

NORTHWEST UNIVERSITY SALEM CAMPUS
UNDERGRADUATE

Student Community Handbook

2016-2017

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Community Vision

Welcome

Welcome to the 2016-2017 academic year at Northwest University Salem Campus! We will have an exciting year of growth and development. This year is full of possibility for you. We encourage you to embrace the opportunities that are available to become involved in classes and student life, apply yourself to the academic process and act on the encouragement to intentionally foster your relationship with Christ. As you embrace all God has for you this year, you will find that God's Spirit will work in you and through you in ways that you have not imagined.

You are joining a community of people who are committed to grow with you. You will find that your instructors and the campus staff and administrators sincerely want God's best for you, and want to help you succeed in your academics and your personal and spiritual development. That's part of what our campus and the University is about. As part of Northwest University, the Salem Campus is committed to fulfilling the University mission and vision, embracing this unique identity and our role in the body of Christ.

Introduction

Learning together in Christian community is both enriching and challenging. Members of this community seek to make evident the presence and work of God by His Holy Spirit in each of our lives. The Bible teaches that the fruits of the Spirit are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23a). As these characteristics take root, grow and mature, each member of this community will become more conformed to the image of Christ and guided by the Holy Spirit. As this work continues, community life will be ever more vital.

The community at Northwest University has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Jesus Christ. The privileges and responsibilities outlined in this handbook attempt to reflect biblical living. It is understood that the Christian community at large adheres to a variety of standards, opinions and interpretations of biblical principles. Because all of us come to this community with varied backgrounds, traditions, and understandings, we acknowledge that it is impossible to create a community with expectations completely acceptable to every member. Nevertheless, expectations must be specified to assure orderly community life. This does not suppose or imply that other avenues of thought are necessarily wrong, but instead attempts to define a framework for this community where mutual respect and servant hood may flourish. For some this will require the limiting of their Christian liberty out of respect for fellow students; others will be required to offer understanding and grace to those who do not share their views. In the instance of disagreement about the standards outlined here, the University retains the right of interpretation of the Community Handbook. Violations of the Community Handbook may result in disciplinary action as well as the filing of criminal charges for illegal activities.

Membership in the Northwest University community is obtained through application and invitation. As the result of an approved application, those who accept an invitation to join the community agree to live according to the principles of the community. Individuals who are invited to become members of this community but cannot, with integrity, pledge to live by the Lifestyle Standards of the community are advised not to accept the invitation but rather to seek a living-learning environment more suitable to them. It is the hope and goal of the University that, as a community of believers, we will learn to live with one another in love. *How good and pleasant it is when brothers and sisters live together in unity...For there the Lord bestows His blessing. (Psalm 133:1, 3)*

Community Handbook

The Community Handbook is published on the Northwest University website to acquaint students with the Northwest University way of life. The Handbook describes what students can expect of the University and what the University expects of students. All expectations are designed to assist students in their adventure of Carrying the Call.

When students apply for admission, they must indicate that they have made a personal commitment to Jesus Christ as Lord and Savior and that they are willing to live according to the lifestyle standards of the University community.

Northwest University students are expected to recognize their responsibility to God by careful use of their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. Questionable entertainment and all activities which diminish a person's moral sensitivity and fervent walk with God should be avoided. Being an authentic biblical Christian both on and off campus is a clear and present standard of Northwest University.

Northwest University will promote Christian citizenship through instruction, corrective confrontation, and accountability through the judicial process, when necessary for the purpose of developing and maintaining a Christ-centered environment. An acceptable citizenship record, which includes academic and financial responsibility to the University, must be maintained to qualify for enrollment, participation in student leadership offices, co-curricular activities, including all athletic and music programs, and graduation.

The University reserves the right to modify and amplify the standards and dates set forth in the Community Handbook and to use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Northwest University is committed to a policy of non-discrimination with regard to race, color, national origin, sex, age, marital status, or physical disability. Persons having questions regarding University policy of non-discrimination should contact the Dean of Student Development.

Mission Statement

Northwest University Mission Statement

We, the people of Northwest University, carry the call of God by continually building a learning community dedicated to spiritual vitality, academic excellence, and empowered engagement with human need.

Institutional Core Values & Themes

The Mission of Northwest University, a Christian university affiliated with the Assemblies of God, is derived from the following core values:

Spiritual Vitality (Heart)

- Moving together in personal relationship with Christ Jesus and knowledge of God's calling, we dedicate ourselves to Spirit-filled service.
- Practicing discipleship and worship with biblical faithfulness, we develop courage and character to meet the challenges of our world.
- Crafting a diverse, lifelong community, we recognize the intrinsic worth and dignity of each individual and facilitate friendships and networks that reach out to welcome others in love.

Academic Excellence (Head)

- Exploring all truth with scholarly excellence, we build a biblical worldview to prepare each other for service and leadership throughout the world.
- Developing moral, spiritual, intellectual, and aesthetic values through the arts and sciences, we integrate faith, learning, and life.
- Thinking critically, we aid one another in academic achievement and lifelong pursuit of knowledge, wisdom, and skills.

Empowered Engagement (Hand)

- Growing holistically, we clarify and obey individual God-given callings.
- Communicating and modeling the Gospel, we call people and communities to be reconciled to God and to each other.
- Demonstrating Spirit-inspired compassion and creativity, we meet the needs of individuals, build communities, and care for creation.

Core Theme One

- Building a caring community and enduring culture

Core Theme Two

- Developing Christian commitment and Spirit-formed lives

Core Theme Three

- Advancing academic engagement through teaching, learning and scholarly production

Core Theme Four

- Empowering people with the vision and tools to meet human need in their personal and professional lives.

Northwest University Supporting Documents

The Mission and Vision statements are supported by the Vision, Educational Philosophy, the Educational Goals, the Community Affirmation Statement, the Community Covenant, the Statement of Faith, the Reconciliation Statement, and the Seal of the University. All these documents are located in the University Academic catalog for easy reference.

Salem Campus Values and Community Belonging Statement

Salem Campus Values

The community at the Salem Campus has committed to developing these values in ourselves:

Honor – a commitment to do what is honorable, to become honorable people and an honorable community, and to fulfill our obligations and potential with honor, exhibiting the highest standards possible.

Hope – a habit of speaking and living the hope that Jesus brings, encouraging life and growth in those around us as we draw attention to our Redeemer.

Collaboration – a way of living that seeks and values the contributions of others, working together to fulfill God’s redemptive purposes in the world.

Innovation – an outlook on life and on the world that calls on the creative power of the Holy Spirit to find new solutions to human needs.

Service – an ethos of noticing and meeting needs around us through the power of the Holy Spirit.

Salem Campus Community Belonging Statement

Here, we encourage and challenge one another to serve, learn, and lead with distinction.

Through the transformative power of the Holy Spirit and the support of this community, we are becoming the honorable and innovative people God designed us to be.

We are called to collaborate with God and others to serve in His redemptive work in the world.

Student Development Purpose and Core Capacities

Student Development Department Mission Statement

Student Development provides an engaged, collaborative environment in which students participate, take ownership, and apply their learning to God’s call in their life.

Commitment to Whole-Person Development

Undergraduate students are at a life stage when they are developing a sense of individual identity, spiritual formation and vocational direction. The Student Development Division provides a variety of opportunities for students to cultivate leadership skills and to participate in service and ministry. Our hope is that as students learn to rely on God's grace for growth during their college years,

they will develop priorities and habits of the heart that will enable them to be leaders to serve the church and contribute to society as alumni.

As Student Development staff, we work together with faculty in the unified purpose of enabling Northwest students to integrate their faith, learning, and living. It is precisely Northwest University's commitment to whole-life faith integration that gives it an unparalleled ability to develop a student of premier capabilities. The Student Development office is committed to providing a campus environment, programs, and service opportunities that cultivate a sense of Christian community. Co-curricular activities encourage thought and action that reflects and complements the student's classroom experience while also striving for the campus community to model commitment to Jesus Christ and to promote habits of lifelong learning. From classroom to chapel, and from student center to residence hall room, Northwest University is committed to maturing and developing the whole human being.

Core Capacities

The Mission and Vision statements of Northwest University find expression in the following Student Development *Core Capacities* that serve as the driving force for the university living and learning environment and programs. Research suggests that students learn the most during college from direct contact with other students. Given this principle, the Division of Student Development initiates intentional programs and services that support student learning. The *Core Capacities of Intellectual Development, Spiritual Formation, Wellness, Leadership and Citizenship* serve as the overarching learning outcomes attained through the out-of-class campus experience. With these Core Capacities as a blueprint for holistic learning, the Student Development Division facilitates a proactive and comprehensive student engagement program that establishes critical connections between students, faculty, staff, and the community. The program provides opportunities for life-shaping experiences that will result in academic success, a thoughtful approach to the integration of Christian faith and society, and healthy, life-long relationships. The individual core capacities are lived out in the following ways:

INTELLECTUAL CURIOSITY

Characterized by...

**Critical Thinking
Lifelong Learning**

SPIRITUAL FORMATION

Characterized by...

**Christian Commitment
Spiritual Formed Lives**

WELLNESS

Characterized by...

**Stewardship of Time and
Resources
Identity and Community
Health**

LEADERSHIP

Characterized by...

**Transformational Leadership
Change Initiation and Management
Emotional Intelligence
Communication**

CITIZENSHIP

Characterized by...

**Cultural Competence
Social Responsibility**

Lifestyle Standards

Biblical Principles of Conduct

At Northwest University we place a great deal of importance on relationships and recognizing the need for responsible behavior. The lifestyle policy, which follows, is our description of the environment we seek to maintain. It is also your invitation to join us in a very special community experience. Should you have any questions about the contents of the lifestyle policy, please contact your Area Coordinator or other members of the Student Development professional staff.

