

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