



# **NORTHRISE UNIVERSITY**

## **STUDENT LIFE DEPARTMENT**

### **STUDENT HOUSING POLICY**

**Revised: February 2022**

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## **1.0. Introduction**

The purpose of this document is to outline guidelines that govern the student housing of Northrise University (NU). The University seeks to provide an educational environment which is maximally conducive to the learning process of students. Consistent with this philosophy, the University has requirements for on-campus residence to promote an optimum learning environment for students. Compliance with the University housing policy is a condition of enrollment. Regulations and procedures are to be developed by appropriate administrative offices to ensure that this policy is implemented.

## **2.0. Citizenship Statement**

As Scripture requires us to submit to the governing authorities, all students are expected to uphold and abide by the laws of the nation. The University recognizes that there are rare exceptions when submitting to civil authorities might conflict with the teaching of Scripture. Students must recognize, however, that in exercising civil disobedience they must be prepared to accept the civil penalty for this behavior. Such civil disobedience that results in arrest is also subject to review within the University's disciplinary procedures.

## **3.0. Residency Policy**

Northrise University is a predominantly residential campus and believes that students learn and grow in unique ways as they live together as part of a residential community of followers of Christ.

Students living in Northrise University housing are expected to be full time students. Students must be enrolled in a minimum of 15 total credits per semester in order to be considered full time. Except for students in their final semester undertaking their final year projects, any student who falls below the 15 credit level for the semester must receive written approval from Student Life to remain in Northrise University housing. Such

requests must be presented in writing for consideration. Returning students must have a GPA of 2.0 and above to qualify for on-campus accommodation.

## **4.0. Primary Contact Staff**

All activities relating to student accommodation are the responsibility of the Student Life Department. The residence halls are supervised directly by Resident Assistants (RAs). The RAs are supervised directly by Student Life Staff. The RAs coordinate administrative and community activities for the residence halls. The RAs are available to assist residents and are the first point of contact for residents. Contact details for Student Life Staff and RAs will be published on the notice board every semester. Students can also contact the Student Life Office via email; [studentlife@northrise.net](mailto:studentlife@northrise.net). In case of a time-critical emergency, RAs may contact any member of staff within easy reach; Student Life Department has to be notified thereafter.

## **5.0. Student Housing Conduct Code**

The University encourages students to grow in wisdom and responsibility by giving students freedom to act as adults within the educational community. The Student Housing Conduct Code finds its foundation in the teaching of Scripture. Both students and staff are encouraged to resolve areas of conflict at fundamental levels in a spirit of mutual respect with a desire to build up the other person as directed by Christ in Matthew 18. The Student Housing Conduct Code is designed to provide students with guidance, correction, and an opportunity to demonstrate growth in judgment and self-control. The University's goals for its disciplinary policy, as set forth in the Student Housing Conduct Code, are:

1. To encourage student maturity by providing students with an opportunity to learn from their mistakes.
2. To encourage student responsibility by holding students accountable for their own actions.

3. To encourage reconciliation between community members.
4. To enhance the educational purpose and atmosphere of the campus.
5. To enhance the atmosphere of safety and well-being on campus.

## **6.0. Unacceptable Behavior**

Behaviors whether through conduct or expression which are not civil or respectful and which breach the peace within or around the residence halls or at any residence hall related function are not permitted.

### ***6.1. Alcohol***

In order to promote both the testimony of Northrise University and a vital Christian educational atmosphere for all students and to remove a source of potential temptation or stumbling for students who may struggle with the abuse of or addiction to alcohol, alcohol will at no time be allowed on campus.

Any misuse or abuse of alcoholic beverages by students will not be tolerated and may subject the student to disciplinary action. The consumption or possession of alcoholic beverages by anyone is prohibited on campus or in university-controlled areas, in university-approved housing facilities, in vehicles, and at university-related activities. The presence of alcohol containers will be regarded as possession. Students are not allowed to attend a university function after consuming alcohol. Students who return to campus in an intoxicated state or are discovered on campus in an intoxicated state are subject to disciplinary sanctions.

### ***6.2. Arson***

Arson is knowingly setting fire to or burning property. Arson is a felony. Northrise University will not tolerate arson. Students who commit arson to university property will be dismissed from school.