Assumptions

- Loving God is the primary motivation for healthy and holy living.
- The Bible, as our authority, provides the essential principles for personal and community conduct.
- God, through the Holy Spirit, enables the believer to live a holy and healthy life.
- Christ came to restore relationships.

Responsibility for Relationships

For the purpose of our community we have identified the following specific expressions of love as being among the most desirable in our relationships.

Encouragement

We expect each member of the community to strive consciously to maintain positive relationships, which support, encourage, and help others.

We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up. (Romans 15:1-2)

Bearing with One Another

We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy or other personal trial. Expressions of bearing one another's burdens include comfort, consolation, and intercession. Because of our humanness, difficulties in relationships can occur. In such cases we are to respond as the Scripture states:

...clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. (Colossians 3:12, 13a)

Speaking the Truth in Love

Speaking the truth to each other in love can strengthen a community such as ours. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is acting in love, the process can produce growth.

Reconciliation, Restoration, and Restitution

Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, to

forgive one another, to restore relationships and to make restitution. II Corinthians 5:18-19 states

*...and He (Christ) gave us the ministry of reconciliation...
and He has committed to us the message of reconciliation.*

Implementing the above expressions of love in relationships requires continual effort and sensitivity to others. Relationships of this quality enrich our lives, honor God, and assist in meeting the goals of the University.

Responsibility for Attitudes and Behaviors

Biblical Expectations

Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control*. "Against such things there is no law." (*Galatians 5:22-24 NIV*). This fruit of the Spirit is to be sought, encouraged and demonstrated in our relationships. In contrast to encouraging these positive attributes of the heart, Scripture also prohibits certain attitudes which are sometimes difficult to discern, but result in behavior that hinders relationship with God and others. Certain behaviors are even expressly prohibited in Scripture and therefore are to be avoided by members of the University community.

University Expectations

Also in keeping with Biblical expectations, members of the Northwest University community voluntarily commit themselves to following campus community standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the institution. These Lifestyle standards are not set forth as absolutes or as an index of Christian spirituality, but rather as expectations of this community. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

In observance of scriptural admonitions to bring ourselves under the authority of government (Rom 9), members of the Northwest University community are expected to uphold the laws of the local community, the state of Washington and the federal government. Behavior resulting in civil arrest on or off campus is subject to review within the University's judicial procedures.

Building on Biblical and university expectations, Northwest University is committed to cultivate Christian conscientious freedom in the lives of its students. This approach to responsible freedom is characterized by carefully considered, Biblically guided decision-making in all areas of behavior, relationships, entertainment and spiritual formation. It takes into account the impact such decisions have on the community, seeking to respect both the historical church and current cultures. Responsible freedom recognizes that Christians were called to be free not to indulge in sin, but rather to show respect to others and honor God with their life choices (Gal 5:13-14, 1 Cor 6:20, 1 Pet 2:16-17).

Lifestyle Expectations

As Christian scholars, we take responsibility for our academic work. Members of the community are subject to the demands of academic integrity such as honesty and giving appropriate credit to sources. Plagiarism and academic dishonesty in any form is not allowed.

Corporate worship, fellowship and instruction are an integral part of a vibrant Christ-centered community. *Therefore, students are expected to attend chapel.* Regular attendance is understood as a mature response to our community goals. Chapel attendance is required.

We celebrate our freedom and responsibility to worship. Members of the community are to observe the Lord's Day (Sunday) as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation may be a part of the day, "business as usual" relative to University programs and services will not be sanctioned or encouraged except where absolutely necessary.

Our community embraces health in mind, body and spirit. The university recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs, and substances (including marijuana) or narcotics not authorized by a physician. Under no other circumstances are the above to be used, possessed or distributed on or away from campus. Members are expected not to abuse the use of legal substances.

Our bodies and our relationships are to remain sexually pure. We do not condone sexual relations before marriage, outside of marriage, or homosexual practices. The viewing or possession of pornography in any form is not allowed on or off campus.

Our community strives to make life-enhancing choices in entertainment. Students are expected to be selective in their choices of entertainment and recreation. All entertainment choices (e.g. television, video, movies, Internet, computer games, music, publications, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development of community members. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided including those that exhibit explicit violence and sexuality.

In the spirit of Romans 14:19-23 and 1 Corinthians 10:31-33, this community affirms that careful attention be given to not offend a fellow Christian by any action or behavior of its members, including decisions about entertainment.

We desire to be wise stewards of our resources. Gambling (exchange of money and goods by betting or wagering) is viewed as an unwise use of God-given resources, and therefore is not acceptable.

We are committed to the God given dignity of every individual. Discrimination against others on the basis of race, national origin, sex, religious denomination or disability in any form is not acceptable.

We are committed to a safe and nurturing community. Any kind of demeaning gesture, harassment, sexual harassment, threat of violence or physical attack is prohibited. Sexual Assault and Sexual Predation (the latter defined as any kind of sexual activity that is committed

through coercion or manipulation--emotional, social, or by means of alcohol or other substances) will not be tolerated under any circumstances. Vandalism of property is also unacceptable. Students are expected to exercise moderation regarding public displays of affection.

Honesty, purity and holiness are cornerstones to integrity in leadership. Therefore, theft, lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), drunkenness, immodesty of dress and occult practice are prohibited.

We dress to show respect for ourselves and our creator. Students are expected to wear clothing that is both modest and gender appropriate. Swimsuits, sports bras or other clothing that exposes midriffs may not be worn in common areas of the university campus. Clothing with slogans, logos, or pictures that are not in keeping with Christian values is not permitted. Students are expected to maintain good hygiene and wear shoes in common areas of the campus. Moderation should be exercised when wearing or applying body jewelry and body art.

Individual departments may maintain specific standards that apply to student appearance while participating in practicum, internships, performances or other university representation. Northwest University reserves the right to maintain standards of appearance for all students.

Harassment and Assault

Anti-Harassment Policy

Northwest University is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and any type of harassment, including, but not limited to that based upon gender, religion, age, disability, ethnicity, national origin, color, race or any other status protected under applicable local, state or federal law. It is the policy of the University to prohibit harassment of any person by any of its employees or students. This includes hazing, rights of initiation, harassing pranks, and publicly insulting another person with abusive words or gestures. Also included is the use of telephones, United States or campus mail, or e-mail for the purpose of issuing obscene, harassing, or threatening messages.

Reporting Procedure for Harassment and Sexual Assault

If you believe you have witnessed or been the victim of someone else's violent or destructive behavior (for instance, date rape or other forms of sexual assault, assault, harassment), contact a counselor in the [Wellness Center](#) or the Director of Academic Services. Reporting any form of harassment or assault will allow the university to conduct a formal investigation and provide you with further support. Harassment and assault are third-tier level community violations handled by the Student Development Judicial Committee. The steps for processing a third-tier violation can be found within the Student Accountability Process section of the Community Handbook.

However, recognizing that additional measures may be required to protect the rights of college students who claim to have been victimized as a result of violent and destructive behavior, the university may implement changes in procedural standards:

1. Follow-up conversations with the accused may be handled by a member of the University staff, and will not require that the victim be present.

2. The victim may be informed of sanctions taken against the accused, in accordance with provisions of the Campus Security Act.
3. Every reasonable effort will be made to protect the complainant from additional harm.

Sexual Harassment

It is illegal and against the University's policy for any student or employee, male or female, to engage in actions that sexually harass another student, prospective student, employee, prospective employee, vendor, visitor or other person by:

- Making unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature a condition of academic requirements or continued employment;
- Making submission to, or rejection of, such conduct the basis for academic decisions or employment affecting the student;
- Stating or implying that a particular student's advances in academic or employment performance has resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship (or similar statements with respect to others);
- Stating or implying that a particular student's deficiencies in performance are attributable in whole or in part to the gender of that person;
- Negatively commenting on particular characteristics associated with a particular gender; or
- Engaging in conduct that has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive academic, student life, or working environment by such conduct or comments.

The conduct prohibited may be verbal, visual, or physical in nature. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. grades, absence excuse, account credit, petition approval, etc.) in response to sexual contact. More subtle forms of inappropriate behavior such as offensive posters, cartoons, caricatures, comments, and jokes of a sexual nature are prohibited, as they may constitute sexual harassment when they contribute to a hostile or offensive work, academic, or student life environment.

Racial Harassment

Racial harassment is any flagrant and/or repetitious verbal or physical behavior that stigmatizes or victimizes an individual or group on the basis of race, ethnicity, or ancestry. Racial harassment includes, but is not limited to objectionable epithets, demeaning depictions or treatment, intimidating language or behavior, and threatened or actual abuse. Protection against racial harassment is provided in both state and federal law.

Hazing

Hazing is not permitted at Northwest University. Hazing is defined as subjecting a fellow student or fellow students to abusive or humiliating pranks (e.g., initiations, responses to engagements, "kidnappings," etc.) It is often difficult to distinguish between hazing and a "just for fun" prank among friends. Therefore, Student Development staff reserve the right to interpret the definition of hazing. Any student participating in either a "just for fun prank" or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity, which potentially endangers or adversely affects

the physical and/or emotional wellbeing of another student may expect immediate and serious disciplinary action including the possibility of suspension or dismissal.

Sexual Assault

Northwest is committed to providing a safe and secure environment for you and other members of our University community. To this end, the University takes seriously allegations of sexual violence and seeks to assure all students are informed of the resources available to them to help prevent, report, and respond to an incident of sexual assault.

Sexual assault is defined as any nonconsensual sexual touching or intercourse. Such an assault can be either forced or unforced. Sexual touching includes any contact with intimate body parts of an individual. It also includes penetration, however slight, of any intimate body part with a body part or object.

