure in the disciplinary process, a change or update in the evidence leading to the disciplinary decision, or some other change or mitigating factor. The Chancellor will determine whether the student has sufficient grounds for appeal and respond in writing. If appeal is granted, the Chancellor will communicate the time and place of the Cabinet meeting to the student in writing. The student will be notified of the Presidential Cabinet's decision in writing by the Chancellor. The Presidential Cabinet serves as the University's final committee of appeal for all non-academic appeals. <https://www.piedmontu.edu/student-complaint>.

ACADEMIC APPEALS

An academic decision regarding grades, course attendance records, or other academic decisions may be appealed by the student. Appeals are typically granted when, and if, a sufficient reason for appeal is indicated. Below is process of academic appeal at PIU:

1. PROFESSOR

The starting point for any appeal is to direct the concern to the appropriate professor. The student should address the issue in a written appeal within one week of the infraction.

2. SCHOOL DEANS

A student may appeal a decision made by a professor to the Dean of the appropriate School. Upon written notification of the desire to appeal the professor's decision, the Dean will schedule a meeting with the student where the student will then be given the opportunity to make an appeal.

3. ACADEMIC COUNCIL

If the student wishes to appeal the decision of the Dean and/or the Academic Integrity Committee, he/she should submit a written appeal to the Academic Council through the Provost. The Academic Council is made up of the Provost, Associate Provost, Vice President of the Seminary, Director of Institutional Effectiveness, Librarian, School Deans, and a Student Services representative. The student will be given notice of the time and place of the Council meeting in writing from the Provost's office at which time the student can be heard in the case of the infraction. The student will be notified of the Academic Council's decision in writing by the Provost's office. The Academic Council serves as the University's final committee of appeal for all academic appeals.

Piedmont International University is committed to timely and fair resolution of all student complaints and provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the Student or Academic Handbooks take precedence. Procedures for filing a complaint can be found in this handbook and at www.piedmontu.edu. A complaint form for filing a formal complaint is available at www.piedmontu.edu/complaintform.

STUDENTS SEEKING HELP BY SELF-DISCLOSURE

At times a student may wish to voluntarily seek help for a personal problem which involves the violation of a university standard. Because grace is important to the Christian community, we have established the following guidelines, which apply when a student voluntarily confesses to an action of which the University has no other knowledge.

- A. Students may request counseling from a University counselor, a willing faculty member, or the Student Services Department.
- B. These individuals (faculty or staff) are neither obligated nor expected to share information about student's behavior with the Student Services Department.
- C. However, students should know in advance there may be certain situations where the behavior involved poses such a threat, or law mandates disclosure, that confidentiality may not be possible.
- D. The student must cease all involvement in the activity that is in violation of University standards. Failure to do so negates all assumptions of confidentiality and may result in student discipline.
- E. The student must take the necessary steps for restoration, as determined by the counselor or faculty member.
- F. If the Student Services Department becomes aware of student misconduct via the student, the student's voluntary act of repentance and acts of restoration will be taken into account by the Dean of Student Development, and if disciplinary steps are necessary, the Dean of Student Development may assign a penalty less severe than the penalty outlined in the Student Handbook. Any reduction in discipline must be approved by the Dean of Student Development.
- G. Going to these offices/individuals does not void an investigation or discipline that may be ongoing or that may be discovered via information received through other channels.

STUDENT-TO-STUDENT ACCOUNTABILITY

For the welfare of the entire community, it is important that each member act responsibly. This entails a concern for all members of the body. When a student is aware that another student has violated the PIU regulations, that student should approach the offender in a spirit of humility and concern. The student should then encourage the offender to confess any wrongdoing to the Lord and to the proper PIU authority, and thus seek restoration.

It is the responsibility of both students to ensure that the matter is resolved with PIU. If the student who has committed the wrong is unwilling to admit the infraction to PIU authorities, the student who has expressed concern has the responsibility to discuss the matter with one of the Student Deans (Galatians 6:1-5).

CONDUCT OF STUDENT LEADERSHIP

Student leadership is a vital and important aspect to the community at PIU. These positions help direct the student

body while building skills necessary to be leaders in life. Students that wish to be leaders on campus are held to a high standard of behavioral expectation.

Leadership positions include Resident Assistants, Student Government Association, fellowship officers, class officers, organizational officers, and/or other positions as they develop. Students in these positions must meet the following criteria:

1. The student did not have more than 20 points the prior semester.
2. The student is not on disciplinary or academic probation.
3. The student has not accumulated more than 20 points during the current semester.
4. The student has not exhibited any behavior that is not harmonious with the spirit of student life at PIU.

RESTORATION & DUE PROCESS

PIU has clearly laid out the expectations for student conduct responsibilities. Students that step outside of these expectations, whether intentional or not, will be held accountable for their actions; however, the University will work to guide the student through the restoration process.

When a student is discovered not following the expectations of the University, a student will face a discipline system of due process that will allow for a student to defend their actions and seek a process of appeal.

MAKING GOOD CHOICES (DOUBTFUL PRACTICES)

Various activities exist which might be considered doubtful practices. The following guidelines are intended to help every student make sensible spiritual decisions concerning these doubtful practices. When in doubt, the student should ask the following questions:

A. How does it affect me?

1. Would it harm my body? (I Cor. 3:16-17; 6:19-20; Rom. 12:1-2).
2. Would it cause me to think impure thoughts? (Matt. 5:28; Phil. 4:8).
3. Will it cause me to form some undesirable habit? (I Cor. 6:12).
4. Does it bind me in any way to an unbeliever? (II Cor. 6:14) Is the atmosphere good? Does it cause me to be with fellow believers or unbelievers? (James 4:4; I John 2:15-17; II Cor. 6:7).
5. Does it feed my old or new nature? (Rom. 6:6; Col. 3:9-10).
6. Is it something I would like to be doing when Christ returns? (Titus 2:12-14).