### ***6.3. Detrimental Behavior***

Conduct or any action of a student, or group of students, that risks the health, safety, or welfare of the university or an individual is subject to disciplinary action.

### ***6.4. Disruptive Activities***

Disruptive acts or pranks anywhere on campus are not permitted. In addition to disciplinary sanctions, individuals involved will also be charged the cost of cleaning up and repairs to damages arising from disruptive behavior. If perpetrators cannot be identified, the cost of repairs/clean-up will be assessed to all members of the residence unit where the incident took place.

### ***6.5. Fighting***

Physically attacking another person to any degree is not tolerated. Students should not resort to physical violence to deal with situations they cannot resolve through other means. Resident Assistants and Student Life staff are available to work with the parties involved in a dispute.

### ***6.6. Gambling***

Any form of gambling is prohibited at Northrise University. This includes basketball and football "pools" where a fee is charged for participation.

As a means to remove a potential stumbling block for students who are struggling with this issue, the university utilizes filtering software to block access on the university's network to gambling and pornographic sites.

### ***6.7. Profanity***

Respect to the Lord and to each other is shown in the manner of speech we use at any given time in any given situation. Students are asked to avoid the use of written or oral profanity. The university reserves the right to impose sanctions on the use of profanity.

### ***6.8. Smoking***

The issue of smoking involves a balance between Christian freedom and personal and community responsibility. Smoking and secondary smoke are injurious to health and the expense of smoking involves poor stewardship of funds. The Christian should also be aware that smoking is offensive to many people. Smoking is not permitted anywhere on campus, in university buildings and at university functions.

### ***6.9. Soliciting***

No individual or off-campus organization may sell, solicit, or peddle anywhere on university grounds. No one may promote any commercial activity without approval from the authorities.

### ***6.10. Theft***

The University is not responsible for damaged or stolen possessions, but all thefts should be reported immediately to Student Life Office. Students are urged to keep their doors locked. The removal of any university or resident's property for personal or other use without the permission of a university official or the owner of such property is not permitted. The removal or possession of dishware, silverware, or other property from the cafeteria is considered to be theft.



### ***6.11. Unauthorized Entry***

Any unauthorized entry or assistance of such entry into a residence unit through windows or other unauthorized means is not permitted. Doors are locked and the building is secured for the safety and protection of the residents.

Accessing the computer system, accounts, or programs of the university or other persons without their specific permission is also considered unauthorized entry.

### ***6.12. Vandalism***

Any intentional acts of destruction of university property will result in the perpetrator(s) facing sanctions imposed by university and/or civil authorities.

### ***6.13. Screens and Windows***

Screens and windows are not to be removed. Charges for broken windows and screens are billed to the residents of the housing unit unless someone is identified as the person responsible for the damage.

### ***6.14. Disrespect of Authority***

Actions judged as mocking or disparaging of staff or a department imposing disciplinary sanctions for improper behavior are regarded as disrespect and lack of repentance. Students are expected to be sincere in their intent to change inappropriate behavior and attitudes and demonstrate such through future actions. Students who are found to have falsified or misrepresented information to a university official or judicial body can also be sanctioned for disrespect of authority. Further, students are also expected to respond to and obey the requests made by faculty, staff, or students who have been placed in positions of authority (e.g. Resident Assistants, Student Council Members and Campus Security Officers). Failure to do so could lead to

disciplinary action.

### ***6.15. Noise***

The hostel units are designed to be environments which are suitable for rest and study. To that end, residents are requested to monitor their own actions as not to infringe on the ability of others to sleep or study. Hours for non-quiet activity are established each year by the Resident Assistants working with students in each campus residence. Loud activities outside the approved hours are not allowed.

Audio equipment is for personal use. Consideration for others is expected. Equipment is not to be placed in windows for outdoor recreation. Excessive noise will be considered a violation of quiet hours, and students may have to forfeit their privilege of having such equipment in the room or hostel.

### ***6.16. Pornography***

As Christians in a Christian institution, we must take seriously the biblical mandate to think about whatever things are true, right, pure, lovely, and praiseworthy (Phil. 4:8). Therefore, students should only display or use videos, computer resources, materials, posters, magazines, calendars, etc., which support our Christian confession, Biblical standards, and a God-glorifying view of men, women, and creation. Please refer to "Videos, Audio Recordings, Posters and Displayed Items" for more details.