Consent is explicit, informed, voluntary and mutually understandable communication to willingly participate in specific sexual activity without pressure, threats, coercion, force or intimidation. Either person must also be able to withdraw consent and cease any sexual activity at any time. Being in a relationship, having previous sexual encounters, or silence may not be taken as an indication of consent. Similarly, a passive response or sexual advances that are not resisted physically or verbally do not constitute consent.

Someone who is not of legal age, or is physically or mentally incapacitated cannot not give consent. The use of alcohol or drugs may render an individual incapable of giving consent due to impaired judgment and the inability to make decisions or communicate intentions. Consent may not be given by someone who is unconscious or unaware, or for any reason is unable to communicate her/his intentions.

Reporting Sexual Assault

To foster the safety and security of the entire community, Northwest University strongly encourages immediate reporting of all alleged instances of sexual assault.

If you feel that you are the victim of sexual assault, please contact someone you can trust right away! Also, the Director of Academic Services can help you find the resources you need. We will not blame you for what has happened to you, and we want you to know that if you have been assaulted, it's not your fault.

We do not require you to notify the police, but strongly encourage you to do so, as it is your legal right. Preserve any potential evidence by not bathing, combing, or cleaning yourself or changing your clothes.

Salem Police Department; phone: (503) 588-6123

Marion County Sheriff's Department; phone: (503) 588-5094

We also encourage you to go to a local emergency room and ask to be examined and treated.

Salem Hospital; phone: (503) 561-5200

Silverton Hospital; phone: (503) 873-1500

Other local resources regarding sexual assault:

- National Sexual Assault Hotline: 800-656-HOPE

- Rape, Abuse, and Incest National Network (RAINN)
- The United States Department of Justice, Office on Violence Against Women

Sexuality

Sexual Morality

In an age in which secular society is increasingly confused about sexual identity and sexual purity, Northwest University strives to be clear and consistent with students and employees about expectations regarding the highest standards of Biblical purity in interpersonal relationships.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. We believe that God has expressly condemned sexual activity outside of the marriage covenant. This prohibition applies to marital infidelity, sexual relationships between unmarried men and women, and homosexual practice. It is God's expectation that the unmarried will live pure and celibate lives, refraining from sexual intimacy.

We believe God's intention is that those who enter marriage will seek, in mutual love and respect, to live in Christian fidelity as long as both live. While divorce is not God's will, we understand that the Bible makes provision for divorce and remarriage for victims of adultery and abandonment (which can take many forms including abuse).

Northwest University's approach to homosexuality and gender identity is grounded in our longstanding institutional religious beliefs, which are derived from the teachings of the Bible as understood in the University's [Community Affirmation Statement](#).

Northwest University assumes that all members of the community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God university. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community.

We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. (Gen. 1:26-28; Matt. 19:4-5)

Thus, as a Christian residential institution of higher learning, we will make institutional decisions in light of our biblical convictions concerning human sexuality and gender when it comes to behavioral expectations, housing, student admission and retention, employee hiring and retention, and other matters.

Homosexuality

Northwest University students may not engage in homosexual behavior. However, merely experiencing same-sex attraction does not violate University standards. The university's Wellness Center has confidential counseling services available as a safe place to talk through questions and receive resources.

Gender Identity

We do not support or affirm the resolution of tension between one's biological sex and one's experiential perception of gender by the adoption of a psychological identity discordant with one's original sex. Similarly we do not support or affirm attempts to change one's original biological sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Biological sex and gender identification must remain unchanged throughout the duration of enrollment at Northwest University.

The University expects students to enroll honestly and asks all students to agree to abide by the lifestyle expectations in the Community Handbook. Because of these institutionally-held beliefs, students are not to behave in opposition to their biological sex. All non-family university housing is designated single-sex. The university's Wellness Center has confidential counseling services available as a safe place to talk through questions and receive resources.

Pregnancy

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a Northwest University student become pregnant while unmarried, the students involved are encouraged to communicate with the Dean of Student Development or the Director of the Wellness Center. These offices are prepared to stand with both the mother and the father as they consider the results of their actions, deal with the consequences, and experience the forgiveness that comes through repentance.

The university is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents are our primary concerns. While some students in these circumstances may choose to leave the university temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find Northwest University to be a supportive and redemptive community during this crucial time.

Drug Free Schools and Communities Act Amendments of 1989

The Drug Free Schools and Communities Act Amendments of 1989 require that all institutions of higher education receiving any form of financial assistance provide each student the following:

1. Campus policies and standards of conduct regarding alcohol and drug use and the related sanctions;
2. Written information about applicable federal, state, and local laws regarding alcohol and drug possession and use;
3. A description of health risks associated with the use of alcohol and drugs and
4. A description of treatment and counseling programs available on campus.

The illegal use or abuse of alcohol or other drugs by students interferes with the academic learning process and places the safety of individuals and the campus community at risk. This page provides a list of policies, programs, and information that is annually distributed to all students regarding alcohol and drug use and abuse. Northwest University conducts a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions imposed on violators are consistently enforced.

Students are strongly encouraged to read this implementation of the Drug Free Schools and Communities Act in its entirety. All students are expected to be aware of the information contained in this document. Questions can be directed to the Director of Academic Services.

Alcohol, Tobacco, and Substance Use Policy

The possession, use, consumption, manufacture, or distribution of any type of marijuana product and paraphernalia, controlled medication not prescribed by a healthcare provider, or illegal substance or its synthetic variation on University Property, in conjunction with any University-Sponsored Activities, or while enrolled as a student is specifically prohibited by Northwest University policy.

The university recognizes the potential negative impact to one's physical, psychological and developmental wellbeing in the use of certain products, specifically during the formative undergraduate years. Therefore, undergraduate students are to refrain from the use of alcoholic beverages and tobacco in any form during their time of enrollment. Informed by Biblically guided choices and the broader faith community, students enrolled in graduate or College of Adult Professional Studies programs will exercise responsible freedom and obey all civil laws regarding the consumption of alcohol and tobacco products.

This policy reflects our conviction that such possession or consumption within the Northwest University community is inappropriate for health, educational, and developmental reasons. Criminal law informs us of the illegality of the possession and use of most mood-altering substances, and of alcohol by persons under the age of 21. The health risks associated with the use and abuse of these substances are numerous, including exaggerated mood swings from manic to severe depression, loss of memory and reduced cognitive ability, physical deterioration, and, in some cases, death. In addition, the potential of these substances to promote behavior that is destructive to both property and lives makes them unacceptable in a community committed to healthy development. For all of these reasons, we strongly believe that the presence and use of these substances on campus is counterproductive to the educational and personal development objectives of the Northwest University community.

Definitions

- "University activities" are defined as those activities that are sponsored by a University department or are sponsored by a recognized student organization occurring on or off-campus.
- "University property" is defined as University-owned or leased grounds, facilities, or vehicles.

Sanctions for Alcohol, Tobacco and Substance Abuse Violations

Northwest University reserves the right to conduct a search anywhere on University Property, including any campus residence or any vehicle that is located on University Property.

Any student who is found in violation of the above stated policy may receive Northwest University disciplinary sanctions, up to and including removal from campus housing, suspension, or dismissal from the university. Guests on any of the Northwest University campuses found in possession of these substances will be asked to leave the campus immediately and their future access to the campus(es) may be restricted.

Violations of city, county, state and federal laws regarding the use of illegal drugs and/or alcoholic beverages may result in referral to the proper local, state or federal law enforcement authorities as well as university judicial action.

Oregon State Laws

Alcohol Offenses

ORS 165.805 Misrepresentation of age by a minor. Class C Misdemeanor. If a person under age 21 misrepresents his/her age or is purposely untruthful about his/her age in order to purchase alcohol, enter a lounge or evade detection by law enforcement, the minor may be referred to juvenile court or receive a criminal citation, depending on age. Further, the minor may be fined. If DMV identification is used in the misrepresentation, driving privileges or authorization to apply for a driver's license may be suspended up to one year.

ORS 471.430 Minor in possession of alcohol/minor in prohibited area. Criminal Violation. Minors possessing alcohol, including holding alcohol, having consumed the alcohol, or attempting to purchase alcohol, may be referred to juvenile court or receive a criminal citation, depending on age. Further, the minor will be fined and/or required to perform community service, and may be sent to alcohol assessment and treatment. Fine up to \$360.

ORS 471.475 Selling alcohol without a license. Class A Misdemeanor. Any person who owns, operates, or conducts a club (private or public) without a liquor license is prohibited from selling or charging any fee in association with serving alcohol. Fine up to \$360.

ORS 471.610 Confiscation of liquor and property. At the time of making an arrest for violation of a liquor law, an officer may take into possession all alcoholic beverages and any other property used in violation of the law. If the person is convicted, the property is forfeited to the State of Oregon.

ORS 471.620 Property or places subject to confiscation. Any location, including a room, house, building, boat, or structure, where alcoholic beverages are sold or given away in violation of the law is a public nuisance. Anyone involved in maintenance of such a location or permits the action in a place he/she owns, manages, or leases is in violation of the Liquor Control Act.

ORS 471.410(2) Furnishing alcohol to a minor. Class A Misdemeanor. Providing (selling, giving, or making available) alcohol to a minor, or providing alcohol to an adult whom you know will make it available to a minor, results in a criminal citation. Parents or legal guardians may provide alcohol to a minor in a private residence if the parent or guardian is with the minor child.

ORS 471.410(3) Controlling an area where minors are permitted to consume alcohol. Criminal Violation. No one shall allow a minor to consume alcohol on private real property, including a hotel room, camp site, or any rented/leased location. The person controlling the area must not allow minors to consume alcohol and must not allow minors who have consumed alcohol to remain on the premises. Exception is given for parents and guardians of minor children. First offense, fine up to \$350; second offense, fine up to \$1,000; third or additional offense is fine up to \$1,000 and 30 days in prison.

