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GRADUATE  
STUDENT  
**HANDBOOK**

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BOB JONES  
UNIVERSITY

LEARN. LOVE. LEAD.

# Foreword

## A Letter from President Pettit

I am pleased you have chosen BJU for your graduate education. We are committed to providing you the best graduate education possible to ensure you are well-prepared to serve in whatever ministry or vocation the Lord calls you. We also are committed to equipping you as a young adult to effectively serve Jesus Christ.

You will be taught by faculty who are experts in their field and dedicated to providing you with a world-class education. Most importantly, they are eager to apply a biblical worldview to the academic discipline you are pursuing. Our faculty and staff will disciple and encourage you well beyond your academic studies, coming alongside and encouraging you spiritually and socially as well as academically. I hope you will take advantage of opportunities to spend time with them outside the classroom.

In addition, the value of the graduate school experience at BJU extends far beyond the classroom. You will have a variety of opportunities to expand your interests and grow as a person. With our liberal arts emphasis, you will enjoy an abundance of fine arts, academic-related and recreational opportunities, making your education unique and beneficial to you in a myriad of ways. With our emphasis on service, opportunities will be available continually on campus, in local ministries and in the community.

As you read this handbook, you will see that many of the guidelines are rooted in biblical commands and principles for daily living. Others are included to help thousands of students, faculty and staff study and work together effectively and efficiently on campus each day.

Please let me, or any member of the faculty and staff, know if we may be of assistance to you. We are here for you.

A handwritten signature in black ink that reads "Steve Pettit". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steve Pettit  
*President*

# A Letter from Dr. Benson

BJU offers a holistic education that is specifically designed to help students reach their highest potential for the glory of God. This educational experience extends above and beyond the classroom to include chapel meetings, Fine Arts performances, an annual Bible Conference, and other spiritual, cultural, and academic opportunities.

In addition to our students who are enrolled in graduate and post-graduate programs, there is a sector of our student body whose degree completion approach is best described as “non-traditional.” We want to provide graduate and non-traditional students the same opportunities that are afforded to traditional undergraduate students, while providing greater flexibility for graduate and non-traditional students to make discerning choices about the use of their time as they juggle the various responsibilities of life.

All students who are connected to the on-campus community through resident coursework, campus rental housing, or BJU, Inc. or BJUEG employment are to abide by the Campus Community Code of Conduct. This handbook gives guidance to both graduate and non-traditional students as they learn, love, and lead within the BJU community.

We are very glad that you are here as a student, and we want to do all we can to include you in the BJU community while not imposing on your other significant responsibilities. Please do not hesitate to let us know how we can be of help to you throughout this semester!



Alan Benson

*Vice President for Student Development & Discipleship*

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# Introduction

## Definition of a Non-Traditional Student

At BJU, a “non-traditional” student is a student who lives in off-campus housing (or a campus rental agreement) to whom one or more of the following applies:

- Is 25 or older
- Is married, has been married, or has one or more children at home
- Has completed a bachelor’s degree
- Is enrolled in 6 or fewer credits

(Note: An individual’s categorization as “non-traditional” based on enrolled credits is reevaluated each semester, since course loads vary in the process of degree completion.)

Throughout this handbook, the term “graduate student” refers, in general, to all students defined above as “non-traditional,” as well as to students living in on-campus graduate housing. Students enrolled in undergraduate programs may have additional responsibilities. This handbook will note those, where applicable, and undergraduate students are encouraged to consult the appropriate portions of the undergraduate student handbook for more information.

## Components of Student Development

Bob Jones University exists to provide a liberal arts education with a thoroughly biblical worldview that inspires students to develop lifelong habits of pursuing learning, loving and leading.

Our shared authority is the Bible, God’s inspired and sufficient Word (2 Tim. 3:14–17; 2 Pet. 1:19–21). Because God inspired the Bible, it contains no errors and can be trusted to provide infallible guidance (John 10:35). Consequently, we submit ourselves to the Bible’s instruction (Ps. 119:4), including its directions for living together in a Christian community. Therefore, our vision for student development is Word centered. It can be summarized in three words: grace, structure and virtue.

## Grace

Discipleship is the biblical process of maturing believers into Christlike servants. Christ-centered discipleship is impossible without grasping the scriptural process of sanctification. The believer's responsibility to be conformed to the image of Jesus Christ is found in the Bible's commands. Enablement to be transformed into that image is found in God's provision of grace—dynamic power to do God's will.

