

## **Table of Contents**

<b>Community Vision .....</b>	<b>2</b>
<b>Lifestyle Standards .....</b>	<b>5</b>
<b>Communication Policies .....</b>	<b>21</b>
<b>Residential Policies .....</b>	<b>25</b>
<b>Student Accountability Process.....</b>	<b>26</b>
<b>Information Guide .....</b>	<b>38</b>
<b>Campus Life Resources .....</b>	<b>40</b>
<b>Campus Emergency Information.....</b>	<b>47</b>

# Community Vision



## Welcome

### ***A Message from the Dean of Student Development***

On behalf of the entire Student Development team, welcome to Northwest University! We are so glad you are here! Our department is deeply committed to fostering an environment where each student is empowered to learn and grow. Our prayer is for you to thrive during your time at Northwest University.

The community handbook plays a critical role in our life together and provides a framework for our practice and behavior. It is intended to clarify expectations which keep us safe and engaged in the work of learning as we actively pursue God. Please take the time to read this handbook carefully. These policies and guidelines represent the collective interests of our entire University community—the university board, administration, parents, alumni and students.

Each member of the University, including you, plays a role in shaping our community identity and experience. We invite you to take that responsibility seriously.

May your time at Northwest University be blessed, and may your relationship to the community be mutually enriching.

***Rick Engstrom***  
**Dean of Student Development**

## 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 ensure 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 student community handbook may result in student accountability processes as well as the filing of criminal charges for illegal activities. Violations of the University's Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy ("Nondiscrimination Policy") are handled under the University's Discrimination Grievance Procedures. The Discrimination Grievance Procedures are a part of student accountability process regarding violations of the Nondiscrimination Policy.

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, commit 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.

## **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 student accountability processes, 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 nondiscrimination with regard to race, color, national origin, age, sex, disability, or genetic information. University's Nondiscrimination Notice provides information about the University's Nondiscrimination Policy. Persons having questions

regarding University's Nondiscrimination Notice, Nondiscrimination Policy, or Discrimination Grievance Procedures should contact the Dean of Student Development or the University's Title IX Coordinator.

## **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 Missional Values & Themes**

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

### ***Spiritual Vitality***

- 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***

- 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***

- 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.

### **Student Development Mission and Learning Outcomes**

#### **Student Development Department Mission Statement**

As an expression of the mission of Northwest University, the Office of Student Development facilitates student experiences and services centered on thriving, belonging, and learning.

#### **Learning Outcomes**

Students at Northwest University will...

1. Thrive
  - 1.1. Foster spiritual growth and faithful discipleship.
  - 1.2. Develop a holistic sense of self and purpose.
  - 1.3. Display commitment to biblical character and moral integrity under the empowerment of the Holy Spirit.
  - 1.4. Understand personal responsibility and stewardship of resources.
2. Belong
  - 2.1. Cultivate healthy relationships and connections with others.
  - 2.2. Display cooperative citizenship by participating and engaging in life on campus.
  - 2.3. Serve our neighbors in the Seattle Metropolitan area with love and compassion.
3. Learn
  - 3.1. Exhibit cultural competency and seek diverse perspectives.
  - 3.2. Understand leadership theory and exemplify leadership competencies.
  - 3.3. Develop effective communication and life skills.
  - 3.4. Practice critical thinking, problem solving, and intellectual generosity.

## **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. Off-campus conduct, whether or not that conduct results in arrest, may be the subject of University Accountability Processes. Behavior resulting in arrest on or off campus is subject to review within the University's accountability processes.

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

### **Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy** **("Nondiscrimination Policy")**

Northwest University does not discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college-administered programs and activities. As a religious educational organization, the University reserves the right to prefer employees and prospective employees on the basis of religion, and also reserves its right to prefer students and prospective students on the basis of religion. At this time, only traditional undergraduate students are required to comply with the University's faith requirements.

### **Reporting Procedure for Discrimination, Harassment, Sexual Harassment, and Sexual Violence**

If you believe you have witnessed or been the victim of discrimination or harassment (including sexual harassment, which includes, for instance, date rape or other forms of sexual assault and sexual violence), file a complaint or report with the University. You may file a complaint or report with the University by contacting a counselor in the [Wellness Center](#), your [Area Coordinator](#), your [Resident Assistant](#), the University's Title IX Coordinator (see Section 2.1 of the [Discrimination Grievance Procedures](#).) or the University's Equal Opportunity Grievance Officer (see Section 2.1 of the [Discrimination Grievance Procedures](#).) Reports of sexual violence made to a licensed or pastoral counselor while providing counseling services may not be reported to the Title IX Coordinator without the counselee's permission. Reports of sexual violence to all others must be reported to the Title IX Coordinator.

Reporting any form of discrimination, harassment, or sexual violence will allow the University to provide a prompt and fair resolution and provide you with further support. Reports of discrimination, harassment, sexual violence, or retaliation are handled according to the University's [Discrimination Grievance Procedures](#).

Recognizing that immediate action may be required to protect the rights of persons who claim to have been suffered discrimination, harassment, sexual violence, or retaliation in violation of the Nondiscrimination Policy, the University may implement interim measures, as appropriate. Interim measures may include:

1. A no-contact requirement;
2. Counseling; or
3. Temporarily rearranging class schedules or class requirements, or other measures.

As outlined in the [Discrimination Grievance Procedures](#), every reasonable effort will be made to protect the individuals alleging discrimination, harassment, or sexual violence 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. Sexual harassment (see Nondiscrimination Policy, Section 10.4) includes:

- Making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature;
- Sexual assault or other acts of sexual violence or sexual misconduct;
- Making submission to, or rejection of, sexual conduct the basis for withholding benefits (e.g. academic decisions, petition approval, or pay increases);
- Stating or implying that a particular student's academic performance or an employee's employment performance resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship (or similar statements to others);
- Stating or implying that a particular student's or employee's deficiencies in performance are attributable in whole or in part to that person's gender;
- 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.

Sexual harassment can involve persons of the same sex or opposite sex. Sexual harassment may be verbal, visual, or physical in nature. 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 environment.

The University may discipline its students and employees for offensive conduct even if that conduct does not meet the definition of unlawful sexual harassment.