As a means to remove a potential stumbling block from students who may be struggling with this issue, the university utilizes filtering software to block access on the university's network to gambling and pornographic sites.

### **6.17. Pets**

Pets are not permitted in the residence units at any time.

## **7.0. Student Health Services**

NUCare supports the university by evaluating, treating, maintaining, and promoting optimal physical, mental, and spiritual well-being of the Northrise University student body. NUcare serves as an advocate for patient care and promotes individual empowerment to enhance healthy lifestyle choices among patients.

All resident hall members are required to undergo regular medical checkups with NUCare. This is a requirement for admission into the hostel unit. It is the responsibility of every member of the residence hall to ensure that by the end of week four (4) of the semester, they have undergone a medical checkup from NUcare. Failure to comply with this requirement may necessitate a removal from the hostel.

RAs are trained to administer First Aid treatment to students in need. It is the responsibility of the RAs to ensure that sicknesses are reported to the Campus Nurse and Student Life. As NUCare can only administer very basic health services, it is the responsibility of each member of the residence hall to arrange for their healthcare and to cover the costs thereof, for health services that are not available from NUCare or during the hours when the campus clinic is closed.

## **8.0. Housing Safety Code**

The University (Fire Safety Code) prohibits the burning of candles or incense in residence units. Please do not put yourself or others at risk by violating this policy. As a means to promote fire safety, candles and incense are not permitted in the residence units.

Flammable liquids including but not limited to lighter fluid or LP gas tanks are not permitted in student residence units.

Students tampering with the electrical switches and/or circuit breakers may cause damage, injury, loss of computer programming, etc. Such tampering is therefore prohibited and can result in disciplinary action.

Residents may not use extension cords or multi-outlet plugs to increase the number of items plugged into an outlet. Only a power strip with an internal circuit breaker may be used to plug in multiple electrical devices.

Possession and/or discharge of explosives or fireworks is not permitted anywhere on campus.

### ***8.1. Fire Alarms and Equipment***

Any tampering with, discharging of, or misusing of fire alarms and fire safety equipment is not permitted. Remember, when you remove a fire alarm or tamper with a fire extinguisher, you are endangering others, as well as yourself.

Intentionally setting off a false fire alarm will result in a fine. If the individual(s) responsible is (are) not identified, the fine will be assessed to all members of the residence hall.

Possessing or storing gasoline, fireworks and/or combustible decorations and chemicals is prohibited.

### ***8.2. Cooking***

Kitchenettes are provided in each residence hall. The person(s) using the kitchenette is expected to clean up after each use. Due to the nature of communal living and the electrical load placed on the circuitry in residence hall rooms, cooking is not allowed anywhere in the hostel unit. All boarders are required to pay for meals at the

cafeteria as part of boarding fees. Only heating up food and water in microwave ovens and kettles provided in the residence hall kitchenettes is allowed. If found cooking in the rooms or the kitchenette, students will be asked to vacate the residence.

## **9.0. Disciplinary Process**

The Student Life staff are committed to providing a safe and comfortable environment for all residents. When a resident violates one of the policies designed to ensure the safety and comfort of others, the resident will be held responsible for his/her actions through the disciplinary process. This process is designed to be fair, uphold students' rights and to be an educational process.

The discipline usually begins with an incident report. Incident reports are used by RAs to document, in writing, an incident that occurs in the residence halls. Usually these incidents are policy or regulation violations that have occurred. They are used by RAs to communicate with Student Life so that appropriate actions can be taken. When named on an incident report, the resident may be asked to talk with the Student Life staff or other Student Development staff members. If found to be responsible for the violation of a policy or regulation, the resident will be subject to disciplinary action. This action may be on an informal or formal level.

Informal disciplinary action is for some first-time violations. Informal discipline involves a one-on-one conference with an RA or Student Life staff. The purpose of this informal action is to talk with the resident for the purpose of educating them about policies, to gather information and to hold the resident accountable for his/her actions (if applicable). During this meeting the resident will be given the opportunity to explain what occurred during the alleged policy violation. If found to be responsible for the violation in question, the resident may be issued a disciplinary warning letter, required to attend an educational workshop, required to

provide community service, issued a letter of reprimand, referred for formal discipline, and/or will be subject to a combination of these sanctions.