ORS 471.565 Licensee, permittee, and social host liability. Serving alcohol to a visibly intoxicated guest may result in the server being held liable for damages caused by the person or guest away from the server's home or licensed premises.

ORS 471.567 Liability for serving minors; liability of a minor for misrepresentation of age. Serving alcohol to a minor may result in the server being held liable for injuries caused by the minor if the server did not properly check identification. Minors who misrepresent their age and cause a licensee, permittee, or social host to be fined or have their liquor license suspended or revoked may be held liable to damages sustained by the server.

ORS 813.010 Driving under the influence. Class A Misdemeanor. Driving a vehicle while having a blood alcohol content of 0.08 or higher and/or under the influence of intoxicating liquor and/or controlled substances may result in a DUII citation. Drivers under age 21 with any amount of blood alcohol may result in a DUII citation. Convictions result in a minimum fine of \$1000 for the first offense, \$1,500 for the second offense, and \$2,000 for the third or additional offense. Other sanctions may be added, including but not limited to: fees; suspension of driving privileges; mandatory alcohol education, assessment, or treatment; mandatory imprisonment or community service; mandatory ignition lock installed on the driver's vehicle.

Illicit Drug Offenses

In Oregon, drugs are classified according to the controlled Substance Schedule. Examples of the drugs on each schedule follow (most drugs appear on the same state and federal schedule). These lists are not exhaustive.

Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin
Manufacture or distribution: Class B Felony
Unlawful possession: Class B Felony

Schedule II: Opium, Cocaine, Methamphetamine, Amphetamine, Morphine, Marijuana
Manufacture or distribution: Class B Felony
Unlawful possession: Class C Felony

Schedule III: Depressants, PCP, Vicodin, Anabolic Steroids, Codeine
Manufacture or distribution: Class C Felony
Unlawful possession: Class A Misdemeanor

Schedule IV: Various prescription drugs: Valium, Xanax, Phenobarbital

Manufacture or distribution: Class B Misdemeanor
Unlawful possession: Class C Misdemeanor

Schedule V: Other less dangerous prescription drugs and small amounts of certain drugs
(e.g., Robitussin A-C, Cophene-S, Phenergan with Codeine)
Manufacture or distribution: Class C Misdemeanor
Unlawful possession: Violation (\$250 fine or twice the gain in property or money)

The State of Oregon prohibits manufacture or delivery of a controlled substance (Schedule I, II, or III) within 1,000 feet of a school attended by minors.

State Legal Sanctions

Violation:

Class A Up to \$2,000
Class B Up to \$1,000
Class C Up to \$500
Class D Up to \$250
Other violations may be considered unclassified or carry specific fines

Misdemeanor:

Class A Up to one year imprisonment and \$6,250 or twice the value of any gain
Class B Up to six months imprisonment and \$2,500 or twice of value of any gain
Class C Up to 30 days imprisonment and \$1,250 or twice the value of any gain

Felony:

Class A Up to 20 years imprisonment and \$375,000 or twice the value of any gain
Class B Up to 10 years imprisonment and \$250,000 or twice the value of any gain
Class C Up to five years imprisonment and \$125,000 or twice the value of gain

Additional local (city, county) laws may apply.

Health Risks Associated with the Use of Drugs and Alcohol

Health (and other) risks associated with the use of alcohol and other drugs include, but are not limited to: impaired academic or work performance; lost potential; absenteeism from class or work; financial problems; doing things one later regrets; conflicts with classmates, co-workers, families, friends and others; sexual assault and other unplanned sexual relationships; unwanted pregnancies; sexually-transmitted diseases; unusual or inappropriate risk-taking which may result in physical or emotional injury to oneself or others, or death; blackouts; hangovers; mood alterations and emotional instability; long-term health problems as described below; psychological or physical dependence as described below; and legal problems including imprisonment.

The use of any mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develops, judgment

becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help.

Drugs such as cocaine, amphetamines, barbiturates, marijuana, Ecstasy, and alcohol alter emotions, cognition, perception, physiology, and behavior in a variety of ways. Health risks include but are not limited to depression, apathy, hallucination, paranoia, and impaired judgment. All substances can have adverse effects on pregnancy. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

It is impossible to accurately predict how an individual will react to a specific drug or alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the history of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to variability in dosage and purity. Further, the overall potency of street drugs has increased dramatically making users increasingly susceptible to negative effects.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage, and eventually death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma and death. Even low doses of alcohol significantly impair the judgment and coordination required to safely drive a motor vehicle, increasing the likelihood the driver will cause an accident. Low to moderate use of alcohol increase one's risk towards involvement in a variety of violent acts, including rape and domestic violence. Moderate to high use of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Women who drink alcohol while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physiological, mental and emotional impairments. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Weapons, Fireworks and Explosives

Northwest University students are prohibited from possessing or storing the following on any university property, campus or site (including in vehicles on Northwest University property):

- ammunition
- fixed blade knives
- fireworks
- detonating and explosive devices
- swords and other edged weapons
- air-soft guns
- crossbows and arrows
- knives with blades greater than three inches
- BB guns
- sling shots
- paintball guns
- martial arts weapons
- any device utilizing aerosol or compressed air canisters to shoot hard projectiles
- bows

Any student who stores a firearm/weapon in any location on the university campus (including vehicles), makes a public display of a weapon or replica weapon, and/or discharges a firearm/weapon on the property of Northwest University is subject to university sanctions

including or up to dismissal from the University. This policy is intended for the protection of university community members and is not intended to interfere with academic instruction or provided services.

Fire Alarms and Equipment

Tampering with fire alarms, hoses, extinguishers and other protection equipment is against state law and may result in discipline sanctions. Lighting fixtures in corridors, stairways and outside the residence halls are part of the system of protection, including "exit" signs and "exit" lights.

Building Safety

In order to provide for the safety of residents and visitors alike, students are not to prop doors open after they have been locked by security. Violations will result in a \$100 fine and the possibility of additional University sanctions. Repeated violations may result in suspension and potential dismissal.

Parking Permits

All vehicles, motorcycles, and scooters operated or parked by students and employees must display a current Northwest University parking permit. The permit does not guarantee a parking space, but merely allows for parking in the Northwest University parking areas.

A vehicle is registered once a parking permit is obtained and properly displayed on the vehicle: in the rear window on the passenger side.

Vehicle registration is valid until the registrant is no longer affiliated with the University. All parking permits are considered property of the University and must be surrendered to the front office when University affiliation ceases.

Permits may not be transferred between motor vehicles.

Speed Limit

The speed limit in Bethel Park is 15 miles per hour.

Communication Policies

Movies, Television, and Public Performances

Northwest University students are subject to copyright laws and guidelines governing public performances, including movies. Using discernment of their viewing choice, students may watch movies in their own apartment. Prior to hosting a movie screening, "Public Performance Rights" must be purchased through a legal licensing organization. Purchasing or renting a movie is not the same as purchasing a public performance license.

A screening is considered a public performance, and therefore not permitted, if viewed:

- in an apartment for an event, program, or large number of guests
- in campus lounges
- in the Gathering Place
- in the Chapel
- in classrooms and conference rooms except during course instruction
- at any outdoor location on campus

Further information, including specific guidelines about movie viewing and public performance, is available on the Student Development Eagle webpage.

Campus Advertising Policy

Advertisements, newspapers, and other print media may only be distributed by students or non-students on the Salem Campus or in University facilities with the expressed permission of either the Director of Academic Services or an administrative staff member designated by the Director to do so. All such materials must include identification of the publisher and the distributing organization, church, or individual. Anything advertised on campus must have a positive influence on the University community and be complementary to the mission and vision of the University. Students who violate any policy relating to the distribution or posting of printed media may be subject to disciplinary action. Permission to post an ad is not an endorsement by the University. Approved postings can be identified by an initial and date of approval. Announcements in other media or formats may be suggested to the Director of Academic Services.

Email and Notification Systems

The Northwest University email system provides a critical and official mechanism for communications. Students are expected to use his/her NU email address regularly.

Additionally, NU utilizes an alert system to notify the university community of emergency situations via cell phone text message and e-mail. Students and employees can update their notification preferences on the Eagle website.

Communication

Several appropriate outlets exist for students to provide feedback, recommendations, opinions, or constructive criticism. Students are encouraged to follow proper procedures and exercise good judgment in communicating thoughts, opinions, or information regarding issues of concern. Students are welcome to address helpful input to the student government, Student Development staff, and other administrators.

Network Acceptable Use Policy

I. Purpose

This document defines the campus policy for the acceptable use of Northwest University's computing resources by employees and students. Modifications and corrections, exceptions, and or changes to this policy may only be made by the Board of Directors, University

Administration, or the **Information Technology Leadership Team**. The following guidelines are intended to supplement existing laws, agreements and regulations.

II. Privacy

All Northwest University users will preserve the privacy information belonging to other individuals that is stored using Northwest University computing resources. Users agree not to acquire, modify, distribute or delete any information belonging to another individual without explicit permission. All users recognize that Northwest University is subject to the Family Educational Rights and Protection Act (FERPA) Buckley Amendment regulations regarding student records.

III. Private Gain

Northwest University users agree not to utilize computing resources owned, leased, or maintained by Northwest University for private financial gain, except for personal compensation from Northwest University or with authorization by the Northwest University Board of Directors, University Administration, or the **Information Technology Leadership Team**.

IV. Damage

All Northwest University users agree to exercise careful and responsible actions when handling computing devices and assume full responsibility for any loss, damage or destruction of such devices that is caused by negligence, misuse, abuse or carelessness. Users will not cause intentional damage to computer systems including altering software configurations, records, or accounts.