God graciously orchestrates this growth through “ordinary” means. The heart of discipleship is helping one another grow in the grace and knowledge of our Savior through His Word (Acts 20:32; Rom. 15:4), prayer (Eph. 6:18; Heb. 4:16) and actively participating in the life of the church (Eph. 4:15–16, 29; Heb. 10:24–25). Therefore, we aim to be a community saturated in Christ's redeeming grace to walk worthy of our calling (Eph. 4:1).

## Structure

In addition to a pervasive acknowledgment of dependence on God's grace, our educational approach has an intentional structure. Through curricular, cocurricular and extracurricular programs, we attempt to cultivate a way of life that challenges potential and points our students toward following Christ. Life skills and positive habits are nurtured through high expectations. Our primary motivation is not mere compliance with regulations but ultimately long-term spiritual success.

Part of what distinguishes our educational philosophy is lovingly holding one another accountable to fulfill our responsibilities in dependence on God. Accountability is intended to be a form of encouragement and support to obedience. Faculty and staff are involved in students' lives, and students are involved in each other's lives. The campus community pledges to help each other grow and hold each other accountable with the goal of encouraging the spiritual success of every individual on campus.

# Virtue

Structure and discipline provide protection, direction and accountability—but are not themselves the point. Our goal is student development, including intellectual, social and spiritual growth.

Christian virtue provides a portrait of this growth toward the likeness of Christ—His knowledge, values and character. The virtues we seek to develop are shaped first by Scripture and in many ways are distinctive in our contemporary context. These virtues necessarily develop in tandem, not isolation, and do so for the glory of God, the good of others and the flourishing of an individual life. They can be summarized as godliness, love, humility, integrity, diligence, purity and patience.

To summarize, we are committed to obeying our heavenly Father in response to the death and resurrection of His Son in the power of His Spirit. We affirm this commitment, recognizing that our flesh is weak and that we will often need the cleansing and forgiveness that God promises to those who confess their sins and repent (1 John 1:9). We strive to obey, not with slavish fear of a vindictive Master but with joy in the God who loved us first (1 John 4:19). Because He died for us in love, we are compelled to live for Him (2 Cor. 5:14–15).

# Graduate Student Policies

Accomplishing the educational mission of BJU requires an edifying campus atmosphere and an environment that promotes spiritual growth. Our code of conduct cannot produce Christlikeness; however, it reflects what Scripture describes as wise and virtuous and what helps mature a Christian for faithful service.

## Core Principles

### Personal Discipline

The structure at BJU encourages personal discipline. Reflecting Christ demands Spirit-empowered moderation and discipline (Gal. 5:23). No pursuit is more worthwhile than conditioning oneself for eternity (1 Cor. 9:24–27; 1 Tim. 4:7–8). This self-control entails submitting our impulses (e.g., anger) and fleshly habits (e.g., laziness) to the renewing influence of God’s Spirit.

Self-discipline also includes stewardship. In other words, reflecting Christ involves wisely using the time, talents and material possessions God gives us to His glory (Prov. 3:9).

Other evidences of self-discipline, such as punctuality, cleanliness and preparedness, are also important qualities. But Christian virtue extends well beyond initiative and responsibility. Christlikeness relates to God and others. Therefore, built on top of the need for personal discipline are several other principles that shape expectations for our educational community: loving respect, integrity and purity.

### Loving Respect

A Christian university such as BJU provides a unique setting in which to live out the blood-bought unity we enjoy in Christ. Successful community life requires a spirit of mutual humility, love and consideration.

#### Respect for Each Other

Scripture commands us to esteem others as more significant than ourselves (Phil. 2:3). Therefore, we obey God by showing sacrificial consideration for the well-being of those around us regardless of appearance, age, ethnicity, gender, ability or spiritual maturity.

This respect includes speaking the truth in love, which is not optional for believers (James 5:12). Believers converse in ways that build up instead of tear down, including wholesome language that avoids profanity and euphemisms (Eph. 4:29; 5:4).

Furthermore, BJU is committed to maintaining a living, learning and working environment free of bullying. Bullying is generally defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental or written interactions. Bullying can take many forms and occur in virtually any setting, including verbal, physical, relational, and electronic through email, internet, or mobile phones.

In addition, bullying on the basis of race, color, age, sex, national or ethnic origin, protected disability or veteran status may also be a violation of the [BJU Discrimination and Harassment Policy](#).

## Respect for Authority

Reflecting Christ entails walking in humility and choosing to submit to others (1 Pet. 5:5). God's written authority, the Bible, teaches that He also exercises authority through several kinds of human leadership. The primary biblical authority structures are the family (Eph. 5:22–33; Deut. 6:7–9), government (Rom. 13:1–7) and church (Acts 20:28; Heb. 13:7, 17).