B. How does it affect others?

1. Will it cause me to be a stumbling block to another Christian? (Rom. 14:13,21; I Cor. 8:9-13).
2. Would it appear to others to be evil? (I Cor. 10:31; II Tim. 2:3-4).
3. Is my witness enhanced or hindered by it? (Phil. 2:15).

C. How does it affect the cause of Christ?

1. Does it please the Lord? (I Cor. 10:31; Rom. 14:12; II Tim. 2:3-4).
2. Does this activity assist me in keeping Christ first in my life? (Col. 1:18).
3. Can I honestly thank God for it? (Col. 3:17).
4. Will it involve a waste of God's time, money, or talents invested in me? (I Cor. 3:23; 6:19-20).
5. Does it violate any plain teaching of Scripture? (II Tim. 3:16-17).

[Adapted from David LeGrand's Christian Ethics Notes, pp. 29-30]

DRESS AND APPEARANCE

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

- **Body Piercing:** Students may be limited with any visible body piercing while officially represent PIU (academic related ministry, athletics, choir, etc.).
- **Chapel Participation:** Students who are responsible to lead people in worship and minister God's Word should dress appropriately. Questions should be directed to the Dean of Campus and Spiritual Life.
- **Classes and Chapels:** Sweats, pajamas, and lounge pants are not permitted at these times. Footwear is required in all buildings except residence halls.
- **General Information:** Clothes should be clean and modest. T-shirts should not convey inappropriate or questionable messages. Clothing is to be gender appropriate.
- **Men:** Modesty is the overriding principle of consideration. Shirts are required in the presence of women during athletics, recreation, and exercise. Men are not permitted to wear sleeveless shirts or undershirts (only) to class or Chapel. Hats and hoods are to be removed in Chapel. Our standard for male hairstyles requires that hair be neat, clean, and well-kept. Certain departments may have different requirements while students are representing PIU in an official capacity.
- **Swimsuits:** For swimming or sunbathing, tankinis or modestly cut one-piece bathing suits are required for women, noting that modesty is the expectation for all suits. Bikinis are not appropriate for women or men.
- **Women:** Modesty is the overriding principle of consideration. Specific guidelines for modesty include refraining from wearing any clothing which is low-cut, tight, see-through, or short. Shorts (with or without leggings underneath), skirts, and dresses should extend below the fingertips when standing with arms at one's side (mid-thigh).
- **Leggings:** In keeping with an expectation of modesty on campus, leggings as a form of modest attire (and all forms of athletic tights) may be worn in public. Students wearing leggings that are too tight, exposed, or indicate immodesty, will be asked to change their attire.

RESIDENCE HALL LIFE

CHECK IN/CHECK OUT PROCEDURES FOR DORMS

Dorm Check-in Procedures

At the beginning of each semester students that have registered to live in campus housing must check in with Student Services before moving into the dorm. Student Services will publish a check-in date and time. Dorms will not be available to students before the check-in date unless there are extenuating circumstances that are deemed appropriate by Student Services.

Dorm Check-out Procedures

A student will not be permitted to check out of the residence hall until the Resident Assistant has checked his/her room. All rooms must be thoroughly cleaned and all furniture must be in place at this time. Students are expected to remove all personal items from the room. There is limited storage available during the summer months for a student's personal items. Once the RA signs off on the room, the student must return his/her dorm key to the Student Services Department. The following fines are in place to ensure that proper procedure is followed:

1. Failure to check out properly: \$75
2. Key lost or not turned in: \$50
3. Dirty room: Up to \$100
4. Beds not properly assembled: \$25
5. Furniture broken or missing: \$50 + replacement cost
6. Light cover: \$25+ replacement cost
7. Mattress missing or damaged: \$25-\$300
8. Damage to walls, doors, carpet, etc. (depends on damage): \$25 plus cost of repair
9. Screens missing or damaged: \$50
10. Excessive un-cleanliness that requires service: \$50
11. Failure to remove personal belongings/furniture: \$50-\$200

DORM AVAILABILITY

The resident halls are used to house PIU students during the two academic semesters only. When the semesters are not in session the resident halls undergo maintenance and are used as guest rooms for events.

Fall and Spring Breaks:

Students may request continuous use of their rooms while keeping in mind that the cafeteria is closed and no cooking is permitted in the rooms.

Christmas Holiday Break:

During this break, the students are expected to vacate the dorm within 24 hours of the last scheduled final. Written request for exception can be directed to the Dean of Student Development. All campus services are either closed or diminished making life in the dorms difficult.

Dorm Use For Graduating Seniors

Students graduating during the fall graduation cycle will need to have their dorm rooms cleaned, inspected and emptied within three business days after the final day of the fall semester.

Students graduating during the spring graduation cycle are expected to have their dorm rooms cleaned, inspected and emptied within three business days after the graduation ceremony. Based on availability of summer dorm space, a student graduating in the spring may request to remain in the dorm through June 30, at which time the senior's dorm room must be cleaned, emptied and inspected.