Formal disciplinary action is for repeat offenses, multiple charges or major policy infractions. Charges will be adjudicated according to the provisions of the Code. If found responsible, the resident may be subject to suspension from the residence hall; these actions will create a formal disciplinary file which will be placed on the student's file. Failure to report for a disciplinary hearing may result in additional charges brought against the resident.

### ***9.1. Non-Compliance***

Failure to comply with sanctions imposed for improper behavior and failure to respond to requests from university officials to meet are regarded as disrespect for authority and a sign that the student does not take responsibility for his/her own behavior seriously. Non-compliance will result in a higher level of disciplinary action.

### ***9.2. Violation of Terms of Discipline***

A student placed on discipline that incurs another offense or otherwise violates the terms set forth is subject to sanctions at a higher level and may be dismissed from the university.

## **10.0. Housing Occupancy Dates**

Housing will be open for occupancy the Saturday before the Monday of class commencement for each Semester for all returning students. New Students will be allowed to check-in the dorm on the Saturday before

the week of commencement of orientation. RAs will check-in on Friday before the week of commencement of orientation.

Housing units will be closed on Saturday after the last Day of classes. When the residence halls are closed, students should make arrangements to find their own housing during holiday periods. Residents desiring to stay on campus during the break (after the housing units are closed) may only do so with written authorization from Student Life and at a fee to be determined from time to time.

### ***10.1. Check-In Procedure***

During the check-in process, residents are provided several important notices which should be read carefully. Residents will also be issued their room key at this time.

All rooms will be inspected by the student(s) and RA prior to occupancy. The condition of the room will be clearly noted on the check-in form. Residents are advised to carefully review the condition of the room as indicated on the form. A resident's signature on the check-in form indicates agreement with the condition as stated. When vacating the room, any damages or discrepancies from the original inspection will be noted and charges may be applied to the resident(s). Damage charges are added to the resident's account and must be settled before the student is admitted into the dorm for the next semester or before other fees are applied.

### ***10.2. Room Allocation***

Room and bed space allocation to the residence halls will be made by Student Life on a first come first served basis.

The University reserves the right to administratively make changes or move residents at any time for the following reasons:

- A) Maintenance issue with current room
- B) Health and Safety reasons
- C) Disciplinary Sanction, and/or
- D) Other administrative needs

### ***10.3. Check-Out Procedure***

Before leaving, all students must clean their rooms and the communal spaces of the hostel, remove all personal possessions, bring garbage and recycling to a dumpster, and schedule a check-out appointment with the Resident Assistant (RA) at least 48 hours before the proposed date of check-out. The room or hostel will be examined for cleanliness and damages. Once the room or hostel has been inspected, residents should return their room key to their RA. A replacement fee will be charged for any unreturned key. Detailed checkout instructions are provided to students at the end of the semester.

## **11.0. Resident Assistants**

The Resident Assistant is a Student Leader of Campus Living and Learning, appointed for one academic year.

The Resident Assistant, working with the Student Life Office is responsible for meeting the goals of Residential Education:

- Establish an integrated academic and residential learning experience
- Create a climate and culture within the Residential Learning Communities which are conducive to academic success
- Personalize the first year student experience
- Provide clear expectations to students regarding academic achievement



- Provide clear expectations to students regarding community standards in the Residential Learning Communities
- Encourage positive interaction among students in Residential Learning Communities and with university staff
- Create a framework for the development of life-long learning skills
- Foster the development of critical thinking skills
- Encourage and support student involvement and leadership
- Encourage responsible decision making and accountability
- Encourage healthy choices and personal well-being
- Promote safety and security within the Residential Learning Communities
- Assist the University in recruiting and retaining quality students

Current peer leaders or students undergoing peer leadership training, who are in boarding or have stayed in the dorms before, will be given an opportunity to apply for Resident and Vice Resident Assistant positions. The Student Life department will shortlist, interview and appoint Resident and Vice Resident Assistants.