At BJU we commit ourselves to obey the God-given authorities in our lives (Heb. 13:7, 17). We honor the regulations that pertain to us as an American institution of higher education. Furthermore, BJU supports the discipleship efforts of Bible-believing churches and Christian families, in part through providing a structured environment that promotes biblical Christian living. A student accepts BJU's authority voluntarily by signing the student covenant and indicating his or her intent to contribute to an edifying environment with a cooperative spirit and to abide by the University's policies.

## Respect for the Orthodox Beliefs of Others

The BJU Creed highlights the fundamentals of the faith. Based on these essentials, we strive to maintain unity among the student body. In the interest of this unity and in love and respect for each other, divisiveness that is the result of proselytizing based on polarizing theological interpretations is inappropriate.

## Respect for God

Ultimately, our reverence belongs to the Lord. Therefore, sacrilegious behavior of any kind—including T-shirt slogans, music, etc., that show disrespect or irreverence toward God or His Word—is inappropriate at BJU.

## Integrity

Another key principle in both this environment, and all others, is integrity. The need for integrity is rooted in one of God's core attributes—His trustworthiness (Exod. 34:6–7). The Lord is faithful in all His works (Ps. 111:7). Integrity at BJU includes principled, Spirit-enabled choices instead of deceitful, selfish behavior such as dishonesty, theft and cheating. Furthermore, because God expects us to practice justice (Micah 6:8), we value truthful relationships and ethical processes.

## Purity

Reflecting Christ also means displaying God's distinctive character in grateful response to Christ's costly redemption (1 Pet. 1:15–19). Holiness entails separation from the godless "world" system (1 John 2:15–17; Ezra 6:21) by discerning where one's culture reflects evil values. By living holy, separated lives, we publicly proclaim that only He is worth loving and following.

One of the primary ways we pursue holiness is through moral purity. In calling us to purity, God forbids viewing sexuality as a means of exploiting others (1 Thess. 4:1–8). This means honoring God's design for sex, celebrating and practicing it only within the marriage relationship between one man and one woman for a lifetime. Since what we do springs from how we think (Mark 7:20–23), this commitment also means controlling what one allows him or herself to view and read (Matt. 5:27–30) and petitioning God's Spirit to purify one's thoughts, motives and actions.

Finally, in order not to fit in comfortably with the world and to subject ourselves to the Holy Spirit's control instead of substances, our commitment to purity extends to a prohibition against the use of alcohol and illegal drugs, the abuse of prescription drugs or smoking, vaping or tobacco.

# Christian Community

## Chapel/Society

Chapel provides an opportunity to receive exhortation from God's Word and is, therefore, the highlight of our daily schedule. Chapel typically meets in FMA on Mondays, Wednesdays and Thursdays.

Graduate students who live in the residence halls attend chapel based on their credit load: Students taking 1–6 credits attend chapel once a week, those taking 7–11 credits attend twice a week, and those taking 12 or more credits attend three times a week.

Although chapel attendance is not required for commuting graduate students, they are welcome to attend.

Note: Students enrolled in the BJU Seminary are expected to attend Seminary Chapel each week that it is held.

## Church Participation

BJU is an orthodox, historic fundamentalist, non-denominational Christian liberal arts university that teaches and promotes a Biblically conservative philosophy of ministry and worship on our campus. The New Testament presentation of a maturing believer includes commitment to a local congregation of believers covenanted together around the study of the Word of God and the proclamation of the Gospel (Matt. 26:26–29; 28:18–20; Eph. 4:1–6). Faithful attendance at a local church is not only essential as a core value of a BJU education, it is essential for a lifetime of spiritual growth through providing opportunities for fellowship, learning and service.

You should worship and serve at a church which holds doctrinal beliefs and theological positions aligned with Scripture, and reflected in the [doctrinal beliefs](#), theological positions and spiritual values of BJU.

## The Lord's Day

Sunday is a day when New Testament believers gather for corporate worship as a commemoration and celebration of the resurrection. It is a day to honor the Lord by gathering with His people for worship and fellowship. Our weekday campus schedule is intentionally adjusted to encourage involvement in worship, spiritual growth, ministry and fellowship. The University does not schedule classes on Sundays and limits other types of scheduled activities. The Activity Center and ballfields remain open from noon to 10:30 pm to provide opportunities for social interaction, fellowship and physical refreshment.

## Outreach Opportunities

An important component of your graduate student experience involves serving others, advancing the Gospel and participating in your church. These years also often afford you unusual freedom and opportunity to reach beyond your comfort zone and experience exciting ways and venues for gospel advance that you may not have been able to take advantage of in your undergraduate student experience. We would encourage you to consider ways and opportunities to impact the world for Christ. If we can help you with this in any way, please feel free to stop by the Center for Global Opportunities and visit with the director and his team.