BULLETIN BOARDS IN DORMS

Information boards are placed in the residence halls for the students' convenience. Students must not deface or remove material placed on the boards. The Deans' bulletin board is located in the main Deeds hallway. Please

check this board frequently. All information items posted on campus must be approved by Student Services.

BICYCLES

Resident students are allowed to store their bicycles in designated areas.

BED LINENS

Sheets are to be kept on PIU beds at all times. In addition, each student must provide a mattress pad (39 inches wide) or a mattress cover (zippered vinyl) which is to be kept on the bed at all times.

CHILDCARE IN DORMS

Students are not to do babysitting in their rooms, residence hall lounges or The Den.

INSPECTIONS AND CARE OF ROOMS

Residence rooms, in a very real sense, belong to the Lord; therefore, as good stewards, students should care for His property.

RA Weekly Inspection

A weekly inspection is conducted. The following are the requirements of weekly room inspection:

1. Beds made and room is clutter free.
2. Dresser, desks, and shelves dusted.
3. Window sills and window blinds cleaned.
4. Sink and mirror cleaned thoroughly.
5. Wastebaskets emptied.
6. Lights and electronics turned off.
7. Floor swept/mopped or vacuumed.
8. Tub and toilet cleaned.
9. Clean HVAC box and keep clutter clear of box for clean airflow around box.

Failure of weekly inspection will result in a fine of up to \$5.00 per person, payable to the Student Services Department via the appropriate Resident Assistant. Failure to pay the fine within one week will result in the fine being doubled. Five weekly room failures will result in a student having to appear before the Dean of Student Development.

Deans' Inspections

Once a month, the Deans inspect residence rooms as scheduled. The requirements of this inspection are the same as that of weekly inspection. Failure of a Dean's Inspection will result in a fine of up to \$10 per room payable to the Student Services Department via the appropriate Resident Assistant. If a student does not clean for the Deans' Inspection, the fine is \$10, and the room will then be inspected the next day. Failing to pay any fine within one week will automatically double the fine. Safety inspections can be conducted at any time based on the need.

Cleaning Equipment

Students are expected to supply disposable items such as soaps, cleansers, rags, etc. Brooms, dust pans, and wet mops for students' use are available in the cleaning closets or laundry rooms on each floor. After each use, mops should be rinsed out and placed back in the cleaning rooms so others can use them.

DORM CONDUCT

Piedmont International University encourages its students in Christian growth and maturity to develop spiritual leadership. PIU expects students to be Christian ladies and gentlemen not only in public but in the residence halls. Of course, PIU wants the residence halls to be a friendly and happy place in which to live; therefore, common courtesy and thoughtfulness are essential.

Unsafe pranks or behavior will not be tolerated since they are harmful to individuals and/or personal property. All violations of the provisions of this policy will be considered serious.

Functional fire equipment is considered essential to student safety. Tampering with fire equipment or alarms is considered a serious offense and will result in suspension for the first offense. The student will also pay for replacement or repair of any damaged equipment.

Examples of conduct which will result in a fine include, but not limited to, the following:

1. Climbing on the roof and/or walls of a building: \$10
2. Climbing out windows of buildings: \$10
3. Items left in hallway: \$10/Item
4. Tampering with another student's personal possessions (including automobiles): \$10
5. Engaging in an act that injures or tends to frighten, degrade, or disgrace a fellow student: \$10 or more.
6. Participating in excessive water fights, wrestling, roughhousing, horseplay, etc.: \$10
7. Unsafe use of combustible materials, matches, or lighters: \$100
8. Use of prohibited electrical or gas appliances: \$100
9. Possession of unauthorized keys: \$100
10. Covering Smoke Detectors: \$150

DAMAGES TO DORM

An appropriate penalty and/or fine, up to removal from housing, will be assessed for defacing, damaging, or destroying PIU property or facilities. Students will be charged for damages for which they are responsible. Damages of an undetermined origin will be charged either to a room, residence floor, or an entire residence hall unless the responsible individual is determined.

REPAIRS TO DORM ROOMS

Requests for repairs may be made through the RA. If a maintenance problem arises, such as need of repair or replacement of parts in the residence, the RA should be notified as soon as possible so that Maintenance may be properly informed of the need.

DECORATIONS IN DORM

While individuality is encouraged, the University has established some guidelines relative to health and safety, economy, care of property, privacy, and testimony. Room décor should leave no doubt that this is the room of a Christian university student. This simply means that all decorations:

- Wall hangings, posters, computer screen-savers/backgrounds, etc., are to be in harmony with the standards of the University. This includes pornographic literature; obscene, suggestive, irreverent, or sacrilegious slogans; or room decorations or other material not considered supportive of university policy.
- Only sticky-tack is permitted to be used on all dorm walls.
- Students may not paint or wallpaper their rooms. Traffic signs or traffic barricades/barrels/cones, street signs, safety lights, etc., may not be in residence hall rooms/units. (Possession of such items may constitute theft and will not be viewed as a prank.)
- Blinds may not be removed or altered in any way and must be closed after dark. Metal hangers should not be placed over doors, hinges, frames, or walls behind doors.
- Objects may not be hung on or from the ceilings in any residence hall. Electrical fixtures are not to be altered in any way.

DORM DEVOTIONS

Devotions will be held weekly on an evening selected by the RA. Floor devotions, under the leadership of the RAs, may include singing, testimonies, and a Bible devotional. Attendance is required for all residents.

