

Judicial Process

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

Northwest University Judicial Officers

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

1. The **Provost** manages all academic accountability and also serves as Chair of the Administrative Judicial Council.
2. The **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 institution should be limited only to those parties who are involved with each case or employees who have reason to be informed by virtue of their University responsibilities.