## **Sexual Misconduct (including sexual violence)**

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 misconduct (see Nondiscrimination Policy, Section 10.5), including sexual violence (see Nondiscrimination Policy, Section 10.6), sexual assault (see Nondiscrimination Policy, Section 10.5A), sexual exploitation (see Nondiscrimination Policy, Section 10.5B), dating violence (see Nondiscrimination Policy, Section 10.5C), domestic violence (see Nondiscrimination Policy, Section 10.5D), and stalking (see Nondiscrimination Policy, Section 10.5E), and seeks to ensure that all students are informed of the resources available to them to help prevent, report, and respond to an incident of sexual violence. Sexual violence and other forms of sexual misconduct constitute sexual harassment. Students are encouraged to report sexual violence and other forms of sexual misconduct to the University. Reports and complaints of sexual misconduct (including sexual violence) will be handled under the University's Discrimination Grievance Procedures.

Sexual violence (see Nondiscrimination Policy, Section 10.6) means any physical sexual act against a person's will or where the person is not capable of giving consent (for example, due to the person's age, or use of drugs or alcohol, or because of any intellectual or other disability

that prevents the person from having the capacity to consent). Sexual violence includes rape and sexual assault.

Sexual assault (see [Nondiscrimination Policy](#), Section 10.5A) means any actual or attempted sexual contact with another person without that person's consent. Sexual assault includes any sexual contact when the victim is unable to consent or has not given consent, intentional and unwelcome touching of a person's intimate body parts, forcing or coercing a person to touch another person's intimate parts, and sexual intercourse without consent. Sexual intercourse has its normal meaning, but 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 give consent. The use of alcohol or drugs may render an individual incapable of giving consent due to impaired judgment or the inability to make decisions or communicate intentions. Consent may not be given by someone who is unconscious, unaware, or for any reason unable to communicate her or his intentions.

### **Reporting Sexual Violence**

To foster the safety and security of the entire community, the University strongly encourages immediate reporting of all alleged instances of sexual violence. Sexual violence can have very serious consequences, including sexually transmitted diseases, substance abuse, self-harm, depression, anxiety, anger, crying spells, difficulty sleeping or sleeping too much, nightmares, change in energy or motivation, and post-traumatic stress disorder, among other things.

If you feel that you are the victim of sexual violence (or other sexual misconduct), please contact someone you can trust right away! Complaints and reports should be made as soon as possible and can be made to local police and University officials. See the University's [Discrimination Grievance Procedures](#) for how to file a complaint.

Some University officials available to receive complaints and are trained to help are:

- Campus Security – available 24 hours/day at: 425-889-5500 or campus ext. 222
- The Title IX Coordinator (see [Nondiscrimination Policy](#), Section 2)
- An Equal Opportunity Grievance Officer (see [Nondiscrimination Policy](#), Section 2)
- An [Area Coordinator](#)
- Wellness Center (campus ext. 5282 or [wellnesscenter@northwestu.edu](mailto:wellnesscenter@northwestu.edu))
- Student Development Office (campus ext. 5234 or [studentdevelopment@northwestu.edu](mailto:studentdevelopment@northwestu.edu))

All University employees (except those receiving information in their capacity as a pastoral counselor or licensed counselor) and all resident hall advisors are required to report incidents of sex-based discrimination, including sexual harassment and sexual violence to the Title IX

Coordinator. The Nondiscrimination Policy describes how the University treats student requests for confidentiality (see Nondiscrimination Policy, Section 8).

Reaching out to someone in the above list will begin to address the harm done to you and help you find a caring professional who can help you get 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.

**Kirkland Police Department**; phone: (425) 577-5656  
**King County Sheriff's Department**; phone: (206)296-3311

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

**Evergreen Hospital**; phone: (425) 899-3000  
**Overlake Hospital**; phone: (425) 688-5211

Also, preserve any potential evidence by not bathing, combing, or cleaning yourself or changing your clothes.

Here are other resources:

**On-Campus Support:**

- 1) Kirkland campus: phone 911 and Campus Security at (425) 889- 5500.  
Wellness Center (Kirkland) – campus extension x 5282 or [wellnesscenter@northwestu.edu](mailto:wellnesscenter@northwestu.edu) .
- 2) Sacramento campus: phone 911 and Campus Security at (916) 856-5893, ext.245.
- 3) Salem campus – phone 911 and Campus Security at (503) 304-0092.

**Off-Campus Support:**

- 1) Kirkland campus:
  - King County Sexual Assault Resource Center 24 hour line at (888) 998-6243
  - Harborview's Sexual Assault and Traumatic Stress - 24 Hour Community Care Line at (206) 744-1600
  - National Sexual Assault Hotline at 1.800.656.HOPE (4673)

## 2) Sacramento campus:

- WEAVE – provides crisis intervention services for survivors of domestic violence and sexual assault in Sacramento County through prevention and education about domestic violence; help stop the cycle of domestic violence. 24-hour Crisis Line: (916) 920-2952 or (866) 920-2952.
- Domestic Violence Intervention Center – help victims of domestic violence and their children become survivors; educate the community about domestic violence; help stop the cycle of domestic violence. 24-hour Crisis line: (916) 728-7210
- National Sexual Assault Hotline at 1(800) 656-HOPE (4673)

## 3) Salem campus:

- Center for Hope and Safety – domestic violence and sexual assault. 24-hour Crisis Line: (503) 399-7722 or (503) 378-1572
- Northwest Human Services – adult and children service, medical support shelter. 24 –hour Crisis Line: (503) 581-5535
- National Sexual Assault Hotline at 1(800) 656-HOPE (4673)

### **Other important 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

### **No Retaliation**

The University not only prohibits discrimination and harassment, but it also prohibits retaliation against any person for making any complaint about discrimination or harassment or assisting, testifying, or otherwise participating in any discrimination or harassment investigation, or otherwise opposing discrimination or harassment prohibited by the Nondiscrimination Policy. Retaliation means any adverse action that might dissuade or deter a reasonable person from making or supporting a complaint of discrimination or harassment. Retaliation can include threats, intimidation, unjustified negative grades or evaluations, demotion, deduction in pay, among other things.