RESIDENCE HALL IN-DORM HOURS

All students must be in their room at in-dorm until they are checked by either their RA/weekend RA or for 15 minutes, whichever comes first. After this, they may be out of their room according to the residence hall and quiet hour's guidelines. Failure to follow this structure will result in a discipline referral.

Any student entering the residence halls after in-dorm who does not have his/her pass key must call their RA or weekend RA to let them in. No other resident may let a student in after in-dorm. Failure to follow this policy will result in a discipline referral for the person being let in and the person letting someone in. Students are to observe the following residence hours:

- A. Monday -Thursday: 12:00 a.m. - 6:00 a.m.
- B. Friday-Sunday: 1:00 a.m. - 6:00 a.m.

ELECTRICAL APPLIANCES

The following appliances are acceptable for use in student rooms:

- A. Personal Items:
 - 1. Portable hair dryer.
 - 2. Curling iron/brush.
 - 3. Hot Rollers.
 - 4. Clothes Iron.
 - 5. Toothbrush/water pick.
 - 6. Electric Shaver/Razor.
 - 7. Lighted make-up mirror.
- B. Cooking Items:
 - 1. Small refrigerator (less than 3 cubic feet).
 - 2. Coffee pot.
 - 3. Hot pot (closed coil).
 - 4. Hot Plate (closed coil).
 - 5. George Foreman Grill (personal size).
 - 6. Popcorn popper (closed coil).
- C. Comfort Items:
 - 1. Clock.
 - 2. Portable fan.
 - 3. Radio.
 - 4. Music player.
 - 5. Small TV (less than 40").
 - 6. Sewing machine.
 - 7. Heating pad.

FOOD FOR RESIDENT STUDENTS

Meals for residence students are included in the required room and board fees. Fees for room and board may not be separated. Students may have food in their rooms but any hot food must be prepared using an approved appliance from the Electrical Appliance list. A Microwave is provided on each floor of the dorm. Microwaves are not permitted in students' rooms. Patterson Hall Residents are permitted to use the kitchenette on first floor A Wing as long as it remains clean.

FURNISHINGS IN DORM ROOMS

Each room is provided with furniture designed to meet the basic needs of residence hall living. This includes beds, mattresses, desk, chairs, chest of drawers, and closet(s). University-owned furniture or furnishings may not be removed from the room and must be used as the manufacturer intended. Furniture, other than that which is bolted down may be arranged within the room to suit personal tastes. However, all furniture must remain in the room and returned to its proper place before the student checks out at the end of the school term. Other than bunk beds, furniture may not be stacked. Beds may only be bunked/assembled in the fashion designed by the manufacturer. Very limited personal furniture is allowed and must be approved first by the RA.

SAFETY HAZARDS IN DORMS

No open flames or the burning of incense is permitted in the residence halls.

ILLNESS

Students should promptly report any illness or accident to the RA. The Deans should be notified immediately of serious emergencies such as someone going to the hospital. Students are encouraged to schedule doctor and dentist appointments after classes. They should not schedule any appointments during Chapel time. If students need medical attention, they should contact the appropriate RA or Dean. The Student Services Department will refer students to area physicians or clinics. Box meals are available to students if they are ill. Please follow cafeteria guidelines when requesting a box meal.

LAUNDRY ROOMS

Students should be considerate of others by keeping laundry rooms clean and removing clothes from the machines as soon as possible. Items left in the rooms more than two days will be placed in the lost and found, and a fine will be assessed to claim the items.

NOISE LEVELS IN DORMS

Students are expected to demonstrate consideration for others. Conversations and socializing in the hallways should be kept to a minimum. Noise that can be heard from outside the closed room door is inappropriate and should be avoided. In the residence halls, students are not permitted to practice musical instruments at any time unless the instrument is used with headphones. Practice rooms are available. Guitars may be played recreationally provided they are played quietly and that the noise guidelines are followed. At the request of the RA, students may play musical instruments to accompany singing for floor devotions and other approved group activities in the residence halls.

QUIET HOURS

Quiet hours occur one hour before in-dorm. During quiet hours, students are expected to be respectful of the fact that other students are sleeping and/or studying. Students may be in the room of another individual during quiet hours. Students may have room lights on during quiet hours. Residents must have permission from their roommate to have visitors when quiet hours begin. Students must use care to make sure they do not disturb any other resident in the dorm during quiet hours. Students will be warned only once by an RA if they fail to observe quiet hours or are excessively noisy. After one warning a student will receive points for violating quiet hours. If a second warning needs to be given by an RA, the RA may send the student back to their own room.

LOST KEYS/ID CARDS

Room Keys issued to resident students, if lost during school term, can be replaced by Student Services at a charge to the student of \$25.00 per key. ID replacement cards will be issued at a cost of \$25.00 per card.

DORM-FRONT PARKING

Parking on Laurel Street in front of the Griffith Hall reserved for resident Juniors, Seniors, and RAs. Parking on Green Street in front of Lee and Patterson Halls is reserved for female resident Juniors, Seniors, and RAs.

LOUNGES

Lounges are available in the residence halls. These lounges may be used for relaxation, studying, or informal group meetings. Lounges are closed one hour after in-dorm. Permission to use the lounge after Quiet Hours must be received from the appropriate dean no less than 12 hours in advance. Please keep these areas neat and clean at all times.