V. Inappropriate Behavior

Northwest University users agree not to take any actions that constitute inappropriate behavior including, but not limited to, the following:

- Utilizing another user's account and password;
- Creating, accessing, or transmitting material considered sexually-explicit or pornographic;
- Intentionally infecting the network servers or other computers with a virus;
- Connecting networking equipment including but not limited to servers, routers, and wireless access points to the campus network without written authorization from Information Services;
- Inappropriate, offensive, harassing or abusive language to other users in or outside Northwest University;
- Tampering with or modifying accessed equipment made available for use;
- Obtaining additional resources not authorized to the individual user or unauthorized access to systems;
- Using the email system for personal solicitation of any kind.

All illegal activities will be reported to the proper authorities and pursued under the laws of the State of Washington.

VI. Termination

All electronic access accounts remain the property of Northwest University and are subject to termination upon graduation, withdrawal from courses, leaving the University's employ, or as directed by the Board of Directors, University Administration, or the Information Technology

Leadership Team. Primary data backup is the user's responsibility as Northwest University assumes no liability for loss via intentional or unintentional means.

VII. Licenses and Restrictions

Northwest University users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any computing resources belonging Northwest University for the purpose of violating any software license agreement or any applicable local, state, or federal laws. All privately-owned software loaded on any Northwest University system must be installed by the Information Technology department and a copy of the licensing agreement placed on file.

Student Accountability Process

The Purpose and Philosophy

The development of Biblical self-discipline, moral reasoning and prosocial behavior is the goal of this accountability process. Our judicial process is designed to be positive and developmentally-oriented in nature with focus on reconciliation, restoration and restitution.

The community accountability process is designed to assist both individuals and our corporate learning community as a whole mature in intrapersonal and interpersonal relationship and further student Christian Spiritual formation. This sort of accountability enhances the student University experience by encouraging healthy living and learning.

Integrity Initiative

Students who have violated University behavioral expectations or community handbook policy are encouraged to quickly and voluntarily "come in" to acknowledge their missteps and seek the advice and counsel of a faculty or staff member. This will allow a truly repentant student to voluntarily discuss his or her violation and may keep judicial action to a minimum. In many cases, a "come in" meeting will only result in rehabilitative strategies.

If a student chooses to avoid accountability, then the Director of Academic Services will assume the responsibility to confront and call in anyone falling short of community expectations.

The Responsibility to Help Each Other

With Matthew 18:15-17 as our guide, we believe that personal growth and maturity is encouraged most when each member of the University community accepts responsibility to care enough about others to confront them when appropriate. This responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. When encouraging students to come forward seeking help, remember that sincere effort will be made by the University staff to bring healing, wholeness and reconciliation. If a student is having difficulty with an issue in his/her life, even if it involves a violation of the Community Expectations he/she is strongly encouraged to seek help from some member of the

campus community. If adopted by all members of our community, this approach would enable the majority of inappropriate behaviors to be corrected on a personal, rather than judicial, level.

Communication with Parents or Guardians

In that each parent plays a uniquely supportive role in their student's lives, students will be encouraged at all levels of the accountability process to share information with their parents or guardians. The Federal Educational Rights and Privacy Act (FERPA) places specific limitations on student education record information University employees may share with parents or guardians. In many cases, the student retains the right to disclose or not disclose education record information to their parents or guardians. However, University employees may disclose education record information without written prior consent from the student to parents

1. if the student is claimed as a dependent by the parents for income tax purposes
2. if the student is experiencing a health or safety emergency
3. if the student (as long as they are under 21) has violated any law or policy concerning the use or possession of alcohol or a controlled substance
4. if the disclosure is in connection with a judicial proceeding conducted by the University against their student who is an alleged perpetrator of a crime of violence

The complete University [FERPA policy](#) is available in the registrar's office.

Foundational Principles

The Student Development staff seeks to combine a biblical and developmental approach to the student care process. It is important that all community members see themselves as growing intellectual and interpersonal persons, as well as fellow sinners in need of God's grace and ongoing transformation. This balance is the foundation for providing a healthy living-learning community for our entire student body. Also in balance is the understanding of a just God and a merciful Father. This is referred to directly in Micah 6:8.

What does the Lord require of you? To act justly, love mercy, and walk humbly with your God.

At times employing one principle may appear to create a conflict with the other. In fact, this apparent tension is often a **both-and** application. We are offered forgiveness for the transgression but are accountable for the action. The purpose of the following principles is to provide a series of benchmarks that seek to maintain this delicate balance and coexistence of mercy and justice.

Developmental Approach

Students benefit from being treated in a way that acknowledges their growing responsibilities as adults and contributes to their development and education. It is important that developmental considerations be made when considering judicial decisions (e.g., students' occasional failure to connect their behavior with what they believe). The judicial process can be helpful in guiding students to better decision-making as they move through the maturation process.

Different Backgrounds

Students come to Northwest University from a variety of socio-economic, denominational, ethnic and parenting cultures. As a result, students subscribe to various understandings of what it means to live a Christian life. Some of the Lifestyle Standards involve behavior that is considered by some students to be biblical moral mandates and other students as only campus community mandates. While all Northwest University students agree to abide by the community expectations, judicial matters involving moral implications should be discussed with sensitivity to differing student backgrounds. The intent is to hold our students accountable to the commitments they have made as students at Northwest and as Christians.

Learning Opportunity

Judicial proceedings should be seen and used as a significant learning opportunity. Often students learn more about themselves in these settings than in many other settings while in college.

Reconciliation, Restoration and Restitution

The accountability process is intended to provide a way for our students to learn from their mistakes, to be forgiven and restored to the community. Judicial sanctions should reflect these goals.

Brothers and sisters, if someone is caught in a sin you who are spiritual should restore him or her gently. But watch yourself or you also may be tempted. Carry each other's burdens, and in this way fulfill the law of Christ. (Gal 6:1-2)

Unconditional Worth

As fellow heirs with Christ, all members of the judicial process should strive to ascribe unconditional worth to students at all times. It is also important to attempt to develop an understanding of each student's story for the purpose of viewing him or her as a person and not simply a "rule breaker."

Fairness, Consistency and Predictability

If the judicial process is to remain trustworthy, it is important that those involved strive for fairness, consistency and predictability. *Fairness* speaks to the appropriateness of the sanctions to the violation. The principle of *consistency* acts as a guide when handling a student who has carried more or less favor with various members of the faculty or the staff. *Predictability* speaks to the reputation of the judicial process. While students may not always enjoy the process, our goal is that students ultimately are able to respect the experience whatever the outcome.

Confidentiality

Confidentiality is another essential element of a trustworthy judicial process. Whenever possible, the judicial officers will protect the identity of any third parties who may have provided information pertaining to the judicial case. The information shared by a student during the judicial process is used only for investigatory or mandated reporting purposes, and is otherwise held in the strictest of confidences.

Commitment to a Positive Learning Community

Northwest University endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. Disrupting the educational environment can be cause for student judicial action. Disrupting the environment is defined as any disruptive act, within reason, that impedes another student's functioning within an academic or community life setting. This may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff.

Judicial Process

Students who make decisions to violate the community expectations and lifestyle standards are held accountable for their actions through a process that is intended to be redemptive and restorative with the care the development of each person in mind.

Northwest University Judicial Officers

The following employees are trained to lead varying levels of the adjudication process:

1. The **Provost** manages all academic accountability and also serves as Chair of the Administrative Judicial Council.
2. The **Director of Academic Services** serves as the Chief Judicial Officer for the campus. As such, all levels of adjudication are managed through this office, including chapel accountability. The Director is also the Chair of the Salem Judicial Council and is responsible for the annual training of judicial council members.

Steps of the Judicial Process

1. An incident report is submitted.
2. The Director of Academic Services will follow up accordingly.
 - a. If this is a first-tier violation, the director will respond by making contact with those involved, listening to understand the student's perspective, assigning a sanction appropriate for the violation (if needed), and communicating the sanction accordingly.
 - b. If this is a second-tier violation, the director will respond by making contact with those involved, listening to understand the student's perspective, assigning a sanction appropriate for the violation (if needed), and communicating the sanction accordingly.
 - c. If this is a third-tier violation, the director (Judicial Council Chair) along with the Judicial Council will work to resolve the matter by: assembling a Judicial Council, scheduling a hearing, investigating as necessary, holding a hearing with those involved in the incident, coming to a decision, assigning a sanction appropriate for the violation and communicating the sanction accordingly.
 - i. Sanctions that impact academic status and/or participation in academic programs will be implemented pending review by the Provost. The Council will be given the opportunity to review any Provost-revised sanctions prior to student notification.
 - ii. In situations where sanctions directly impact a course, a student leadership position, or athletic eligibility, the appropriate staff member(s) will be notified immediately prior to or following the student notification.
3. The student(s) involved are always informed of their right to appeal the decision and how to do so.

Records

The Director of Academic Services is responsible for the accurate recording and tracking of judicial records pertinent to each case or will assign those responsibilities to the appropriate staff member. The appropriate employee will prepare and facilitate all written communication with the student. After completion of the hearing process, all material unnecessary to retain as record of the hearing will be shredded and discarded to protect individual privacy.

Student Development Judicial Council

1. After the hearing the student will receive a letter from the director as it relates to specific details involving violations of student conduct and judicial action.
2. A copy of the letter of notification will be filed within the student's judicial records.
3. If the status indicates a student suspension or dismissal, form 1A will be placed in the student's academic file referencing the student judicial record in the Student Development office.

Administrative Judicial Council

1. This committee will reply by written notice to the student via communication from the Provost's office.
2. A copy of the letter will be saved within the student's judicial records.

Confidentiality of Records

The confidentiality of student judicial records should be maintained at all times by those involved in the judicial proceedings. Disclosure within the institution should be limited only to those parties who are involved with each case or employees who have reason to be informed by virtue of their University responsibilities.