### **Victims and Bystanders**

In efforts to prioritize student safety and reduce potential barriers to reporting medical emergencies, crimes, or any situation which compromises community safety, Northwest University will not pursue the standard disciplinary action in the following situations:

1. **Victims** of sexual or physical assault will not be subject to the standard disciplinary action for violations that may have occurred at the time of the assault or violations that were revealed by the victim during the course of investigation.\*

2. As a community of responsibility and care, **student bystanders** are expected to notify university personnel when a student is in need of emergency medical attention, or if the bystander witnesses criminal conduct or any situation compromising community safety. University judicial officers will practice reasonable leniency for all bystanders who committed violations to the community lifestyle standards, but who also reported or assisted during an emergency situation.\*

*\*Students are still subject to federal, state and local laws. The University will fully comply with any related criminal investigation(s) and cannot provide immunity from criminal prosecution.*

## God's Good Design for Human Sexuality

In an age in which secular society is increasingly confused about sexual identity and sexual purity, Northwest University (NU) strives to be clear and consistent with all members of our community about expectations regarding the highest standards of Biblical purity in interpersonal relationships. With a clear understanding of sexual identity and consistent practice of sexual purity by our community, NU can be an effective agent of the healing power of Jesus Christ to the victims of sexual sin in our world.

In keeping with Northwest University's mission and its commitment to evangelical Christianity, the University expects all members of our community to follow the teachings of scripture. We believe God's design for the gift of sexuality is that it is to be exercised and enjoyed (Song of Songs; Hebrews 13:4) only within the covenant relationship of marriage between one man and one woman (Genesis 2:24). This view of sexuality and marriage is rooted in the Genesis account of creation (Genesis 1-2), is affirmed by Jesus (Matthew 19:3-6; Mark 10:2-9) and is maintained consistently throughout scripture (Ephesians 5:21-33).

Sexual relations of any kind outside these confines of marriage are inconsistent with the teaching of scripture, as understood by Christian churches throughout history. This prohibition applies to marital infidelity, sexual relationships between unmarried men and women, and homosexual practice. Therefore, as a matter of moral and faith witness, Northwest University expects all members of our community to avoid such conduct themselves and refrain from encouraging it in others (Ephesians 5:3-7). We believe God calls the unmarried to live pure and celibate lives, refraining from sexual intimacy. Sexual celibacy is a worthy state for Christian men and women (1 Corinthians 7:1-7), as pleasing to God as fidelity in marriage.

## **Marriage**

We believe God's intention is that those who enter marriage shall seek, in mutual love and respect, to live in Christian fidelity as long as both shall live. In upholding the biblical teaching and God's ideal for life-long, monogamous marriage between one man and one woman (Genesis 1:27; Genesis 2:24; Song of Songs; Ephesians 5:21-33; 1 Timothy 3:2; Titus 1:5-6; Hebrews 13:4), Northwest University seeks to employ people with a strong commitment to the sanctity of marriage. However, we recognize that the Bible makes provision for divorce and remarriage for victims of adultery and abandonment (which can take many forms including abuse).

## **Pregnancy**

### **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 implications of the pregnancy and life change.

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.

## **Homosexuality**

Northwest University's policy on homosexual behavior is grounded in scriptural declarations about the same (Leviticus 18:22, Romans 1:24-27, 1 Corinthians 6:9-11, 1 Timothy 1:10, Jude: 7, among others). The consistency of these passages in their rejection of homosexual practice, along with the complete absence of any text or example referring to God's blessing upon homosexual activity or relationships, has been unwaveringly interpreted and applied by the historical church from its earliest teachers as a proscription of homosexual practice. As a Christian university, NU adheres to this same standard. At the same time, NU believes that the very passages referenced above also describe all human beings as broken and offer the hope of redemption, including redemption from sexual sin.

Due to the complexity of issues related to same-sex behavior, same-sex attraction, and sexual orientation, we are committed to engaging this conversation with courage, humility, prayerfulness and care. NU considers all Christians to be engaged in a pilgrimage toward personal holiness, a pilgrimage that will involve struggles and will require the help and understanding of other Christians to achieve. Consequently, our aim in dealing with this issue is to offer safety that promotes openness. We pledge to extend compassion and care, communicating personal acceptance while providing accountability and assistance supporting NU students in their desire to live consistently with Christian teaching (Galatians 6:1-3). Consistent with this standard, all members of the NU Community are expected to treat one another with respect and Christ-like compassion. Insults, slurs and other forms of derogatory speech have no place in a Christian community. Overall, NU's approach to same-sex attraction

and behavior strives for a holiness that reflects the compassion of Christ even as it provides redemptive accountability.

### **Gender Identity**

We believe that all humans, male and female, are created in the image of God (Genesis 1:27) and that God loves each one of us. We recognize that gender identity is formed through complicated biological and social processes. We strive to be a caring and supportive community for those struggling with gender identity issues. At the same time, we expect all members of our community to exhibit a consistent gender identity for the duration of their time at NU (1 Corinthians 14:33); we do not approve of changing or attempting to change one's sex while enrolled at NU.

### **The Redemptive Hope of the Gospel**

Northwest University strongly affirms the liberating power of the Christian gospel. All sinful people may be freed from former wrong patterns of life, including sexual sin (1 Corinthians 6:11). Like all other sins, sexual sin can be fully forgiven through repentance and faith in Christ's atoning work.

As agents of Christ, we aim to offer compassion and care to anyone in our community who is struggling with sexual sin while also providing accountability and assistance in living consistently with Christian teaching. We recognize the difference between a person's attractions or internal struggles and a person's behaviors. As NU strives to be a learning community of grace, love, and truth, we hold our traditional students to the highest standards of Christ-like conduct. For that reason and because of the serious consequences sexual sin can have on the ministry of NU, we reserve the right to dismiss any persons who do not conform their conduct to these community standards.

### **Other Discrimination or Harassment**

Discrimination or harassment based on an individual's race, color, national origin, sex, age, marital status, disability, or honorably discharged or military status is a violation of the University's Nondiscrimination Policy. "*Discrimination*" (see [Nondiscrimination Policy](#), Section 10.1) means any unfavorable treatment because of the person's protected characteristic (for example, unfavorable treatment in hiring or pay because of the person's race). "*Harassment*" (see [Nondiscrimination Policy](#), Section 10.2) is a form of discrimination, and is unwelcome conduct based on a person's protected characteristic. Harassment becomes unlawful and is prohibited by the University's Nondiscrimination Policy when the offensive conduct becomes a condition of the work or academic environment or when the conduct becomes so severe, persistent, or pervasive enough to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Offensive conduct may include offensive jokes, slurs, physical assault, epithets, demeaning depictions or treatment, intimidating language or behavior, and threatened or actual abuse. Violations of the Nondiscrimination Policy will be handled under the Discrimination Grievance Procedure.