Couples should avoid any appearance of inappropriate or unbiblical behavior. Students of the opposite sex are not allowed on any other floor or any other area of the dorm except the lounge area. Students are permitted to use the Lee Hall first floor restroom located outside of the kitchen during open lounge hours. Students who fail to abide by the open lounge rules will receive a discipline referral and lounge visitation privileges will be revoked as prescribed by the Deans.

PETS

No animals, with the exception of approved service animals, are allowed on campus or in campus buildings at any time. Proper permission must be obtained through the office of Dean of Student Development. Requests for service animals must be made prior to the beginning of the semester.

RESIDENCE HOUSING REQUIREMENTS

- A. On-campus housing is available to all undergraduate students.
- B. Resident students are required to carry a minimum six-hour academic load to remain in residence.
- C. Residents who are academically suspended and enrolled in the Student Success Center may remain in residence although they may carry fewer than six academic hours.
- D. Graduating seniors may also remain in residence for their final semester and be enrolled for fewer than six hours if fewer than six hours remain on their program of study.
- E. All undergrad students have the following housing options:
 1. Students who will not be 22 years old by September 1 (fall semester) or January 15 (spring semester) of the current year are required to live in the appropriate assigned dormitory or live with parents, grandparents, or a married sibling.
 2. Students who will be at least 22 years old by September 1 (fall semester) or January 15 (spring semester) of the current year are required to live in the appropriate assigned dormitory, live off-campus independently, or live with parents, grandparents, or a married sibling.
- F. Housing waiver requests must be in writing and include the student's name, gender, age, birthday and reason(s) for the request.
- G. If a student is of eligible age and decides to move off campus during a semester or summer session, that student will receive no refund of room and board, and board privileges will not continue.

ROOM ASSIGNMENTS

All resident students are assigned to their rooms by the Student Services Department and are required to keep such accommodations for the entire semester. Any room changes must be approved by Student Services prior to switching rooms. The Student Services Department reserves the right to make any changes in roommate assignments whenever they deem such changes necessary for the wellbeing of the student or dorm life.

TELEVISIONS AND MEDIA IN DORMS

TVs are permitted in students' rooms for the purpose of video gaming systems and for movie viewing only. Students are expected to follow the TV/MOVIE/MEDIA policies set forth in the Student Handbook as they consider movies and games. Cable services are not available in the resident halls.

VISITORS IN DORMS**A. Visitors of Residents Students**

1. Members of the opposite sex are not permitted in the respective residence facilities except in the Lee lounge area during open lounge times.
2. When meeting Patterson Hall residents, men must remain outside the entrances of the residence hall or in the lounge during open lounge hours.
3. No outsiders, including non-resident students, are allowed in the residence halls without permission from Student Services.
4. All visitors to any building must obtain a guest pass and display appropriately for the duration of the visit.
5. Non-overnight guests must leave the residence halls at in-dorm time.
6. Students may have overnight guests stay in their residence rooms after registering and receiving prior approval (24 hours) from Student Services and for an advance payment of \$5.00 per night (not to exceed three nights).
7. All guests of students are expected to comply with the standards of Piedmont International University while visiting campus.
8. Residents will be held responsible for any fees unpaid by their guests.

B. Visiting Guidelines for Non- Resident Students

1. Non-resident students are not permitted in the dorms without a guest pass.
2. Non-resident students can apply for a semester pass from the appropriate Dean.
 - a. Semester Guest Passes are a privilege and should be respected as such.
 - b. Even with a semester pass the non-resident student is to be in the dorm as a guest of a resident student.
 - c. The resident student is responsible for the visiting non-resident student.
 - d. Semester pass is not for daily use but rather for occasional use to make study times easier.
 - e. Non-resident students are required to be out of the dorm before in-dorm hours, unless they have purchased an overnight pass.
 - f. Semester passes can be revoked or limited at any time if the appropriate Dean deems necessary due to abuse of privilege.
 - g. Semester passes must be renewed each semester.
3. Non-resident students are required to have prior approval to spend the night in the dorm and pre-pay the \$5.00 guest fee.

C. Visiting Guests Assigned by Admissions

1. The Admissions Department is responsible for issuing passes to prospective students and those visitors staying in guest housing.
2. A limited number of guest rooms are available at reasonable rates to friends and relatives of faculty, staff, and students.
3. Reservations for these rooms should be made in advance through Admissions.

WINDOWS OF DORM ROOMS

As a security measure, students should be sure that draperies or blinds are closed when lights are on and any time they are dressing. Heating and air-conditioning units should be turned off before windows are opened.

MAIL/MAILBOXES

Mailboxes are located in the Student Center. Each resident student is assigned a mailbox by Student Services. The number and combination of a student's mailbox are found in the student's orientation packet. Resident students must check their mail daily. Incoming mail will be distributed to student boxes daily. Packages can be picked up during regular business hours in the Student Services Department and Mailroom. Any questions regarding mail may be directed to Student Services. Stamps may be purchased in the Business Office.

SEARCH AND SEIZURE

PIU reserves the right to search students and their personal property for contraband, such as illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, property of another, etc., in violation of the University's policies, state and federal laws. This includes the right to enter and search a student's room including furnishings and personal property therein. Reasonable effort will be made to have the student who is involved present. However, the search may be conducted whether or not the student who is involved or their roommate are present.

PIU reserves the right to confiscate items or evidence where a rule or law has been broken. Students found in possession of items or evidence in violation of the University Handbook, or state and federal laws will be punished, and may be reported to local law enforcement. Violations can result in removal from housing immediately.

