

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.