### **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 or 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.

## **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 Student Development Office at (425) 889-5234.

## **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 campuses 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 the University student accountability processes.

### **Description of City, State, and Federal Legal Sanctions**

#### **Local Sanctions**

Kirkland Municipal Code (KMC) prohibits the following acts:

#### **Alcohol offenses**

***Consumption of liquor.*** It is unlawful for any person under the age of twenty-one years to acquire in any manner, consume, or have in his possession any intoxicating liquor, provided that the foregoing shall not apply in the case of liquor given or permitted to be given to such persons under the age of twenty-one years, by his parents or guardian for beverage or medical purposes and which shall be consumed in the presence or premises of said parent or guardian, or administered to him by his physician or dentist for medicinal purposes. (KMC 11.44.070)

***Intoxicating liquors and drugs prohibited.*** It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container with one's immediate reach or control, (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park, may be considered to be in possession of the container for the purposes of this section. (KMC 11.80.210)

***Liquor in public.*** It is unlawful for any person to open a container or possess an opened container of intoxicating liquor or to consume intoxicating liquor in a way open to the public or a public place other than a public place specifically identified and posted as a place where intoxicating liquor may be consumed. (KMC 11.84A.050)

***Intoxication.*** (a) It is unlawful for any person who is under the influence of intoxicating liquor or narcotic or habit forming drugs to operate or be in actual physical control of any vessel or watercraft. (b) It is unlawful for the owner of any vessel or watercraft or any person having such in charge or in control to authorize or knowingly permit the same to be operated by any person who is under the influence of intoxicating liquor, narcotic or habit-forming drugs. (KMC 14.24.050)

***Illicit drug offenses:***

The following sections of RCW Chapter 69.50 relating to drugs and other controlled substances, defining crimes and prescribing penalties, are adopted by this reference:

KMC 11.77.010

RCW 69.50.101 RCW 69.50.212 RCW 69.50.403 RCW 69.50.102 RCW 69.50.302 RCW 69.50.404 RCW 69.50.201 RCW 69.50.306 RCW 69.50.405 RCW 69.50.202 RCW 69.50.307 RCW 69.50.407 RCW 69.50.204 RCW 69.50.308 RCW 69.50.412 RCW 69.50.206 RCW 69.50.309 RCW 69.50.505 RCW 69.50.208 RCW 69.50.401 RCW 69.50.506 RCW 69.50.210 RCW 69.50.402 RCW 69.50.509

Any person convicted under this chapter of violation of any of the provisions adopted in Section 11.77.010 is guilty of a serious crime as designated in Section 1.04.010. (KMC 11.77.020)

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

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.

# 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 residence hall room or 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 a residence hall room or apartment for an event, program, or large number of guests
- in residence hall lounges
- in the Dining Hall and the Aerie
- 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

All printed materials posted throughout campus must be approved in the form of a departmental stamp prior to being posted in designated locations. 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 complimentary 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 advertisement is not an endorsement by the University.

- *Student Development:* Approves materials for events, businesses, clubs and organizations.
- *Academic departments:* Approves materials for courses, academic events, and study abroad.
- *Residence Life:* Approves materials for residence halls at the discretion of area coordinators.
- *Campus Ministries:* Approves materials for ministries and church advertisements.
- *Marketing Department:* Approves materials for official NU media.

Online postings (no printed materials allowed around campus)

- *Housing Office:* Approves materials for rooms for rent in the community.
- *Career Services:* Approves all job postings and internships.

## Bulletin Boards

The following locations are available for general posting after approval:

- Hurst Library (1 bulletin board)

- Ness Building (2 bulletin boards)
- HSC (1 Bulletin board)
- Pecota Student Center (2 bulletin boards)
- The Caf (1 bulletin board)
- EFC Lounge (1 bulletin board)
- GPC & Gray/Beatty Residence Hall Lounges

All postings in other locations on campus will be removed, including those attached to glass doors or their adjacent windows. Stamped flyers will expire after two weeks.

### **Chapel Announcements**

Requests for chapel announcements can be made by emailing [chapelannouncements@northwestu.edu](mailto:chapelannouncements@northwestu.edu). Guidelines for chapel announcement requirements can be found on the Campus Ministries Eagle page.

### **The Caf**

Advertising space in the Caf is available through the use of napkin holders or tent cards. All ads must be approved in advance by the Student Development Office. Groups may only use one side of the napkin holder (63 ads in total) and should be 6.5 inches wide x 4.5 inches high in size. In addition, there will not be more than one table tent advertising on display at any given time. Napkin holder and table tent ads may stay up for two weeks. Groups advertising at the tables are responsible for inserting and removing advertisements.

Additionally, on- and off-campus groups may reserve the recruiting table in the Caf during meal times. Student groups would make these reservations by contacting the Director of Community Life. Staff and faculty can make the reservation using the Outlook calendar request. Off campus groups advertising for employment would contact Career Services. Off-campus groups will be limited to one reservation lasting up to two days per academic year.

### **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 NUSG, Student Development staff, and other administrators.

### **Eagle Webpage**

The Eagle homepage is a one-stop online resource for all types of campus announcements from current students and employees at Northwest University. Posting requests can be initiated by emailing [help@northwestu.edu](mailto:help@northwestu.edu).

### **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.

### **In The Loop**

Published weekly, this Student Development E-news highlights campus-wide events and programs each issue, published every Monday morning. Announcements can be considered by

emailing [studentdevelopment@northwestu.edu](mailto:studentdevelopment@northwestu.edu) by the Thursday before the desired Monday issue.

### **Look Ahead**

Campus Ministries distributes this weekly student list serve email that communicates chapel and campus ministries information along with local service learning, national or international ministry opportunities and prayer requests.

### **Sandwich Boards**

Professionally produced sandwich board may be placed outside any campus building. Boards should be retrieved within 24 hours of the conclusion of the event.