### Children's Ministries

Be careful to be above reproach in all interactions with children. All events with children should be held in public view or in a well-supervised location. At no time should any student be alone with a child, and physical contact should never be made in an inappropriate manner.

To ensure students understand how to interact with children appropriately, all students participate in Sexual Abuse Awareness Training their first year at the University. A certificate indicating successful training completion will be required by two weeks after the training class for any student working with children. In addition, students should become familiar with and follow the University's [Child Abuse, Neglect and Sexual Abuse Reporting Policy and Procedure](#). Information will be provided in the one-and-a-half-hour training at the beginning of each academic year.

### Sports Activities

Ministry groups supervising children and teens are welcome to bring them on campus to attend intramural and intercollegiate games, but BJU's recreational facilities are not available for outreach ministry activities.

# Academic Life

BJU professors teach classes from a biblical worldview and to the highest academic standards. Students are to attend each class for which they are registered and are expected to apply the appropriate time and energy necessary to earn the best possible grade in each class. In addition, students are expected to respect both professors and fellow students and exhibit deportment that helps create a positive learning environment in each classroom.

## Academic Resources

BJU wants all students to achieve their highest academic potential and makes faculty and academic support resources available to assist each student in meeting his or her academic goals. Students, however, are ultimately responsible for their own academic success and should take the initiative to ask for assistance as needed.

### Faculty

Students needing assistance with a specific course should first seek the help of the professor. Maintaining continued contact with a professor and staying informed of one's academic status in a course is highly recommended.

### Academic advisor

Each student has an academic advisor who is knowledgeable about the major the student is pursuing and available to help the student plan his or her semester course sequence, course load and class schedule. In addition, the advisor is available to counsel students on all matters related to being a college student—including career and ministry choices as well as life issues.

### Academic Resource Center

The [Academic Resource Center](#) provides academic counseling—including counseling in how to study to succeed in college—coaching and transitional advising, opportunities to make up tests and quizzes, tutor referrals, help with individual learning challenges, and assistance with the use of instructional media and technology.

### Academic deans and registrar

Both a student's academic dean and the registrar are available to help a student explore academic options and evaluate goals in light of current academic progress. They can also help students understand GPA requirements for graduation.

## Career Services

[Career Services](#) offers students guidance and information pertaining to career/ internship opportunities, professional development and resume writing.

## Libraries

The [Mack Library](#) provides approximately 400,000 print and electronic books and periodicals, space for individual or group study and access to extensive additional resources through PASCAL (Partnership Among South Carolina Academic Libraries) and interlibrary loan.

A separate [Music Library](#) in the Gustafson Fine Arts Center provides books, scores, audio recordings, periodicals and other reference materials for researching musical works.

## Relationships in the Classroom

Students and faculty are brothers and sisters in Christ, and we expect each to treat the other with respect both in and out of the classroom.

Appropriate discourse in a reasoned fashion is part of the education process, and strong opinions informed by fact, logic, spiritual maturity and biblical insight are valued. Students are not only welcome but invited to discuss any matter with their professors in and out of class in the spirit of appropriate decorum and mutual respect.

## Academic Integrity

In their academic lives, graduate students exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

## Copyrighted Material

All original works in any media format—including but not limited to print, video or audio, as well as images or materials on the internet—are protected by copyright law, regardless of whether a specific copyright statement is attached to the media. Any duplication that does not fall within the guidelines of fair use requires permission from the publishing agent or copyright owner. Please see the BJU [copyright guidelines](#) for information regarding fair use.

## Cheating and Plagiarism

Cheating in any form is not tolerated. Because plagiarism is at times unintentional, the following information is intended to help clarify academic expectation with regard to plagiarism at BJU.

Plagiarism is the intentional or unintentional use to any degree of the ideas or words of one's source material without proper acknowledgement.

Plagiarism typically takes two forms:

### Substantial

Failure to acknowledge the use of an author's ideas or organization by footnote or identification of the source in the text of the paper. Incomplete paraphrase (mere rearrangement of syntax and substitution of synonyms for the author's words) is plagiarism.

### Verbal

Failure to acknowledge the use of an author's words by quotation marks, as well as by footnote or identification in the text.

Regardless of the source being used, all words and information from those sources must be presented accurately and acknowledged properly so that a student's integrity is not called into question and his or her testimony harmed.

### Plagiarism checking

Students should be aware that faculty members have access to software programs that allow them to check student writing for plagiarism.

Students may refer to College Writing (Ch. 5) and Companion to College English (Ch. 23) for more information regarding plagiarism and how to avoid it.