Student Judicial Sanction Options

**Sanctions refers to the findings and outcomes of the judicial process*

When sanctions are assigned, it is important to strive for a logical connection between the violation and the sanctions. Again, the primary goal is to make these procedures educational, redemptive and restorative. Sanctions that are merely punitive are less likely to result in any long-term meaning for the student. The following is a list of possible sanctions, though there may be others not listed:

1. **Behavior/psychological assessment.** When it is perceived that a student's behavior threatens or is actually causing harm to self or others or it is perceived that the student is a danger to self or others a psychological assessment may be required. This assessment should be conducted by a psychologist or psychiatrist approved by the Northwest University Wellness Center in conjunction with the Director of Academic Services. The student will be responsible for any fees.
2. **Community service.** Community service can be assigned conjunction with Custodial Services, Maintenance, or Bethel Park, or as an individual project.
3. **Counseling.** Some situations reveal issues that deserve closer attention and warrant the expertise of a professional counselor. In most cases, the student will be assigned two or three sessions and may be through an outside resource.
4. **Drug screen.** In the event that drug use is suspected, drug screening may be required. The screening may be conducted on a planned or spontaneous basis at the

discretion of the judicial council. The student will be responsible for any fees resulting from this sanction.

5. **Fines.** Some policies have fines as a standard sanction such as fines in the form of damage fees. Fines not specifically detailed in student development policy may also be issued at the discretion of the appropriate campus administrator or a judicial council.
6. **Letter of apology.** In addition to the primary recipient, a copy of the letter should be submitted to the judicial council chair.
7. **Loss of student leadership/co-curricular positions.** Students may be removed from positions of leadership for violations on a temporary or permanent basis.
8. **Mentoring.** The mentor will most often be a University staff or faculty member. The mentor may or may not be informed of all the detail relating to the precipitating behavior.
9. **Research reports/reflection paper/media resource review.** It may be necessary for a student to take a deeper look at a given topic and therefore, a report, literature review, or reflection paper may be assigned.
10. **Restitution.** Students who have caused damage may be required to pay for loss, damage or injury. Alternatively, students may be required to make a non-monetary contribution to the good of the community to make up for the loss they have caused.
11. **Social restrictions/limitation of privileges.** Certain policy violations may result in the loss of privileges (e.g., visitation). Some violations may indicate the restriction of certain relationships.
12. **Substance abuse assessment.** When a student is using drugs such as alcohol or tobacco, a substance abuse assessment may be assigned for the purpose of deciding whether or not the student is addicted and/or desires to cease to use/abuse the substance. This assessment may be used as an *investigation tool* for the judicial council. Results of the assessment may lead to additional sanctions. The student will be responsible for any fees.
13. **Substance education program.** Students who have been found to have committed a substance violation may be required to attend and complete an assigned substance education program conducted either on or off-campus.
14. **Written warning.** The purpose is to provide students with an official letter describing the violation that was broken and the agreement that has been reached between them and the Director of Academic Services.

Status and Sanction Guidelines

While certainly not an exhaustive list, this table provides a set of possible status & sanction assignments for some of the more common community handbook violations. Each decision is considered on an individual basis, taking into account the attitudes and unique circumstances surrounding each incident. A student's attitude toward any university employee during the judicial process will be considered when making final decisions regarding status and sanctions. Grace will be a part of the judicial process as the Judicial Council considers the students' current attitude as well as past behavior.

First Tier Violations

Examples of specific behaviors the director would respond to include (but are not limited to):

Violation:	Possible Status:	Possible Sanction:
Alcohol (first offense)	None	Written warning, parent notification by student (if under 21), community service, research or presentation, participation in online educational program
Candles (any open flame)	None	Written warning, \$10 - \$50 fine, community service
Conflict/Disruption	None	Letter of apology, research report
Crude language	None	Written warning, \$10 - \$50 fine, community service
Pets/animals	None	Written warning, \$50 fine, Restitution (cost of clean-up or repair)
Pornography	Provisional Citizenship Probation	Research report, mentoring, social restrictions, technological accountability
Pranks/Vandalism	Provisional Citizenship Probation	Restitution (cost of clean-up or repair), fine (\$50-\$100), community service
Roof access	None	\$50 fine
Tampering with fire equipment	Provisional Citizenship Probation	\$50 fine
Theft	Full Citizenship Probation	Restitution, research or presentation, counseling
Tobacco/E-cigarettes (first offense)	None	Written warning, online educational program, research report, \$20 fine
Unsanctioned dancing	None	Written warning, community service

*Students with first tier violations appeal to: Salem Campus Judicial Council

Second Tier Violations

Examples of specific behaviors the director would respond to include (but are not limited to):

Violation:	Possible Status:	Possible Sanction:
Alcohol (second offense)	Provisional Citizenship Probation	Parent notification by student (if under 21), community service, counseling, substance abuse assessment
Overnight mixed company	Provisional Citizenship Probation	Written warning, mentoring, community service
Repeat offenses	Provisional Citizenship Probation	Depending on offenses, appropriate sanction TBD.
Tobacco (second offense)	Full Citizenship Probation	Mentoring, fine (\$50) substance educational program

*Students with second tier violations appeal to: Salem Campus Judicial Council

Third Tier Violations

Examples of specific behaviors the director would respond to include (but are not limited to):

Violation:	Possible Status:	Possible Sanction:
Assault	Full Citizen Probation, Suspension or Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
Drug use	Full Citizen Probation, Suspension or Dismissal	Substance Abuse assessment, substance counseling
Drunkenness	Full Citizen Probation, Suspension or Dismissal	Substance Abuse assessment, substance counseling
Harassment	Full Citizen Probation, Suspension or Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
Hazing	Full Citizen Probation, Suspension or Dismissal	Psychological assessment, community service, letter of apology, social restrictions
Inappropriate sexual behavior	Provisional Citizenship Probation to Suspension	Counseling, mentoring, housing reassignment, research report
Repeat offenses	Full Citizenship Probation	Depending on offenses, appropriate sanction TBD.
Sexual assault or Sexual predation**	Suspension or Dismissal	N/A
Threats to campus safety	Provisional Citizenship Probation to Suspension	Psychological assessment, community service, letter of apology, social restrictions
Weapons	Provisional Citizenship Probation to Suspension	Community Service, research report

*Students with third tier violations appeal to: Administrative Judicial Council

**Sexual Predation is a form of sexual assault involving coercion or manipulation--emotional, social, or by means of alcohol or other substances.

Student Judicial Rights

The following is a list of students' rights within the judicial process:

1. **Fair and respectful treatment.** Students are members of the Northwest community and should be afforded fair and respectful treatment throughout the judicial process.
2. **Attend or not attend a meeting.** A student summoned to respond to an alleged behavior violation has the right to present his/her case before the appropriate personnel or judicial council. Should the student forfeit the right to appear at his/her own judicial hearing (either by advance notice or by failing to appear), the right to question the allegation(s) is also forfeited, and a determination (e.g. responsibility for behavior and issued status and/or sanctions) will be made without the student's voice being heard. By not attending a judicial hearing the student also waives the right to appeal the determination for appeal rationale "8a" (below).

3. **Present a Defense. In response to a confrontation regarding an alleged behavior violation the student may present a defense, including the presentation of witness testimony.**
4. **Access to records.** In compliance with federal law, the University allows students access to all reports and documentation that are part of their educational record.
5. **Support.** A student may request one person to attend any of the judiciary councils for personal support. This individual must be a Northwest University faculty or staff member and may not address the council or council members regarding the student behavior in question throughout the duration of the judicial process. It is expected that the employee would consider all conversation, information or materials related to the judicial matter in question as *confidential* between the student and the council members.
6. **Judicial letter of finding.** Each student who has been issued a judicial sanction by the Judicial Council should receive a letter that states the type of incident or behavior which he/she has violated, the judicial status (if indicated), and a list of all sanctions. The letter may be written in the form of a contract to be signed by the student and the Judicial Council chair. Additionally, any appeal decisions will be communicated to the student in writing.
7. **Findings review.** Each student will be invited to review the judicial letter of finding with the Director of Academic Services. This meeting is not mandatory but encouraged. A printed copy will be given to the student at this meeting, as well as sent via email. If the student chooses not to attend the review, they will only be sent the letter via email.
8. **Appeal.** Students should be informed of their right to appeal and to whom they would be appealing during their hearing or in their *judicial letter of finding*. Appeals regarding judicial decisions should be submitted in writing to the Dean of Student Development on the Kirkland campus. All appeals must be made within three business days of receiving written notification of the decision. Appeals will be accepted for consideration only for one or more of the following situations:
 - a. New information is available that was not available during the original hearing and could possibly alter the council's response.
 - b. Due process was not followed as described in the published judicial process documentation.
 - c. The decisions, sanctions or restrictions were not consistent with the student community handbook or its associated student development or academic policy (e.g. housing manuals, motor vehicle policy, academic catalogue, etc.).

Definitions

Accountability

Consequences for violations of the Northwest University Student Community Handbook fall into two categories: *status* and *sanctions*. In many circumstances, students who have violated the student community handbook will be assigned both a status and one or more sanctions. However, first tier violations may only warrant an assigned sanction(s). The various options with regard to assignment of status and sanctions are available and at the discretion of the Director of Academic Services.

Administrative Judicial Council

The Administrative Judicial Council will consider student appeals to judicial action issued by the Campus Judicial Council. Meetings are initiated as needed by the chair. All decisions by the Administrative Judicial Council are final.

Administrative Judicial Council Members (two members shall constitute a quorum):

- The President
- The Provost
- A Faculty Member

Administrative Judicial Council Outcomes

Outcomes from the Administrative Judicial Council meeting may include the following:

1. Approval of the appeal.
2. Denial of the appeal.
3. Adjustment of the assigned status or sanctions.

Incident Report

When a student commits a violation, an incident report is submitted through Conduct Coordinator tracking software.