### **Sidewalk Chalk**

Groups wishing to use sidewalk chalk must have their advertising approved in advance by Student Development. All advertising must be washed off of sidewalks within 24 hours of the end of the event. Sidewalk chalk may only be used in the following pre-approved locations: in front of the Residence Halls and the Pecota Student Center. **UNDER NO CIRCUMSTANCES** should groups write on walls of buildings, brick pavement, or on interior chalkboard walls.

### **Social Media and Blogs**

All social media platforms using the Northwest University name must go through an approval process from the Marketing department. This process is outlined on the Marketing Eagle page.

### **Television Monitors**

Televisions have been installed in several buildings on campus to provide advertising. Contact the IT department ([help@northwestu.edu](mailto:help@northwestu.edu)) for more information on utilizing this resource.

### **Web pages**

As the most comprehensive electronic media tool, <http://www.northwestu.edu> and <http://eagle.northwestu.edu> are the primary source of communication with all university constituencies. In an effort to maintain the accuracy and consistency of website content and active links to current information about university programs and services, all university associated web-publishing must occur on one of these two web sites.

## **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.

Activities violating the University's behavior expectations may result in review or discipline under the University's Student Accountability Processes. 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.

## Residential Policies

### Residence Halls

Please see the [Living Area Manual](#).

### Student Apartments

Please see the [Living Area Manual](#).

### Family Housing

Please see the [FIRS Living Area Manual](#).

### Off Campus Housing Policy

Northwest University is intentionally residential. We believe living on campus provides a meaningful compliment to the classroom experience and shapes our learning community in ways that encourage holistic development. We believe in the value of community living and breaking bread as a profoundly Christian practice. Therefore, traditional undergraduate students are required to live on campus during their time at Northwest University.

Traditional students must meet at least one of the following criteria in order to qualify to live off campus (commute) while attending Northwest University:

- Living at home with parent(s)\*;
- 23 years old or older on the first day of fall semester;
- Be 21 years old AND have junior status (60 semester credits earned) on the first day of fall semester;
- Married;
- Parent or legal guardian to a child;
- Employed where room and board are provided\*.

\*Verification by parent(s) or employer is required. Off campus residence must be within a 35-mile drive to campus in order to receive approval.

All commuter students must complete a Residency Exemption Form. Those that do not meet the qualifications may still petition to live off campus by completing the form and attaching a petition. The petition should include all relevant information for the Residence Life and Housing Office to thoroughly consider the request.

### Application Process:

Residency Exemption Form must be received *prior* to August 1st for the Fall semester and by December 1<sup>st</sup> for the Spring semester. The form should be submitted online via the student's MyHousing profile.

Students need to apply and be approved to live off campus. They do not need to reapply every year unless their status or address changes. It is the student's responsibility to provide current and updated address information to the Housing Office.

## **Student Accountability Processes**

### **The Purpose and Philosophy**

The protection of victims and the development of Biblical self-discipline, moral reasoning, and positive social behavior are the goals of these accountability processes. These processes are designed to be positive and developmentally-oriented in nature with focus on reconciliation, restoration, and restitution.

The student accountability processes are designed to comply with applicable law and 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 his or her Area Coordinator. 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 members of the Residence Life staff or the Dean of Student Development 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. (There may be times when individual confrontation is not appropriate and should not be expected. For example, the victim of sexual violence will not be expect to confront his or her perpetrator before filing a complaint or seeking help.) 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 or her life, even if it involves a violation of the Community Expectations he or 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 an accountability 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 accountability decisions (e.g., students' occasional failure to connect their behavior with what they believe). The accountability 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, accountability processes 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**

Accountability 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. Accountability 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 accountability 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 accountability 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 accountability 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 accountability 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 an accountability process is used only for investigatory or mandated reporting purposes, and is otherwise held in the strictest of confidences. Rules regarding confidentiality are different for complaints under the University's Nondiscrimination Policy. Allegations of sexual violence will be reported to the Title IX Officer. And while a victim's request for confidentiality will be respected,

if possible, community safety concerns may require the University to pursue allegations of serious sexual violence. Please see the University's [Nondiscrimination Policy](#), Section 8.

### **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 a student accountability process. 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.

### **Types of Student Accountability Processes**

All alleged violations of the University's Nondiscrimination Policy are addressed according to the University's [Discrimination Grievance Procedures](#). All other violations of the University's behavioral expectations will be addressed through the University's Judicial Process, which is outlined below.

### **Discrimination Grievance Procedures**

The University's Discrimination Grievance Procedures, in compliance with Title IX, provides a prompt and fair resolution of complaints or reports of discrimination, harassment, or retaliation in violation of the University's Nondiscrimination Policy.

### **Northwest University Discrimination Grievance Procedures Officials**

1. The **Title IX Coordinator** receives complaints of violations of the University's Nondiscrimination Policy and monitors compliance with all Title IX regulations.
2. The **Equal Opportunity (EO) Grievance Officers** investigate complaints of violations of the University's Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy and respond according to the University's Discrimination Grievance Procedures.

### **Summary of the Discrimination Grievance Procedures**

When an alleged violation of the University's Nondiscrimination Policy has been reported, the University will provide a prompt and fair resolution through its [Discrimination Grievance Procedures](#).

As is described in the Discrimination Grievance Procedures, resolution will be provided according to either an informal or formal process.

### **Confidentiality**

The individuals involved in Discrimination Grievance Procedures may have certain privacy rights or concerns and the University will follow its Nondiscrimination Policy regarding confidentiality, (see [Nondiscrimination Policy](#), Section 8). All complaints, reports, investigations, and results will be kept confidential and shared only with the individual alleging a violation, the individual alleged to have committed the violation, witnesses (as deemed appropriate), and person with a reasonable need to know the information (for example a professor or the Title IX Coordinator, and those involved in the process).

If the individual alleging a violation has concerns about their identity or complaint being disclosed, then the University should attempt to address those concerns. The University may also disclose any information or documents as permitted by the Family Educational Rights and Privacy Act ("**FERPA**"), as required by law, or as necessary or appropriate to make a report to any law enforcement agency. The University will make every reasonable effort to comply with a victim's desires for confidentiality.