## Violations

Faculty members report alleged incidents of cheating and plagiarism to the academic integrity committee, which consists of two faculty members, two graduate student leaders and a representative of the office of the provost. This committee holds a hearing, makes a judgment and, if necessary, assigns an academic penalty. The committee gives special consideration to students who self-report a violation to their professor.

Penalties for cheating are usually academic, ranging from a zero on an assignment to being removed from and failing a course. Cheating on a final exam or multiple cheating offenses may result in disciplinary penalties up to and including suspension from the University.

A more detailed summary of the academic [integrity policy](#) is available on the intranet. A student who is dissatisfied with the committee's decision may appeal in writing to the provost.

## Class Attendance Policy

Graduate students are expected to attend all scheduled class sessions for each course in which they are enrolled, including final exams, and to arrive on time. (Undergraduate students are to abide by the Class Attendance Policy in the undergraduate handbook.) Please contact the Registrar's Office before missing a class you want to drop.

## Non-Class Required Events

Graduate students are welcome to attend, but have no attendance obligations, for the following events:

- Student Body meetings
- Living Gallery
- Concert, Opera & Drama Series programs
- Presidential Leadership Series

Tickets to Concert, Opera & Drama Series programs are available to graduate students and their spouses at no cost. Contact Programs & Productions to secure tickets.

Graduate students are required to attend opening exercises and evangelistic meetings, baccalaureate and commencement each academic year.

All classes are canceled during Bible Conference so that students can attend services. Due to the special nature of this week, graduate and non-traditional students are to attend any services that meet during a time that they would typically attend class. This year's schedule is available at [bibleconference.bju.edu](http://bibleconference.bju.edu).

Attendance at non-class activities may still be required by your academic program or employment status. (Undergraduate students living in graduate housing are to abide by the policies for Non-Class Required Events in the undergraduate handbook.)

Consult the Calendar of Events for the dates and times of these activities.

Students are to vacate the residence halls 20 minutes before Concert, Opera & Drama Series programs, all Bible Conference services and other required evening programs on campus.

## Social Life

Graduate students are expected to adhere to the moral imperative and ethical expectations clearly established in the New Testament. If a student is unclear about these, he or she may seek clarification from the Student Development & Discipleship office or from his or her academic dean.

While on campus, graduate students are asked to meet the expectations for undergraduate students regarding physical contact with those of the opposite sex.

A graduate student dating an undergraduate student under age 23 is to follow the policies stated in the undergraduate student handbook. In addition, BJU employees are not to date a student they teach/supervise.

## Entertainment, Music and Technology

Part of the graduate student experience involves making wise choices that reflect the moral and ethical guidelines set forth for believers in the New Testament. We realize that differences exist among believers, and we understand those differences often create difficulty and at times disagreement even among mature believers.

Movies/TV—Graduate students are expected to follow movie policies set forth for the BJU community by attending movie theaters only during semester breaks.

By using BJU's network and personal computing devices, each user assumes personal responsibility for his or her appropriate use and agrees to comply with BJU's policies as well as city, state and federal laws and regulations. BJU uses a content filtering system in order to restrict access to biblically offensive material on the internet. BJU reserves the right to monitor all network activity on the University's network and on all computers internally tied to it.

All students are provided network logins and email service. All of the residence halls are connected to the BJU network and provide students with access to the intranet and internet. All students are responsible for adhering to university regulations concerning the use of technology tools and services.

Social media and blogs will be a part of your academic experience as a graduate student. We expect each student to use social media responsibly and respectfully.

# Student Attire

With a desire to train graduate students to learn, love and lead, we believe that educating the whole person includes teaching appropriate attire for various occasions. Choices we make that affect our outward appearance should reflect honor for Christ and love for others evidenced by joyful submission to God's Word and showing deference to others through modest attire. This combination provides the biblical values necessary to live and lead effectively in a culture filled with sensuality.

The BJU attire policy requires modesty (drawing attention to inward beauty rather than to outward appearance, characterized by adequate coverage and suitable fit) appropriateness (understanding the setting and wearing clothing that is suitable for the context) and professionalism (displaying measurable excellence within an established set of standards). By practicing these areas within an educational setting, we are preparing our students for success in the vocations they are diligently pursuing.

When attending class, graduate students are asked to dress in business casual. Business casual for women implies a dress or a blouse/top (with sleeves or without sleeves which cover the shoulder bone) with a skirt (touching the knee or below) or dress pants.

When working on campus during academic breaks, unless the work involves some type of uniform or jeans, business casual attire is appropriate for men and women. Attire should be modest and appropriate to the workplace and role performed.

Appropriate recreational attire on campus for men includes shorts and t-shirts. For women, it includes shorts approaching the knee but no shorter than two inches above it and t-shirts with sleeves.