CAMPUS COMMUNITY & SECURITY

NON-DISCRIMINATION POLICY

Piedmont International University admits students of any race, sex, color, handicap, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the institution. In accordance with its doctrinal position, the University does not discriminate on the basis of these categories in the admission of students and in the administration of its policies and procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each year, Piedmont International University is required to give notice of the various rights to students and to the parents of dependent students, as determined by law, pursuant to the Family Educational Rights and Privacy Act (FERPA). Students and such parents have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

- A. **Right to Inspect:** You have the right to review and inspect substantially all of your educational records maintained by or at this institution.
- B. **Right to Control Disclosures:** The provisions of FERPA permit the disclosure of only limited and basic information regarding students. With the exceptions of certain records which are excluded from the application of FERPA, it is the intent of this institution to restrict the disclosure of your educational records to only those instances when your prior written consent has been obtained.
- C. **Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
- D. **Right to Complain to FERPA Office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
- E. **Right to Obtain Policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Academic Records Office, Piedmont International University, 420 S. Broad Street, Winston Salem, NC 27101

Information regarding FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

NOTIFICATION OF FAMILY

The University recognizes the concern of parents for the welfare of their sons and daughters. However, access to educational records by parents is limited to these circumstances: (a) the student is a dependent of his or her parents; or (b) the student has signed a form consenting to the release of his or her educational records. However, the University is permitted to notify parents concerning the following matters: (a) medical or psychiatric emergencies; (b) discontinuation, extended absence, or suspension/ dismissal from the University; or (c) violation of a University drug or alcohol policy.

FEDERAL CAMPUS SECURITY ACT (CLERY)

In compliance with the Federal Campus Security and Student Right-to-Know Act of 1990 and as amended in 1998, information relative to campus safety and security policies and procedures is available to all students. This information is available upon request from our Campus Security. The required reporting of certain on campus crime statistics is included. Students can also obtain a hard copy of this information from Campus Security at any time during the year. Piedmont International University also prepares an annual report on the participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. This report is done in accordance with the Equity in Athletics Disclosure Act. Both reports are available upon request by calling the Student Development Office.

TITLE IX, HARASSMENT, DISCRIMINATION, OR OTHER GRIEVANCES:

Piedmont International University provides reasonable, prompt, and appropriate measures to students concerning harassment, discrimination, and other grievances. Students who believe that they have been harassed or discriminated against have the right to file a grievance. PIU will make every effort to resolve any complaints of harassment and discrimination, with due regard for fairness and the rights of both the complainant and alleged offender, and to conduct all proceedings in the most confidential manner possible.

In accordance with Federal regulations to receive financial assistance, PIU designates the Dean of Student Development as responsible for overseeing compliance efforts and investigating any complaint of sexual harassment and discrimination. If the grievance is focus against the Dean of Student Development, students should direct their complaint to the Provost of the University.

HAZING

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a post-secondary institution. Hazing includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law.
- Any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance.
- Other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Hazing is considered a serious violation and is a criminal offense. It is the policy of Piedmont International University that such activities are not promoted nor allowed by any student, student group, or athletic team. Students who participate in activities determined to be hazing will be subject to discipline determined by the Dean of Student Development, although other legal ramifications may exist.

SEXUAL HARRASSMENT

Sexual harassment means any actual, attempted, or alleged unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature of a person by another person, or persons acting in concert, which causes mental injuries. Sexual harassment also includes the above conduct when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a condition of a person's employment, or a basis for employment decisions affecting a person;
- Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same range of disciplinary actions. Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the University's standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights.

HARRASSMENTS GRIEVANCE PROCEDURE

Grievance Resolution Procedure for Hazing, Sexual Harassment, Discrimination, or Other Grievances

If a student believes he/she has been harassed or discriminated against, or has other grievances, he/she must report the grievance to the Dean of Student Development. If the grievance is focused against the Dean of Student Development, students should direct their complaint to the Provost of the University. Students should adhere to the following guidelines when filing a grievance:

1. Written grievance must be submitted within ten business days after the initial meeting with the Dean of Student Development. Written grievances must be in writing and formatted as follows:
 - a. Give the date of alleged act or decision you are disputing.
 - b. Briefly describe the alleged act or decision.
 - c. Explain the basis for your grievance.
 - d. State the University policy, individual right, etc. which you believe has been overlooked.
 - e. Explain why you believe the act or decision being disputed is contrary to the policy, right, etc. you have stated.
 - f. Give the chronology in narrative form of all pertinent events leading up to and including the act or decision being disputed.
 - g. Describe informal attempts and discussions to resolve the conflict.
 - h. State exactly what outcome, action, or resolution you are seeking through this grievance petition.
 - i. Provide any additional information or documents you believe are relevant to your grievance.
2. Within five business days after receiving the written grievance, the complainant will be notified by the Dean of Student Development of the day and time of the meeting with the Student Guidance Committee. Persons filing a complaint will be given the opportunity to present witnesses and other evidence. Additionally, the alleged offender(s) will be given the opportunity to present his/her own witnesses and evidence.
3. Within 20 business days of the receipt of the written grievance, Dean of Student Development will notify the student of the Student Guidance Committee findings and recommendations.
4. If the complainant is not satisfied with the decision of the Student Guidance Committee, the complainant may give written notification of dissatisfaction to the Appeals Committee within five business days following notification of the findings and recommendations of the Student Guidance Committee. That notification should include:
 - a. Reason for dissatisfaction.
 - b. Any further evidence that the student believes is relevant.
 - c. Any policy, right, etc. that the student believes is still being overlooked.
 - d. State the outcome, action, or resolution that is sought.
5. The University will take necessary steps to prevent recurrence of any harassment or discrimination and correct the discriminatory effects on the complainant and others, if appropriate.