### **Judicial Process**

Students who make decisions to violate the community expectations and lifestyle standards (except for violations of the University's Nondiscrimination Policy) are held accountable for their actions through the University's judicial process. This process is intended to be redemptive and restorative with the care and 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 **Dean of Student Development** serves as the Chief Judicial Officer for the University. As such, all levels of non-academic adjudication are managed through this office, including non-traditional students and chapel accountability. The Dean is also the Chair of the Judicial Council and is responsible for the annual training of judicial council members.
3. The **Director of Residence Life and Student Housing** manages all second-tier campus violations and will also serve as a secondary judicial council chair as needed. Assignment of judicial cases to the appropriate Area Coordinator is also the responsibility of this office.
4. **Area Coordinators** manage all first-tier judicial violations.

### **Steps of the Judicial Process**

1. An incident report is submitted through Conduct Coordinator tracking software.
2. The Director of Residence Life and Student Housing assigns the report to the appropriate personnel.
3. The appropriate personnel will follow up accordingly.
  - a. If this is a first-tier violation, the appropriate Area Coordinator 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 of Residence Life and Student Housing 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 Dean of Student Development (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.
4. The student(s) involved are always informed of their right to appeal the decision and how to do so.

## **Records**

The Director of Residence Life and Student Housing 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 council chair 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 University 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 Student Development office. The student will be responsible for any fees.

2. **Community service.** Community service can be assigned conjunction with the Housekeeping, Maintenance, Campus Ministries' offices, Food Services 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 the University Counseling Services or 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 Student Development staff member or a judicial council.
6. **Housing reassignment.** Students may be reassigned to a different housing placement or be removed from University housing on a temporary or permanent basis.
7. **Letter of apology.** In addition to the primary recipient, a copy of the letter should be submitted to the judicial council chair.
8. **Loss of student leadership/co-curricular positions.** Students may be removed from positions of leadership for violations on a temporary or permanent basis.
9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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.



15. **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 Residence Life professional staff.

### 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 Student Development personnel and Judicial Councils consider the students' current attitude as well as past behavior.

#### First Tier Violations

Examples of specific behaviors Area Coordinators would respond to include (but are not limited to):

<b>Violation:</b>	<b>Possible Status:</b>	<b>Possible Sanction:</b>
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
Quiet hours	None	Written warning, community service, \$20 fine
Roof access	None	\$50 fine
Sharing door/room codes	None	\$10 fine (per code shared/used)
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

Visitation	Provisional Citizenship Probation	Written warning, loss of visitation (day or days), \$20 fine
------------	---	--

\*Students with first tier violations appeal to: Director of Residence Life and Student Housing

### Second Tier Violations

Examples of specific behaviors the Director of Residence Life and Student Housing would respond to include (but are not limited to):

<b>Violation:</b>	<b>Possible Status:</b>	<b>Possible Sanction:</b>
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
Visitation (second offense)	Full Citizenship Probation	Loss of visitation (week or weeks), community service, research or presentation

\*Students with second tier violations appeal to: Dean of Student Development

### Third Tier Violations

Examples of specific behaviors the Dean of Student Development and the Student Development Judicial Council would respond to include (but are not limited to):

<b>Violation:</b>	<b>Possible Status:</b>	<b>Possible Sanction:</b>
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.

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

\* Sexual harassment, sexual assault, sexual violence, and other sexual misconduct will be addressed according to the University's Discrimination Grievance Procedures and Nondiscrimination Policy.

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

## Student Rights in the Judicial Process

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 Student Development 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 Dean of Student Development. 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 Student Development Administrative Assistant. 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.).

## Judicial Process 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 appropriate Student Development staff members.

### **Administrative Judicial Council**

The Administrative Judicial Council will consider student appeals to judicial action issued by the Student Development 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
- Faculty Council Chair

### **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 his/her Area Coordinator. 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 members of the Residence Life staff, the Dean of Student Development, and the student judicial councils will assume the responsibility to confront and call in anyone falling short of community expectations.

### **Non-Traditional Judicial Council**

When campus community violations are committed by non-traditional students at the Kirkland campus in graduate or the Adult Evening programs, the matter is adjudicated by the Non-Traditional Judicial Council. Appeals resulting from a non-traditional judicial council decision are considered by the Administrative Judicial Council.

Non-Traditional Judicial Council Members:

- Dean of Student Development (Chair)
- Academic Dean for program in which the student is enrolled

**Sanctions** refer to the various corrective and restorative measures that may be required by the assigning Student Development 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 Provisional Citizenship Probation **are** grounds for acceleration to Full Citizenship Probation.

**Full Citizenship Probation.** Students who are placed on Full Citizenship Probation have likely violated one or more 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, student organizations or athletics may forfeit their leadership position and/or forfeit their University funded scholarships as deemed appropriate by their respective advisors/coaches/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 Dean of Student Development 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.

### **Student Development Judicial Council**

The Student Development Judicial Council, chaired by the Dean of Student Development, will consider *third-tier* violations of the Student Community Handbook and student appeals regarding findings or sanctions.

#### **Judicial Council Members:**

- Dean of Student Development (Chair)
- Faculty member
- Staff member

## **Information Guide**

<b>Where to Go</b>	<b>Phone</b>	<b>Office Location</b>
Academic Success & Advising Services	5227	Williams 10
Academic Calendar	5237	Barton 245
Admissions Information	5231	Barton 286
Alumni Services	5206	6710 – 354
Athletics Information	7806	Barton 146
Audio/Visual Equipment	5310	Barton 122
Campus Facility Reservations	5215	Barton 252

<b>Where to Go</b>	<b>Phone</b>	<b>Office Location</b>
Campus Ministries Office	5307	Campus Ministries (Pecota)
Career Development Office	5752	Williams 12
Chapel Attendance	5307	Campus Ministries (Pecota)
Class or Schedule Change	5229	Davis 111
CLEP Exams	5228	Davis 111
Correspondence Course Information	5228	Davis 111
Counseling Services	5282	Wellness Center (Greeley)
Email	5310	Barton 122
Families in Residence Housing (FIRs)	5334	Student Development (Pecota)
Financial Aid Services	5210	Barton 255
Food Services	5285	The Caf
General Information	0	Barton 290
Grade Information	5228	Davis 111
Graduation Requirements	5228	Davis 111
Health Services	5282	Wellness Center (Greeley)
Human Resources	4203	Davis 102
ID Cards	5310	Barton 122
Information Technology Help Desk	5310	Barton 122
Interim Housing	5334	Student Development (Pecota)
Internet Connections	5310	Barton 122
Library Services	5266	Hurst Library
Lost and Found	5581	Security (Crowder Lobby)
Mailroom	5223	Barton 160
Music Department	5255	Amundsen 6
NUSG Office (Student Government)	5280	NUSG Office (Perks)
On-Campus Residence Hall Living	5334	Student Development (Pecota)
Orientation Information	5319	Student Development (Pecota)
Pacific Rim Centre	5315	HSC 101
Parent Services	5206	6710 – 354
Parking Permits	5581	Security (Crowder Lobby)
Parking Violations (disputes/appeals)	5581	Security (Crowder Lobby)