## **12.0. Housekeeping**

The residents of each room will be held responsible for their room and its furnishings. This includes cleanliness, general housekeeping practices, and general appearances. Residents should not leave trash out overnight. All trash should be disposed of properly in provided dumpsters.

### ***12.1. Hostel Living***

In order that hostel living may run smoothly it is advisable that all hostel occupants meet at the start of the semester to plan the following:

1. House cleaning roster
2. Quiet hours policy
3. Schedule of regular hostel meetings

No personal belongings of any kind may be left in the building hallways. Garbage and recycling products are to be disposed of regularly in the dumpsters just outside the hostels. No garbage is to be left in the halls or entries. Garbage disposals can be used for soft edible foods only. Peelings, stringy fibrous materials, or plastic materials should not be put through the disposal. The cost of repairing abused disposals will be charged to the residents. Student Life staff may inspect hostels periodically for cleanliness and may require that residents clean the units or have them cleaned at the students' expense.

### ***12.2. Mandatory Meetings***

Student Life staff have a duty to familiarize residents with University and Housing policies, guidelines and procedures. Therefore, once a semester and when deemed necessary, a mandatory hall meeting will be held. This meeting will be an informative, yet social meeting. The mandatory hall meeting is also a great way for residents to meet and get to know one another. It also should be noted that RAs reserve the right to call mandatory meetings as deemed necessary. Weekly dorm Bible studies are also regarded as mandatory meetings. For each semester, Student Life will decide on the day and time of the weekly dorm Bible study based on the provisions of the academic calendar.

### ***12.3. Lounge Use***

Lounges are intended for the public use of all hall residents. Furniture and other furnishings located in residence hall lounges, study rooms, and other community living areas are intended for the residence hall community and may not be removed by students and moved to other locations or placed in individual resident

rooms. If students desire to move furnishings they must receive permission from the RA. Removing furnishings without permission is considered theft. Students who are found with such furnishings in their rooms will be placed on dismissal status and will be fined a fee per item and a deterrent fee. Fee rates will be determined by the university from time to time. If an item is damaged when it is moved, the student(s) responsible will be charged for repairs or replacement.

#### ***12.4. Laundry Facilities***

Laundry facilities are provided for student use outside the hostel. Northrise University is not responsible for clothing which may be removed or stolen.

#### ***12.5. Housing Care/Damage***

Because of living in proximity to each other, all residents are expected to maintain a high level of cleanliness and hygiene in their living unit. Some causes for concern would include but are not limited to a significant odor, excessive trash, or spoiling food left in the open. Students are expected to keep their living areas neat and clean. If the residents fail to comply with this requirement, the unit will be cleaned for them at their own expense. Students are responsible for damage caused by themselves and their guests anywhere on university property and will be billed accordingly. Any damage caused to a residence hall room/hostel or its furnishings is the responsibility of the residents of the room/hostel. A deterrent fee will be charged on the student for any item damaged and the student would be required to pay for the total cost of repairing. Damage to common property may be assessed to all residents if the individuals responsible are not identified. Any repair or item which needs the attention of the maintenance department should be reported to Student Life, who will then inform the maintenance department and ensure that the situation is remedied.

### **12.6. Keys**

A key for your room is issued when you move in. If you lose your key or tag or fail to return it, you will be assessed a replacement fee to be charged. Students are encouraged to lock their rooms at all times. The university is not responsible for lost, stolen, or damaged possessions. Possession and/or use of unauthorized keys will result in disciplinary sanctions. Installation on any door locks other than those provided by Maintenance and approved by such staff is prohibited. Unauthorized duplication of keys is also prohibited. Unauthorized room transfers are strictly prohibited. Residents must seek the approval of Student Life if they wish to change the room they were initially assigned to.

### **12.7. Meals**

Breakfast, lunch and supper will be served at the cafeteria. Residents are required to pay for meals as part of the boarding fees. Cooking at the dorms is strictly prohibited. The hostels are equipped with microwave ovens and electric kettles/ urns for warming up simple meals and heating up water respectively. Residents are required to bring their own utensils for use at the dorms. Residents who have allergies or medical conditions that may prevent them from eating certain foods will have to produce a medical report specifying their allergies or disallowed foods.