Integrity Initiative

Students who have violated University behavioral expectations or community handbook policy are encouraged to quickly and voluntarily “come in” to acknowledge their missteps and seek the advice and counsel of a faculty or staff member prior to meeting with the Director of Academic Services. This will allow a truly repentant student to voluntarily discuss his or her violation and may keep judicial action to a minimum. In many cases, a “come in” meeting will only result in rehabilitative strategies.

If a student chooses to avoid accountability, then the Director of Academic Services will assume the responsibility to confront and call in anyone falling short of community expectations.

Sanctions refer to the various corrective and restorative measures that may be required by the assigning staff member or the Judicial Council.

Status refers to the judicial classification assigned to the student, e.g., provisional citizenship probation, full citizenship probation, suspension, or dismissal. A judicial status may be escalated in the case of repeated or multiple violations.

Provisional Citizenship Probation. Students who are placed on Provisional Citizenship Probation have likely violated one or more *first tier* Student Community Handbook policies. This functions as a warning status and is in effect for one semester. Violations committed while on probation **are** grounds for acceleration to Full Citizenship Probation.

Full Citizenship Probation. Students who are placed on Full Citizen Probation have likely violated one or more *second tier* Student Community Handbook policies, or have committed a violation while on Provisional Citizenship Probation. *Second tier* violations committed while on Probation may result in suspension. Students who are involved as

student leaders in co-curricular groups, ministry teams, or student organizations may forfeit their leadership position and/or forfeit their University funded scholarships as deemed appropriate by their respective advisors/supervisors. The term can be for one or more semesters.

Suspension. Suspension means that a student has been denied continued access to Northwest University for one or more semesters. Often this is done in conjunction with other sanctions that must be completed prior to re-admittance (e.g., counseling). This may be for any amount of time up to three semesters. While on suspension, a student is not permitted to be on University property or attend University sponsored events. Since the suspended student is still considered enrolled, policy violations that occur during this time may result in further sanctions.

Re-admission. Requests for re-admission (following a suspension) will be considered only if the student indicates how the specific requirements or conditions of the suspension have been fulfilled and what changes have occurred in the student's life to warrant reconsideration. Requests for re-admission prior to the expiration of the suspension should include any reasons that support a reconsideration of the matter. Prior to re-admission following a term(s) of suspension, the student should complete the following:

1. Submit a written appeal for re-admittance to the Dean of Student Development that details compliance with the terms of the suspension and all plans for reconciliation. The appeal will be considered by the Provost in conjunction with the Dean of Student Development.
2. Schedule a meeting with the Director of Academic Services to review the appeal determination.
3. If appeal is approved, follow the reapplication and admissions procedures.

Dismissal. Dismissal means the student is permanently removed from the University. In this case, the student will not be readmitted.

The University retains the right to dismiss students immediately when a student:

1. Threatens the safety and well-being of self or other community members.
2. Is unable or unwilling to follow University policies and procedures, thereby disrupting the educational environment.

Salem Campus Judicial Council

The Salem Campus Judicial Council, chaired by the Director of Academic Services, will consider *second-tier* violations of the Student Community Handbook and student appeals regarding findings or sanctions for *first-tier* or *second-tier* violations.

Judicial Council Members:

- Director of Academic Services (Chair)
- Faculty member
- Staff member

Spiritual Life

Chapel Policy

As a Christian institution, Northwest University is committed to the enterprise of student development and therefore, is intentional about providing a Christ-centered environment enveloping everything and every person. The spiritual, intellectual, social, and physical development of all students is the primary focus of the University.

Northwest University expects that all students are actively growing in their relationship with Jesus Christ and are living lives worthy of the calling. We believe that sanctification is an ongoing process and that students will struggle from time to time in their personal relationship with Jesus Christ. It is expected that all students participate in daily personal devotions, prayer, regular group devotions and local church ministries, and chapel attendance.

Chapel

Chapel events are the largest community expression of corporate worship on campus. Therefore, chapel attendance and participation are required components of the development process at Northwest. Each Tuesday afternoon, students, faculty, and staff come together in a corporate time of worship to integrate faith, learning and living. These times together challenge, motivate and encourage the Northwest University Salem Campus community through dynamic worship, inspirational messages and fellowship within the body. A variety of guests, faculty, administrators and student speakers, musicians, and others provide opportunities for students to be involved in praise, prayer, and preaching/teaching of God's Word. All behavior and attitudes are to be honoring of God, loving of people and to extend beyond the walls of the chapel to every corner of every person's life. These corporate times together become a common bond that the Holy Spirit uses to unify the generations of alumni who pass through Northwest University Salem Campus.

Students who are registered for any two (or more) classes on Tuesday are expected attend chapel. Exemptions are not available for homework or study, busy schedules, lunch, and/or study purposes. Like any other required course at Northwest, it is the student's responsibility to meet the attendance requirements. It is one of the elements required in order for the University to qualify for endorsement by the Assemblies of God Commission on Higher Education.

Chapel Time

Tuesday, 2:00-2:45 pm

Chapels are not held on Tuesdays when there are no classes. Occasionally there is an adjusted schedule in order to accommodate certain chapel activities. Changes will be announced in chapel and via NU email.

Chapel Attendance Policy

Students who are registered for at least two classes on Tuesday (any two classes) are required to attend chapel.

Chapel attendance is taken as each student enters chapel.

- Students who arrive more than 10 minutes late will not be counted present.
- Students who leave during the service will not be counted present.
- Students are allowed a total of two chapel absences during the semester.

Chapel Attendance Exemption

Since attendance is the standard and not absenteeism, NUSC does not grant exemptions from chapel easily. Any student who is required to attend chapel (see the criteria above) but believes he or she has a legitimate reason to be exempted from the requirement to attend must complete a Chapel Exemption Petition prior to the end of the first week of classes. The completed form should be turned in to the main office.

Full or partial exemptions *may* be granted for:

- Student-parents who are responsible for caring for their small child(ren) during the Chapel hours.
- Students involved in internships or other degree-related activities during the Chapel time.
- Students who are required to work at a paying job during the Chapel time.

Chapel Failure Disciplinary Action

Chapel attendance and participation is vital to this Christian community. Therefore, students who choose not to meet the chapel attendance policy will be held accountable through the following process:

All students participating in any form of student leadership or receiving any scholarship must maintain a strong Chapel record during the semester of participation and the semester immediately prior to participation. Failure to do so will immediately suspend participation.

Levels

1. First Semester Failure – Letter that restates Chapel Policy
At the first failure the student must sign the chapel policy statement and turn it in to the Director of Academic Services. Record of this will be kept in the campus office.
2. Second Semester Failure – Provisional Citizenship Probation and potential activities suspension
A student who receives a second failure, regardless of whether it is consecutive or cumulative, will be placed on Provisional Citizenship Probation. The student's participation in any activities that directly represent the Campus and leadership of student groups or events will be reviewed by the Director of Academic Services.
3. Third Semester Failure – Citizenship Probation, activities suspension, and loss of University scholarship funds
A student who receives a third failure, regardless of whether it is consecutive or cumulative, will be placed on Citizenship Probation and will not be able to participate in any activities that directly represent the Campus or in leadership of student groups or events. In addition, the student will lose any Northwest University funded scholarship.

4. Fourth Semester Failure – Suspension
At the fourth failure, regardless of whether it is consecutive or cumulative, the student will be suspended from the institution for a semester.
5. Re-engagement interview
The student may be able to return after a semester of suspension upon completion of a personal interview with the Director of Academic Services. However, further unsuccessful chapel attendance beyond this point will result in immediate dismissal.

Student Ministries

One of the most important components of a student's spiritual and academic development is in service to our community and to our world. Students are expected to faithfully and consistently participate in some aspect of Christian service either through a student ministry opportunity or a local church. A quality record of Christian Service can be a vital component in obtaining a career position prior to and following graduation.

- Service Opportunities – Scheduled through chapel and/or student activities leaders
- Chapel Worship Team – A team of students and/or faculty and alumni lead the chapel service worship time. By audition only. Requires a commitment to regular rehearsal times and upstanding student life as well as maintaining a GPA of at least 2.5. See the Director of Academic Services for more information. Includes sound technicians and other technical support.

For more information regarding any of these ministry opportunities, see the Director of Academic Services.

New Ministries

Students are encouraged to launch new outreach ministries as the Lord leads them. Students should present detailed ideas to the Director of Academic Services. Northwest University Salem Campus is willing to sponsor as many outreach ministries as students can efficiently organize and spread the Gospel with excellence for the glory of God.

Non-Student Ministry Guests/Groups

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or services; provided they are not competitive with, nor antagonistic to an Assemblies of God program; provided they have an established positive and wholesome reputation; and provided that their coming will be complimentary to the vision, mission, and objectives of the University. The scheduling of such ministries requires prior administrative approval obtained from the Director of Academic Services.

Campus Life Resources

Academic Success and Advising Services

The Director of Academic Services helps students achieve their goals while at Northwest University Salem Campus. Specifically, the Director supports students in their adjustment to

University life; helping connect students with academic peer mentors; assisting students in obtaining the support they need from various college services, coordinating seminars for academic success; and arranging classroom accommodations for students with disabilities. Academic Success works closely with other departments, such as Campus Ministries and Counseling/Career Services to assist students in becoming more effective students and servants in the church and the world.

In addition, the Director of Academic Services is the academic advisor to each student.

Access to Campus

NUSC is part of Northwest University, a Washington non-profit corporation under state law and as such, property owned by the University is "private property." The Salem campus is leased under legal agreement between the University and the Oregon Ministry Network of the Assemblies of God. All persons who enter onto property owned or leased by Northwest University should be able to demonstrate a legitimate and approved purpose to be present on campus. When practical, University students and employees should accompany their guests or visitors while on campus. Persons not having a legitimate or approved purpose to be on campus or whose behavior is inappropriate may be asked to leave by campus staff. Persons refusing to leave will be considered trespassing and reported to the Marion County Sheriff.