Where to Go	Phone	Office Location
Payment of Parking Violations	5241	Cashier (Davis)
Payment on Accounts	5241	Cashier (Davis)
Phone Services	5310	Barton 122
Printing Services	5309	Barton 160
Public Relations	4209	Barton 267
Registration	5228	Davis 111
Scholarship Information	5210	Barton 255
Security Desk	5500	Security (Crowder Lobby)
Security Director	5581	Security (Crowder Lobby)
Student Accounts	5346	Barton 226
Student Activities	6397	NUSG Office (Perks)
Student Development Office	5234	Student Development (Pecota)
Student Health Insurance Information	5337	Davis 102
Student Recruitment	5231	Barton 286
Student Success	7823	Williams 10
Telephone Services	5310	Barton 122
Transcript Evaluation	5230	Davis 111
University Publications/Publicity	4209	Barton 267
Veterans Affairs	5228	Davis 111
Withdrawals (class or University)	5228	Davis 111

### Common Abbreviations

- **AC** Area Coordinator
- **AR** Apartment Representative
- **NUSG** Northwest University Student Government
- **RA** Resident Assistant

## Campus Life Resources

### Academic Success and Advising Services

The Office of Academic Success and Advising Services, located in Williams Hall, helps students achieve their goals while at Northwest University. Academic Success is a valuable referral service, supporting students in their adjustment to University life; helping connect students with



tutors; 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. Visit the [website](#) to learn more about the services provided by the Academic Success and Advising office.

In addition, each student is assigned a faculty member as an academic advisor. Generally, the faculty member is part of the academic discipline chosen by the student as a major.

### **Access to Campus**

Northwest University is a Washington non-profit corporation under state law and as such, property owned by the University is "private property." 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 Security personnel. Persons refusing to leave will be considered trespassing by the Kirkland Police Department.

### **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 Pecota Student Center, The Green, Eagle Fields and athletic facilities, Hurst Library and study rooms, and residence hall lounges. 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.

**The Aerie Café** is located in Pecota Student Center. This comfortable, inviting café features premium espresso and coffee, as well as, light food items. Hours of operation and other information are available on the [Aerie Homepage](#).

### **Associated Student of Northwest University (ASNU)**

The Associated Students of Northwest University (ASNU) is the governing body of students at Northwest University. This group is committed to listening to student concerns, advocating for student needs, and bringing positive changes to Northwest University. The associated student body is given the privilege of forming and exercising advocacy within this organization by the Northwest University Office of Student Development, the University President, and the University Board of Directors.

Membership in ASNU is comprised of students currently enrolled in the traditional undergraduate programs of Northwest University, having paid their student services fee. ASNU shall consist of Executive Officers and two main bodies: the ASNU Student Senate which will serve as an official representation of student voice, and ASNU Student Leadership Council which will serve as an advisory board for the ASNU President and Dean of Student Development. ASNU shall be advised by the Director of Community Life and Dean of Student Development.

The governing ASNU Constitution and By-Laws are available through the ASNU Office or the ASNU Eagle [webpage](#).

### **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. Bicycles may not be locked to anything other than a designated bicycle rack. Any bicycles found in inappropriate locations may be confiscated and discarded.
3. Students may keep bicycles in their own room or apartment under the following conditions:
  - All bicycles will be pushed to and from the student's room. At no time is any bicycle to be ridden in the residence hall.
  - Storage of bicycles in rooms is only permitted for students who occupy the room
  - Any damage resulting from storage of bicycles in residence hall rooms or hallways will be assessed to occupants of that room.
  - Bikes may be stored in a student's University apartment or balcony/deck storage closet.

### **Campus Ministries**

Campus Ministries exists to continually engage with Jesus in order to cultivate spiritual growth in the individuals and community of Northwest University, through a foundation of prayer, culture of worship, teaching of the word, development of relationship, and a determination to reach. More information regarding Campus Ministries, Campus Ministries Student Leaders, and spiritual life at Northwest can be found on the [Campus Ministries Homepage](#).

### **Eagle Fitness Center**

The Eagle Fitness Center is available for current NU students, alumni, employees, and employee family members. A University ID card must be presented when entering the facility. To maintain a safe environment for fitness activities we request that parents do not bring children under 12 years old into the fitness facility. Children under 18 years old may use the fitness equipment if accompanied by a parent, guardian, or NU athletic staff. The EFC is located on the first floor of the Barton Building. For more information on hours and equipment available, visit the [EFC Homepage](#).

### **Employment**

Employment opportunities in the Northwest University community are excellent. On-campus employment for students is coordinated through the Human Resources Office in the Barton Building. Applications are also available at the reception desk of the Barton Building.

For information on part or full-time employment off-campus please visit the [JobSearch Website](#). International students are generally not eligible to work off-campus while studying in the United States.

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 Office Homepage](#). 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/](http://eagle.northwestu.edu/departments/registrar/resources/) or by mail from: Northwest University, Registrar's Office, and P.O. Box 579, Kirkland, Washington, 98083.

### **Food Service**

The Caf offers a wide variety of quality food choices appealing to differing preferences. Listed below are the various meals' service focuses, although various Deli, Salad, and Specialty Bars are also open during these times.

*The Caf is Open Between Meals*

#### **Weekdays:**

- **Hot Breakfast:** 7:00am-9:00am
- **Hot Lunch:** 11:00am-2:00pm
- **Hot Dinner:** 5:00pm-7:00pm

**Saturdays:**

- **Brunch:** 10:30am-12:30pm
- **Dinner:** 5:00pm-6:00pm

**Sundays:**

- **Breakfast:** 7:30am-8:30am
- **Lunch:** 12:30pm-2:00pm
- **Dinner:** 5:00pm-6:00pm

When, because of medical or health conditions, students are required to have a special diet, they should submit a written notice from their doctor to the Student Development office. The doctor's statement should provide all information regarding restrictions and requirements of diet when health is a factor. The University reserves the right to charge for special diet provisions if necessary.