Student Complaint Policies and Procedures

Piedmont International University is committed to timely and fair resolution of all student complaints and provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the Student or Academic Handbooks take precedence. Procedures for filing a complaint and the accompanying complaint form can be found at www.piedmontu.edu.

General Principles

- Whenever possible and in a timely fashion, students should voice complaints informally with the faculty, staff, or other student/s involved.

- If the complaint cannot be resolved informally, students are encouraged to follow the formal complaint process.
- There will be no adverse effect on or retaliation against a student voicing a complaint in good faith or against any person who in good faith provides information regarding a complaint.
- A complaint form for filing a formal complaint is available at piedmontu.edu/student-complaint.

BINDING MEDIATION: Article XI of the PIU Constitution

Section 1. Submission to Mediation

Believing that lawsuits between believers are prohibited by Scripture, all members of this ministry agree to submit to binding mediation any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2. Notice of Mediation

In the event of any dispute, claim, question, or disagreement arising out of or relating to these By-Laws or any other ministry matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by mediation as described in Section 1, above, and such Procedures for Mediation as are adopted pursuant to Section 4, below.

Section 3. Limitations on Mediation Decisions

Should any dispute involve matters of discipline, the mediators shall be limited to determining whether the procedures for discipline as outlined under these By-Laws, were followed.

Should any dispute involve the removal from office of the President of the University or any ministry officer, the arbitrators shall be limited to determining whether the procedures set forth in these By-Laws were followed.

Section 4. Mediation Procedures

The selection of the mediators and the mediation process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the [Christian Conciliation Handbook](#) (complete text of the Rules is available at www.Peacemaker.net).

MISSING PERSONS

In accordance with federal law which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Piedmont International University has the following policy:

1. Students will be asked to provide an emergency contact name at the beginning of each fall semester or spring semester if new midyear student. These names will be kept confidentially by the Student Services Department and the Dean of Student Development.
2. A student may be deemed missing if it is reported to appropriate university personnel (Appropriate Dean, Resident Assistant, or Campus Security) that the student has been unreachable via personal contact, telephone, e-mail or other means of electronic communication for 24 hours or more.
3. Upon determining that a resident student has been missing for 24 hours, the Dean of Student Development will contact the local law enforcement agency to file a missing person's report.
4. The Dean of Student Development will notify the contact person that has been designated by the student (this contact information will be registered confidentially).
5. If the missing student is under 18 years of age and not emancipated, Piedmont International University will

(as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

EMERGENCY PREPAREDNESS PLAN

In the event of an emergency, every precaution will be taken to protect the entire Piedmont community and to inform individuals of imminent danger. Campus Security distributes the Emergency Preparedness Plan yearly to faculty, staff, and students. This document details lockdown and evacuation procedures and provides other information useful in addressing emergency situations. The Emergency Preparedness Plan is available on the faculty and student portals.

SECURITY GUARDS

The security guards, who are often fellow students, have been instructed to protect property and personnel by observing and contacting the police. Students should give the guards respect and cooperation. Women may reach security guards to request an escort by dialing 336-714-7911 (enter Code # 81001), if no answer, call 336-714-7912.

REPORTING A CRIME

Every student must realize that we live in a society that tends to be more and more lawless. It is incumbent upon students to recognize the need to protect their own person and property as well as that of PIU at all times. No one is expected to endanger personal life for the protection of property, but each one is expected to report any crime as quickly as possible. If the seriousness of the event is sufficient to merit emergency action, dial 911 and notify the police. After the police are notified, immediately contact Security per the following procedure:

1. To report a crime taking place, call 336-714-7911 (enter Code # 81001), if no answer, call 336-714-7912.
2. To report a crime that has already occurred, notify the Dean of Student Development as soon as possible. Also notify security or Dean of Student Development if a stranger is observed wandering around campus or in one of the residence halls. Consult the Emergency Preparedness Plan for more specific information on reporting a crime or the presence of weapons or drugs on campus.

REPORTING A FIRE

To report a fire that is an immediate danger to life and property dial 911. If you are in the structure that is involved, engage the nearest fire alarm and evacuate the building. After emergency services have been notified, immediately contact Security and Dean of Student Development. If the public fire department has been called, make certain that someone is available and visible to direct the firefighters to the place of need.

If people are trapped inside a burning building, they should avoid opening hot doors. Trapped persons should immediately crawl to the nearest exit following the directions posted at each doorway.

CAMPUS ACCESS

Since public streets cross through the campus, non-PIU persons can walk through the campus at will. University personnel are not free to challenge the presence of such individuals on the public streets or sidewalks. However, PIU personnel and students should be very alert to avoid accommodating any attempt by unauthorized persons to enter any buildings owned by PIU.

CAMPUS LAW ENFORCEMENT

The Security Department is accountable for observing and reporting violations. When the security personnel guards are on duty, they are active in protecting the campus from intruders. Campus Security can be reached at 336-714-7911 (enter Code # 81001), if no answer call 336-714-7912. The security guards and/or police will respond to any security need at night. Please follow the campus security policy.