Accessible Spaces

Facilitating a vibrant campus life and supporting students' holistic learning, Northwest University provides many spaces that are accessible for student use during open times. These spaces include the Gathering Place, the Salem Campus Library, student study areas, and outdoor public space. Some spaces may require reservations. The University cares about the safety and wellbeing of students and as such, students should exercise sound judgment by avoiding off-limits areas such as roofs, maintenance facilities, work zones, mechanical rooms, dumpsters, and areas that are not well-lit.

Bicycles

1. Bicycles or scooters may be stored in the designated bicycle racks located on campus. Northwest University is not responsible for lost, damaged, or stolen bicycles. It is up to the student to provide his/her own lock.
2. No bicycles or scooters are permitted at any time in the entryways, residence hall lounges or hallways, stairways or closets inside or outside of any campus buildings, or inside any area of a campus building unless written permission from the Director of Academic Services is obtained. Bicycles may not be locked to anything other than a designated bicycle rack. Any bicycles found in inappropriate locations may be confiscated and discarded.

Employment

Employment opportunities on campus and in the Salem area are posted on Eagle Salem.

Students are expected to represent Northwest University at all times, on and off campus, with appropriate professional behavior and adherence to the Student Community Handbook Life Style Standards.

FERPA-The Family Educational Rights and Privacy Act (FERPA)

FERPA specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest University in compliance with FERPA is available from the [Registrar's Eagle website page](#). Annual notice regarding FERPA rights is provided in the University's Student Community Handbook and Catalog. In accordance with FERPA, you are notified of the following:

Right to Inspect. You have the right to review and inspect substantially all of your education records maintained by or at this institution.

Right to Prevent Disclosures. You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

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.

Right to File a Complaint with the U.S. Department of Education. You have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.

Right to Obtain Policy. You have the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A copy may be obtained online at eagle.northwestu.edu/departments/registrar/resources/ or by mail from: Northwest University, Registrar's Office, and P.O. Box 579, Kirkland, Washington, 98083.

Gatherings

Students shall have the "privilege of meeting" regarding the use of University facilities provided such meetings:

- Are conducted in an orderly manner
- Are scheduled with the knowledge and approval of the appropriate administrator, advisor, or faculty member.
- Do not interfere with vehicular or pedestrian traffic.
- Do not interfere with any classes, scheduled meetings, ceremonies, or other university functions or events.
- Do not conflict with the mission, vision, and philosophy of the University.

A student who conducts or participates in a meeting that violates any provision of this policy may be subject to University discipline. Non-students who participate in or aid and/or abet any meeting or meetings in violation of this section may be subject to prosecution under the state

criminal trespass law and/or any other possible civil or criminal remedies available to the University.

Grievance

Students may initiate a grievance procedure if they:

- Need to report a harassment incident.
- Believe that they have not been treated according to stated procedures and policies.
- Believe a request for an accommodation has not been properly responded to, approved or implemented.
- Perceive improper actions with regard to a disability or perception of a disability.

To address a grievance informally, the student should meet with the Director of Academic Services who will attempt to resolve the matter. If the grievance is against a faculty member or if it is filed as a formal grievance, the Provost will also serve with the Director of Academic Services as the *grievance response team*.

University personnel cannot always work instant solutions, but the NU student is in a supportive community that is committed to take all reasonable steps toward a positive resolution to perceived student grievances. We are committed to process all grievances in accordance with appropriate state and federal guidelines with the understanding that all students, faculty and staff are members of this Christian community of scholarship and learning.

Retaliation against someone who files a grievance is prohibited for good-faith reporting of concerns about discrimination or harassment. Students or employees who are asked to testify during an investigation are expected to cooperate fully. Any student or employee found to have engaged in discrimination, harassment, or retaliation is subject to immediate disciplinary action as deemed appropriate by the University, up to and including dismissal or termination.

Students who have questions regarding these policies may contact either of the following offices:

Dean of Student Development Northwest University PO Box 579 Kirkland, WA 98083-0579 (425) 889-5234	Provost Northwest University PO Box 579 Kirkland, WA 98083-0579 (425) 889-4098
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The full procedure for filing a grievance is available from the Student Development office or on [Student Development Eagle webpage](#).

Health Insurance

The University recommends that all students carry a health insurance policy.

ID Cards

Replacement ID cards may be obtained from the Information Technology Office through the Salem Campus office at a cost of \$10.00.

Library

The Library web [page](#) provides easy access to Voyager, the local catalog of Northwest University's library holdings. The web page also provides links to Online Databases and other information sources. The online databases provide full text articles as well as citations to find articles. Articles or citations can be printed, e-mailed or downloaded to a disk. All of the databases are available from computers on campus or any computer globally that is connected to the Internet (provided you are a registered Northwest student). Many other resources are available at the Library web page, such as a list of library holdings including over 50 million records (WorldCat), links to the region's public and academic library catalogs, citation and style guides for term papers, and Research Guides for specific departments and majors, such as Religion and Psychology.

University ID is required to check out materials in the Library. Library collections, services, policies and facilities are described on the library's web page. Students are responsible to know the library's lending and fine policies. To avoid fines, or the loss of borrowing privileges, materials must be renewed or returned by the due date.

Reference staff is available for consultation for any information needs, and specific queries can be sent via e-mail to library@northwestu.edu.

Salem Campus Library

The Salem Campus offers approximately 8,000 volumes for check out by students onsite. The searchable catalog of materials is located on online via the library website. To check out materials, take the items to the kiosk in the library hallway; then, scan your current student ID card (or enter your NU email address) and scan the materials. Materials should be returned to the front office by the due date. Late materials incur a fee of \$.10 per day.

The Salem Campus library hours are:

Monday	8:30 am to 7:00 pm
Tuesday	8:30 am to 7:00 pm
Wed-Fri	8:30 am to 5:00 pm

In addition to the resources of the D.V. Hurst Library in Kirkland and the Salem library, Northwest University students, faculty and staff with current ID cards also have borrowing privileges at the following libraries which are members of the NAPCU (Northwest Association of Private Colleges and Universities) group.

They include:

- Concordia University
- Corban College
- George Fox University
- Lewis & Clark College
- Linfield College
- Marylhurst University
- Mount Angel Seminary
- Multnomah University
- Northwest Christian College

- Pacific University
- Reed College
- University of Portland
- Warner Pacific College
- Willamette University

You can search their holdings [here](#). Please be aware of their borrowing policies and be sure to return materials to the lending library on or before the due date.

Student Leadership Team

The Campus leadership annually invites several high-achieving students to participate in the Student Leadership Team (SLT). To be considered for this team, a student generally must have*:

- Completed as least 60 credits (junior standing)
- Earned at least a 3.0 cumulative GPA
- Demonstrated leadership potential

The SLT will meet several times throughout the year to give input on various campus initiatives and spending of student life fee income, plan student life events, and receive leadership training and mentoring. SLT members also engage in various forms of peer leadership throughout the year. The SLT is under the care of the Director of Academic Services.

**Eligibility requirements for the SLT may be adjusted at any time based on the campus administrators' perspective of student and campus needs.*

General Student Leadership Development

Several groups and events on campus provide opportunity for many students to experience leadership in an educational environment. Participation in these groups or events facilitate students' growth in their understanding of leadership and personal capacity for influencing others. General student leadership development is under the care of the Director of Academic Services.

Security Policies and Statistics

In compliance with the **Clery Act**, security policies and campus crime statistics are available on the [Salem Campus Eagle website](#) or at the front office.

Student Policy Publication

Keeping our community standards also requires adherence to all the additional rules/standards as outlined in this handbook along with any published University policies, rules or regulations (online or in print) including but not limited to:

- [Northwest University Catalog](#)
- [Northwest University Student Community Handbook](#)
- All other official NU publications in print or posted on the online at <http://www.northeastu.edu> or <http://eagle.northeastu.edu>

Financial Information

Costs

Northwest University is a private, church-affiliated university. The University receives no taxes or public funds to support its operation. Each student is charged tuition and fees, which cover about eighty-five percent of the cost of his/her education. The remainder of the costs is provided by gifts from friends of the University, supporting districts, endowment income, and other earnings.

2016-2017 Salem Undergraduate Tuition, Fees, and Other Expenses

Salem tuition is charged on a per-credit basis. No tuition package is available. Fees are non-refundable.

Tuition.....	\$380 per credit hour
Application fee.....	\$30
Student Life fee.....	\$40 per semester
Orientation fee.....	\$15 first semester only
Auditing fee.....	20% of tuition for the course
Audit application fee	\$0
Independent Study fee.....	20% of tuition for the course in addition to tuition
Concurrent Study fee.....	\$50 in addition to tuition
Re-entry application fee	\$5
Graduation fee.....	\$60
Transcript fee.....	\$5

The University reserves the right to change tuition and fees during the period that the current catalog is in force if it should become necessary

Annual Cost Estimates

Living off-campus with 12 credits each semester

\$9,200*

(Tuition, \$380 x 12 credits x 2 semesters = \$9120; student life fee \$40 x 2 semesters)

Living off-campus with 15 credits each semester

\$11,480*

(Tuition, \$347 x 15 credits x 2 semesters = \$11,400; student life fee \$40 x 2 semesters)

****New Students: add Orientation Fee of \$15 in first semester only***

Student Life Fees

A Student Life Fee is charged on a semester basis at the time of registration. Fees vary semester-by-semester as established by the Board of Directors. The campus leadership budgets the use of these fees. Fees cover the cost of admission to the all-campus social and educational events. All students are required to pay these fees.

Campus Emergency Information

For all emergency response information, please visit the [Campus Security website](#) for the most current information.