## **13.0. Refund Policy**

Dorm Refund will be applicable as per tuition refund policy. Students wishing to leave the dorm in the first week of the semester will be refunded 100% of their boarding fee. In the second week a student will be refunded 80% of the accommodation fee. 25% will be refunded in the third week and no refund will be given to students leaving the dorm after the 3<sup>rd</sup> week of the semester. Students who decide to apply for

accommodation or check-in past the opening date of the hostels will be required to pay the full amount of the boarding fee for the semester.

## **14.0.Leaving the Dorm**

A student wishing to leave the dorm will have to complete appropriate forms and submit to the Resident Assistants at least three (3) days before the proposed date of leaving the dorm. The RA will have to clear the student in light of communal chores and mandatory meetings, and then submit the forms to the Student Life department before the student leaves. Students wishing to leave for a period exceeding five (5) days will have to apply using ‘Student Leave Form’. This form should be completed by a student who wishes to take leave from the dormitories for a period exceeding five (5) days. The maximum number of cumulative days that a resident can be allowed to sign out of the hostel is eight (8), except in special circumstances. However, Student Life Office has the right to finally allow or disallow any student to take leave despite parental/guardian consent.

A resident who has been granted leave from the dorm will not be allowed to spend nights at the dorm during the period of leave. In a situation where a student cannot leave the dorm after they have been granted leave, the RA must clear the Student and allow the student to stay at the dorm and inform the Student Life department.

## **15.0.Student Attire**

Students should be guided by the principles of cleanliness, modesty, and propriety as they consider proper dress. Clothing which does not support our Christian confession and promote a God-glorifying view of men, women, and creation is not acceptable. Clothing which promotes the use of alcohol, controlled substances, or symbols of the occult is unacceptable.

## **16.0. Televisions**

A television set is provided for the students in the lounge of each residence hall. TVs are not permitted in the student's room. No external antennas may be used.

- The Television set shall not be used in the rooms or any other place other than the designated position.
- No other gadgets or components shall be connected to the Television system or to any other Television component. Any Television component should not be removed or disconnected from the Television system with any intention.
- No Nude or pornographic films or programs shall be viewed by any student.
- Any Television defect/malfunction shall be handled by a qualified Television repairer approved by the R.A or Relevant NU staff.
- To maintain a quiet and favorable environment for studies, the Television volume shall be kept at reasonable level at all times.

## **17.0. Videos, Audio Recordings, Posters, and Displayed Items**

Materials which are not considered to be in keeping with the goals, attitudes, and objectives of the university may be confiscated. (Students bear the financial responsibility of confiscated materials). Such items include (but are not limited to):

1. Videos that is unrated or rated other than G, PG, or PG-13/ also R-rated videos with language or visual content which focuses on profanity, immoral sexual references, promotion of violence or the occult.
2. Audio recordings that contain profanity, immoral sexual references, promotion of violence or the occult.

3. Materials depicting dressed or partially dressed persons in such a way that the individual's sexuality is accentuated.
4. Items, symbols or advertisements that promote or condone the use of alcohol or controlled substances.
5. Possession or distribution of computer-accessed programs or files with content which contains or focuses on profanity, sexual references, promotion of violence or the occult.

## **18.0. Visitation**

Northrise University believes the visitation policy can be a healthy contribution to student development. The University recognizes, however, that some students will confuse Christian liberty with sexual license. The university, therefore, firmly holds to the biblical teaching that premarital intercourse is forbidden. Further, behavior (e.g. nudity, lying in bed together) that encourages such intimacy will not be tolerated by the University. Students involved in such behavior will face disciplinary sanctions.

Except on a program sanctioned by Student Life, at no time are residence hall members allowed to be in rooms or communal spaces designated to the opposite sex. Students found in the resident halls for the opposite sex will be dismissed from university accommodation.

### ***18.1. Guests***

For security and privacy reasons, guests are not allowed inside the hostel enclosure, except by express permission of Student Life or Management.

## **19.0. Waiver of Privacy**

Student Life reserves the right to enter a student's room at any time. This may occur when a violation of policy is suspected, in an emergency, when maintenance is necessary, or for random/scheduled room inspections.

**Updated: October, 2016**