CAMPUS MASS NOTIFICATION SYSTEM

In order to facilitate the most comprehensive system of notifying students of a campus emergency, each student who owns a text ready device are encouraged to submit their number to campus security to be entered into a Mass Notification System. All numbers will be kept confidential and will not be distributed to any third party.

VEHICLES REGISTRATION

- A. A PIU Parking Permit is required for every vehicle the student plans to bring on campus.
- B. Permits renew every July 1 and expire on June 30.
- C. Annual parking permits are \$25 per vehicle per year.
- D. A student's vehicle can easily be registered online on the University parking website.
- E. Once the vehicle is registered, your student account will be billed and the permit can be picked up in Student Services.
- F. A fine will be assessed for failure to display a PIU parking permit.
- G. To insure adequate parking facilities, each resident student may have only one vehicle on campus unless the second vehicle is a motorcycle.

CAMPUS VEHICLE GUIDELINES

- A. Having a vehicle on campus is a privilege, not a right. Students who are not willing to follow the policies regarding the use of their vehicle on campus may lose this privilege.
- B. The PIU campus is interlaced with city streets; therefore, all local parking and driving laws must be observed in addition to PIU guidelines.
- C. Traffic signs and signals, as well as directions from security officers, must be obeyed.
- D. All persons operating a motorized vehicle on any portion of the PIU campus must be a properly licensed operator covered by adequate insurance, as specified by state law, with an up-to-date registration (tag) on the vehicle.
- E. Operating a motorized vehicle in any area other than a street intended for motor vehicle is prohibited. Students must not park in aisles, across entrances, or on sidewalks.
- F. Vehicles should be parked in areas that are designated for parking.
- G. Conditions created by special occasions (athletic events, concerts, graduations, or homecoming) may require the Security Department to impose parking and traffic limitations.
- H. From 7:00 a.m. to 6:00 p.m., Monday through Friday, resident students are requested to use their respective parking lots rather than parking on the street.
- I. During regular business hours, the front row of Deeds Hall parking is reserved for Faculty and Staff.
- J. The eight spaces in front of the security building are designated for cars only.
- K. Mechanical nor repair work on automobiles is not allowed in PIU parking lots unless approved by the Dean of Student Development.
- L. Any vehicle that is on campus without a license plate may be towed off campus at the owner's expense.
- M. All accidents should be immediately reported to Security/Dean of Student Development.

TRAFFIC AND PARKING FINES

- A. All regulations are enforced 24 hours a day, 7 days a week, 365 days a year.
- B. Traffic fines will be levied onto the student's university business account and are payable in the Business Office.
- C. All fines must be paid before school records and/or paper degrees will be issued.
- D. Vehicle owner is responsible for all issued fines against parking permit of vehicle.
- E. On the local streets interlaced on campus a student could possibly be issued both a campus fine and a local law enforcement fine.
- F. Campus security will contact local law enforcement for students refusing to follow the campus traffic guidelines on the local streets.
- G. Upon being issued the third violation for the same offence within any 12-month period the fines are doubled.

Fines Listed

- | | |
|--|-----------|
| • Parking on the wrong side of the street: | \$10 Fine |
| • Parking more than 12 inches from the curb: | \$10 Fine |
| • Parking within 25 feet of an intersection: | \$10 Fine |
| • Parking driver's side to curb: | \$10 Fine |
| • Repairing vehicles on campus without permission of Student Services: | \$10 Fine |
| • Reckless driving on campus or connected streets: | \$25 Fine |

- Parking on campus without a current and properly displayed PIU parking permit: \$25 Fine+DMV SearchFee
- Parking large vehicles other than cars in front of the security building: \$25 Fine
- Double parking: \$25 Fine
- Parking in front of Bruins Den entrances/exits: \$25 Fine
- Parking in a No Parking Zone: \$25 Fine
- Parking in reserved spaces during regular University working hours: \$50 Fine
- Parking within 25 feet of a fire hydrant: \$50 Fine
- Parking in handicapped spaces without handicap permit: \$50 Fine

Inoperable vehicles on campus for more than 30 days will be towed at owner's expense. Abandoned vehicles on campus for more than 30 days will be sold as salvage.

CAMPUS OWNED VEHICLES

Any student desiring to operate PIU vehicles for any reason must meet insurance requirements and have approval from the Dean of Student Development. Applications for this approval are available from the Student Development office. Only representatives of student organizations recognized as official by the Dean of Student Development may be permitted to use University vehicles. Such vehicles may only be used for ministries of PIU.

WEAPONS

No PIU student, staff or faculty is permitted to have firearms, knives larger than the legal pocket size limit, fireworks, or weapons of any kind on campus. The only exception will be for state-certified law enforcement officers.

2019-2020 SIGNATURE PAGE

I acknowledge that I have read the Student Handbook of Piedmont International University pertaining to the 2019-2020 school year. As a student of Piedmont, I agree to follow and abide by the written guidelines of Piedmont International University, to strengthen and uphold the Christian ideals of this institution, and to conduct myself at all times as a lady or gentleman according to Christian ethics to the end that "in all things He might have the preeminence."

Also, by signing below, I give Piedmont International University the absolute and irrevocable right and permission, with respect to the photographs, film, or tape (including audio) that Piedmont has taken of me during my studies at Piedmont, to use the same for illustration, promotion, advertising, trade, commercial, or other business purposes.

I understand that my failure to follow the rules and regulations as stated in the Student Handbook can result in my dismissal from Piedmont.

Printed Name of Student

Signature of Student

Date

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