Men's hair and facial hair are to be natural and well-trimmed. Women's hair is to be distinctly feminine and a natural color.

# General Campus Responsibilities

## Emergency Procedures

While we strive to maintain a safe and secure environment, emergencies do happen. In the event of an emergency, the following procedures are in place. Some of this information may be tedious, but we ask everyone to read it carefully.

### Evacuation Plan

Regardless of cause, activation of a building's fire alarm system indicates an emergency and requires immediate and orderly evacuation of the building. Those who hear the warning or see a fire should begin an orderly evacuation of the building using the nearest safe stairway or door.

If you discover fire or smoke, remain calm. Carry out the following steps if it is safe to do so and if time permits:

- Upon discovery of a fire, shout "FIRE" to alert those in your area.
- Sound the alarm. Locate the fire alarm pull station nearest the location of the fire and push down on its handle. Pull stations are located at the center and ends of each floor. When activated, the fire alarm will produce a loud, high-pitched chirping sound accompanied by flashing strobe lights.
- Do not fight a fire; exit the building, closing all doors nearby to help confine the fire to the original area.
- Notify as many persons in the area as possible. At minimum shout "FIRE" as you exit.
- Call (864) 370-1800, ext. 1111, to report a fire to Public Safety as soon as it is safe to do so.
- If you become trapped in your room, hang something out of your window (a sheet, curtain, etc.) to warn firefighters that you are still in the building. Place wet towels at the bottom of the door of your room or apartment.

All persons who have evacuated a building should remain outside and at least 100 feet away from the building. If everyone is not accounted for, do not reenter the building, but notify the firefighters on the scene.

For further information or explanation, contact the Fire Safety Coordinator at ext. 5912.

## Emergency Notification

If a situation arises on or off campus that threatens the well-being of the university community or if information needs to be conveyed to the campus family immediately, such as weather cancellations, Public Safety will utilize the emergency notification system, which issues warnings to students by cell phone and campus email. Caller ID will identify the message as BJU Alert. For everyone's safety, students are to follow transmitted messages precisely. Communications or Public Safety may also communicate information via email and/or post more detailed information on the intranet or on the website for the general public. To ensure they receive notification, students are to keep their cell phone numbers up to date.

## Medical Situations

In the unlikely event that a student is advised by a health care professional or a Public Safety officer to go to the emergency room or to accept emergency medical transport to a local hospital, the related expenses for such care are the responsibility of the student.

## Weather Alerts

If the administration determines that local weather and/or road conditions warrant closing the campus or delaying the opening of classes or other campus activities on a specific day, the Communications office will communicate the delay or closing via emergency notification, email and the following local media: WYFF TV 4, WORD 106.3 FM and 1330 AM, WHNS TV 12 and WSPA TV 7. Delays/closings will be communicated as early as possible—at least by 7 a.m.

## Sharps

Students who use “sharps” (syringes with needles and lancets for finger sticks) and have a need for on-campus disposal of used sharps are to dispose of them in a labeled, approved container designed for this purpose. Upon request the Office of Environmental Health and Safety (EHS), located in the lower level of the Wade Hampton Mall near the fuel pumps, will provide the first approved sharps disposal container at no charge and will exchange each full container brought to EHS during regular business hours. Students are not to place sharps or sharps containers in the regular trash.

## Solicitation

Students, staff or campus visitors may not sell to, survey or solicit by mass email to the university community on campus.

## Surveys

Any employee, student, class or organization is to have the approval of the Office of Planning, Research and Assessment before conducting a survey of any individuals at BJU.

## Speaking for the University

Students should refer media inquiries to the Public Relations office, which can answer questions accurately and speak officially for BJU. Students are not to release information or grant interviews to the news media without first checking with the Public Relations office or being asked by that office to do so. In addition, students are not to speak for the University on social media.

## Student Vehicles

Residence hall students who bring a vehicle to the Greenville area and day students who drive to campus are to [register their vehicles](#) (including motorcycles and bicycles) with BJU's Office of Public Safety. Public Safety will issue parking tags which need to be permanently affixed to each student's vehicle. Residence hall students will be assigned a parking lot, designated by a color code, on campus property. Day students should check the [Public Safety intranet page](#) for designated day student parking areas. The student to whom a vehicle is registered is still responsible if he or she lends it to another student.

Out of consideration for the safety of the BJU community, students are to exercise caution when using personal transport products (e.g., skateboards and scooters) and registered bicycles and should limit their use to campus roadways. Due to risk of fire, students are not to use hoverboards on campus.

## Walking on Campus

Students are to use crosswalks and sidewalks and, for stewardship reasons, are not to walk on the grass, except on Palmetto Green. They should also remember that cars have the right-of-way on campus.