All students must present their current ID Card to be able to eat any meal, or pay cash upon entry. Options are available to students who wish to purchase a meal plan. Meal plans can be purchased at the Cashier's Office in the Davis Building.

Dishes, tableware, glasses, related items, and food must remain in the Caf. The only exception is for students who are ill and who have received permission. The food service at Northwest University is operated by Pioneer College Caterers.

**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.
- Are scheduled by room reservation by contacting the Director of Community Life.

Athletic facilities, including the Pavilion and Eagle Fitness Center, are available to students during monitored hours or by reservation directly with the Athletic Department.

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**

The University's [Discrimination Grievance Procedures](#) provide students and employees a process to report and address violations of the University's Nondiscrimination Policy, including matters involving sexual violence and other acts of discrimination or harassment.

### **Health Insurance**

The University recommends that all students carry a health insurance policy. A health insurance policy is required to participate in University sponsored recreations sports activities.

International students are required to demonstrate proof of health insurance upon enrollment at Northwest University.

### **ID Key Cards**

Each student must have his/her current Northwest University ID card for admission to the Caf, checking out library material in Hurst Library, recording of Chapel attendance, and for admission to NU athletic events held in the Pavilion. Enforcing this policy consistently helps to ensure that students are getting the most for their investment. Cards also work as electronic keys for access to residence hall exterior and hallway doors.

Replacement ID Key Cards may be obtained from the Information Technology Office on the first floor of the Barton Building at a cost of \$25.00. Continuing students can get a validation sticker for their cards from either the Information Technology Office or the Library.

### **Library**

The NU Library [website](#) allows you to search the library's extensive collection of electronic and print resources. Access from off-campus requires login with your NU network login. Collections include:

- 250,000 electronic books including OverDrive ebooks which can be downloaded to your phone, tablet, or Kindle device.
- 30,000 journal titles containing over a million articles
- 50,000 streaming video documentaries
- 50,000 print books
- Popular books and videos
- Popular magazines in electronic format

Research assistance is available in person, via phone, email, or a 24-hour chat reference. Other services available at the main Kirkland branch include:

- Group and individual study rooms, which can be reserved on the library website
- 24-hour computer lab and study space
- Interlibrary loan, which allows you to request books and articles from other libraries
- The Writing Center (managed by Academic Success)
- Camera equipment is available for loan
- A collection of print and electronic textbooks for select classes

Library collections, services, policies and facilities are described on the library's [web page](#). Students are responsible for knowing 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.

### **Lost/Found**

Lost and found: If you misplace or lose something on campus, first retrace your steps and attempt to locate your property. If you cannot locate it please advise staff where you believe you left it. You should also call or go into the security office and advise them, providing a detailed description and contact information. If you find property you believe has been lost or misplaced, ensure the owner is not nearby. If it appears that the property has been lost or misplaced please bring the property to the security office for safekeeping.

Security officers will make every attempt to determine the owner of found property and let them know their property is at the security office. It is the owner's responsibility to come to the security office with identification to pick up their property. The security office will only hold found property for 60 days, at which time the property will be either destroyed or repurposed through Student Development.

### **Mail**

Mailboxes are assigned at New Student Orientation in the fall and spring semesters. A student will maintain the same mailbox throughout her/his time at Northwest University. The University expects students to regularly check their student mailboxes for announcements, exam papers, and mail from student services offices.

All student mailboxes are located in the Pecota Student Center. The following example (also found on the back of a student's ID card) should be followed for addressing mail to NU students:

John Doe (NU mail box number here)  
Northwest University  
PO Box 579  
Kirkland, WA 98083-0579

The campus Mail Services office is located on the first floor of the Barton Building. Their office phone number is (425) 889-5223. Office hours are 9am to 5pm, Monday through Friday.

### **Room Reservations**

Northwest University facilities are available for reservation by emailing the Director of Community Life in the Student Development office. Students may reserve rooms for clubs and organizations, group projects, or other meetings in accordance with university guidelines. Some facilities require special permission from administering departments.

### **Security Policies and Statistics**

In compliance with the *Clery Act*, security policies and campus crime statistics are available on the [Northwest University Security Homepage](#) or at the Campus Security office.

### **Storage**

Students who are interested in the limited storage space available may contact the Student Development office located in the Pecota Student Center for further information about pricing and availability. Students' personal property stored in the storage facility is not covered by University insurance. The University is not responsible to insure against the loss of, or damage to, personal equipment and effects of the students.

### **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 <https://www.northwestu.edu> or <https://eagle.northwestu.edu>

### **The Wellness Center**

The Wellness Center provides individual counseling, couple/family counseling, crisis intervention, nutrition services, primary health care, medical examinations, sport physicals, lab tests, prescriptions, wound care, and referrals to local providers. The Wellness Center promotes an integrative and holistic approach to support the health and wellbeing of the whole person. Integrating health practices with Christian faith, we endeavor to support students' development of lifestyle practices that contribute to individual health and wellbeing, including wise nutritional choices, restorative sleep, stress management, exercise, spiritual practices, and cultivating healthy interpersonal relationships and community. For a detailed list of services and office hours, please visit the Wellness Center website.

Counseling and medical services provided to students are *confidential*. The Wellness Center complies with Washington State Administrative Code and federal HIPAA privacy laws protecting confidentiality as the legal right of students seeking health services.

Students with needs beyond the scope of services of the Wellness Center will be assisted with referrals to off-campus providers. If a student is referred to services outside of Northwest University, all fee schedules are between the student and the service provider.

Appointments can be scheduled by contacting the Wellness Center at Ext. 5282. The Wellness Center is located in Everette D. Greeley Wellness Center, Building #5. For health concerns that require immediate attention and occur outside of the Wellness Center's office hours, please refer to our web page for a list of local resources that provide 24-hour response. Additional information is available on The Wellness Center web page:

<http://eagle.northwestu.edu/departments/wellness-center/>

## **Campus Emergency Information**

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