## Weapons and Fireworks

Per South Carolina law, students are not to possess handguns if they are under age 21. Residence hall students are to turn in all handguns, rifles and shotguns to Public Safety (ext. 5900). All handguns are to have trigger locks. In addition, students are not to bring concealed weapons to campus and are to keep martial arts weapons in their vehicles. Blades or knives kept in residence hall rooms are to be no longer than three inches. Fireworks are not to be brought to campus.

## Weddings

Since BJU is committed to students' completing their education, students may marry between semesters but not during a semester.

## Disciplinary System

We desire to have an environment that promotes your personal, spiritual and academic growth as a graduate student. Part of that process involves handling offenses properly and biblically when they arise inadvertently or intentionally. All communication, interaction, and if necessary, confrontation must be done in the spirit of meekness, with mutual respect for all the parties and with a view to restoration and spiritual growth.

Any violation of the student code of conduct will be addressed by the appropriate academic dean and/or the Student Development & Discipleship office. Any interpersonal relationship tensions should be handled first by the two parties. If reconciliation is not possible at that level, the matter should be brought to the attention of the Student Development & Discipleship office if it involves a fellow student, to the work supervisor if it involves a fellow worker, or to the academic dean if it involves a faculty or staff member.

## Disciplinary Correction

Some moral and ethical infractions rise to the level where a student's ongoing enrollment is jeopardized:

- Major moral failure, including immorality, hard-core pornography, sensual behavior or use of alcohol or drugs.
- Stealing or shoplifting.
- Committing a crime while enrolled or not disclosing a crime committed before enrollment.
- Encouraging or aiding another student in an action that results in suspension.

A student may also receive disciplinary correction, including suspension, for grievous offenses, such as immorality, that come to light from a previous semester or break.

A suspended student may not return to BJU for one full semester and is restricted from campus.

## Drugs & Alcohol

Students of any age who drink any alcoholic beverages, whether on or off campus, forfeit their privilege of enrollment as students.

BJU's policy on alcohol use by students complies with the laws of South Carolina, which prohibit the possession, consumption and serving of alcoholic beverages by and to persons less than 21 years of age. Underage students who consume alcoholic beverages in violation of South Carolina laws may face criminal penalties as well as disciplinary action.

BJU does not condone the possession, use, manufacture or distribution of illegal substances or drug paraphernalia of any kind or in any amount. Students who engage in drug activity—including the use of prescription medication in a way not intended by the prescribing doctor—forfeit their privilege of enrollment. Students who take drugs or otherwise participate in drug activity may face criminal penalties as well as disciplinary action.

Because of BJU's position on drinking alcoholic beverages and using illegal substances, students who engage in either activity during a Christmas or summer break are subject to denial of enrollment for at least the following semester.

Additional information regarding the Drug-Free Schools and Campus Policy is posted on the intranet.

Note: BJU students are responsible for notifying the vice president for Student Development & Discipleship of incidences of arrest. Students who have been arrested must agree to an interview with the vice president for Student Development & Discipleship or a designee. Students who have been arrested are subject to disciplinary suspension.

## Withdrawals

A student may be subject to involuntary administrative withdrawal under the following circumstances:

- In attitude or conduct a student does not fit the spirit of the biblical principles that guide BJU's educational philosophy and to which each student ascribes by signing the student covenant.
- A student's behavior poses a threat to the safety and well-being of others.

## Legal Violations

BJU reserves the right to alert law enforcement officials of legal violations occurring on or off campus. Claiming ignorance of the law is not a valid defense of one's violation.

# Student Rights & Resources and BJU Positions

For more information on Student Rights & Resources, Grievance Policies and Position Statements, see the Undergraduate Student Handbook.

# Appendix for Students in the Residence Halls

Living in a residence hall offers BJU graduate students many benefits—opportunities to grow spiritually, to build solid friendships, to grow in love and consideration for others from various backgrounds and cultures, and to develop and exercise leadership skills. The following guidelines for residence hall living are intended to help each student feel at home at BJU and live harmoniously in the residence halls.

## Campus Curfew

Residence hall students are asked to be in the residence hall by midnight unless working, participating in an outreach ministry or out overnight. Students who arrive back after 2 a.m. and need card access to a residence hall are to call Public Safety for a let-in (x5911).

## Cleanliness

Rooms are to be kept neat and are to be in white-glove condition and checked by the resident supervisor before students leave at the end of each semester. Residence hall staff will evaluate cleanliness during General Campus Inspection (White Glove).

## Fire Code

The following guidelines are necessary to prevent residence hall fires and to comply with the local fire code.

Items continually plugged into an electrical outlet are to be plugged directly into an outlet or a power strip that is plugged directly into an outlet, not into an extension cord. Extension cords may be used temporarily but are to be unplugged immediately after use. Power strips are to have an on/off switch and rest on a headboard, desk or shelf. They should not be in contact with bedding.

Outlet adapters (that convert two wall outlets into four or six) may be used only if they have an on/off switch or a surge protector. A power strip may be plugged into a surge protector if the adapter has an on/off switch or a reset button.

Orange outlets are for computer use only.

Food preparation appliances (except for hot pots and coffee makers) are to be used in the snack rooms of each residence hall.

Decorative lighting (e.g., Christmas lights, LED lights, rope lights) may be used between November 1 and November 24. Candles, wax warmers and incense are not to be burned or used in the residence halls.

Batteries are not to be removed from smoke detectors; fire code requires they be in working order at all times.

Lighters, containers that store flammable materials (gas cans, propane tanks, etc.), items that utilize flammable gas or liquids (gas grills, lawn mowers, chain saws, etc.) or tools that are used for yard work are not to be stored in or around the residence halls.

## Evacuation Drills

Each residence hall conducts practice evacuations every semester. At the sound of the fire alarm, evacuate the building immediately and quietly. Exit according to the evacuation plans posted in each residence hall. Students should exit quickly and remain with their residence hall until everyone has been accounted for.

## Guests

Undergraduate students may visit a room in graduate housing if at least one of the residents of that room is present.

## Housing Accommodations

Students who need a housing accommodation are to fill out a Housing Accommodations for Students with Disabilities request form as early as possible prior to the start of a semester.

## Overnights

For safety, students living in graduate housing are to notify someone in their residence hall before leaving overnight.

## Room Furnishings

We recognize that your room is in essence your home away from home. We want to do all we can within reason to help you make your room as comfortable as possible. Curtains, small bookcases, small storage chests, small chairs and computer or drafting tables may be added, along with refrigerators or thermo-electric coolers under 4.5 cubic feet. The rooms are not large enough, however, to accommodate furniture such as recliners, love seats, sofas or large tables.

Decorations may be hung on the wall with white Plasti-tak®; to protect walls, avoid using tape, nails or tacks. Students may have fish in a bowl or small tanks in their rooms; other pets are not appropriate.

## Security and Safety

While BJU is a safe campus, precautions are taken to protect the safety of individuals and ensure the security of campus property and personal possessions. Therefore, entry to the doors of residence halls is by ID card or key only, and security cameras are installed in the lobby and at the end of each floor.

# Bob Jones University **Student Covenant**

Bob Jones University believes God's Word is authoritative and sufficient for Christian faith and practice. In many areas Scripture gives clear commands which believers are to obey because of their love for their Savior. In other areas where Scripture does not give specific commands, believers are to use Spirit-guided discernment to make wise choices based on biblical principles. BJU bases its student policies on scriptural commands, biblical principles and principles that enable the university community to live together harmoniously in close proximity. Each BJU student is expected to know and adhere to these policies while enrolled as a student.

By my choice to enroll as a student in Bob Jones University I will strive to abide by all the policies in the 2020-2021 student handbook. I commit to do the following:

- Exercise a spirit of humility, love, consideration and forgiveness while living in community with fellow students, faculty and staff; help create a campus environment conducive to spiritual growth through my attitude and actions; and encourage fellow students to keep their commitment to this covenant.
- Apply myself wholeheartedly to academic studies and maintain the highest integrity standards in representing my work as my own.
- Meet prescribed class and non-class attendance requirements.
- Make spiritual growth and local church involvement high priorities.
- Guard my Christian testimony both on and off-campus, including how I
- Regard and interact with friends of the opposite gender, exercising wholesome communication and avoiding gossip and refraining from immorality or the use of alcohol or drugs.
- Honor the Lord in how I use discretionary time and select/participate in entertainment options that honor Jesus Christ and edify others. This includes using social media responsibly and avoiding sensuality on the internet or in publications.
- Dress modestly, neatly and appropriately and honor BJU's attire policy.
- Treat university property and that of fellow students with respect, and honor regulations designed to protect individual and facility safety and security.
- Engage in gospel ministry through outreach ministries and other means as opportunities arise.

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*Signature*

*Date*

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*Print Full Name*

*BJU ID*

A copy of the Student Covenant will be provided at the beginning of the academic year for each student to sign. Residence hall students are to turn in signed covenants to their supervisors and day students to the Student Development & Discipleship office. All signed covenants are to be turned in by Aug. 28 (Jan. 22 for second semester students).



BOB JONES UNIVERSITY  
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