

Graduate, Online, and Adult Evening Student Handbook

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Community Vision

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. 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 community is both enriching and challenging. 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 acceptable to every potential member. At the same time, by choosing to enroll at Northwest University, students must agree to abide by the standards of conduct in the student handbook. 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 care may flourish. For some this will require the limiting of their liberty out of respect for fellow students and the learning experience; 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 this Student Handbook. Violations of the student handbook may result in student accountability processes as well as the filing of criminal charges for illegal activities (if applicable). 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.

Graduate, Online, and Adult Evening Student Handbook

The Graduate, Online, and Adult Evening Student Handbook is published on the Northwest University website to acquaint students in non-traditional academic programs 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.

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 learning environment consistent with the NU mission. An acceptable citizenship record, which includes academic and financial responsibility to the University, must be maintained to qualify for enrollment, participation in campus employment, co-curricular activities, and graduation.

The University reserves the right to modify and amplify the standards and dates set forth in the 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.

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 Values and Core 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 Themes

- **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.

Biblical Principles of Conduct

At Northwest University we place a great deal of importance on relationships and recognizing the need for responsible behavior. The handbooks policies, which follow, 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 these policies, please contact the Student Development Office.

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 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 process. Behavior resulting in arrest on or off campus is subject to review within the University's accountability process.

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).

Behavioral Standards

As 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.

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, when on campus, 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 campus. Members are expected not to abuse the use of legal substances or come to campus under the influence of these substances.

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.

Honesty and respect are cornerstones to integrity in leadership. Therefore, theft, lying, dishonesty, gossip, slander, profanity or vulgarity (including crude language) are prohibited.

We dress to show respect for ourselves and our creator. 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.

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.

Code of Conduct

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Alcohol 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 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 must exercise responsible freedom and obey all civil laws regarding the consumption of alcohol. Students who come to campus or class under the influence of drugs or alcohol will be subject to disciplinary action.

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 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.

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.

Assault

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized.

Attire

Personal appearance is important and students are expected to dress to show respect for themselves and their creator by wearing clothing that is neat, modest, and gender appropriate. The University also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately.

Swimsuits, sports bras or other clothing that exposes midriffs may not be worn in common areas of the campus. Students are expected to maintain good hygiene and wear shoes in common areas of the campus. Clothing should not depict alcohol, tobacco products, drugs/drug paraphernalia, or depict lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic, occult, or gang-related activities. 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.

Bystanders

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 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.

Dancing

The University does not sponsor or permit events centered on social dancing. Dramatic, musical, and/or cultural dancing performances are subject to prior approval by the respective academic or Student Development department. Questions about appropriate entertainment, performances, and/or use of facilities can be directed to the Student Development Office.

Harassment and Discrimination

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)
- Wellness Center (campus ext. 5282 or wellnesscenter@northwestu.edu)
- Student Development Office (campus ext. 5234 or 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:

- Kirkland campus: phone 911 and Campus Security at (425) 889- 5500.
 - Wellness Center (Kirkland) – campus extension x 5282 or wellnesscenter@northwestu.edu.
- Salem campus: phone 911 and Campus Security at (503) 304-0092.

Off-Campus Support:

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)

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.

Hazing

Northwest University expects all its members to honor Jesus Christ in their relationships with one another and to strive to maintain relationships that support the learning environment. Hazing is counterintuitive to these goals and is prohibited at Northwest University.

Hazing is defined as any act used to humiliate, demean, abuse, frighten, or subjugate a person(s) as a means of initiation or condition for membership in a social group. Hazing can be done by one student to another, by one student to a group, or by a group to an individual student. Hazing can be intentional or unintentional—often meant to be a harmless prank or playful means of initiating the new person(s). Hazing becomes especially problematic when the conduct is severe, persistent, or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Some examples of hazing include, forcing, coercing, inducing, or requiring students to participate in:

- Physical activity that is potentially dangerous or harmful to physical or emotional wellbeing.
- The application of foreign substances to the body.
- Eating or drinking something.
- Nudity or dressing in a degrading or inappropriate manner.
- Any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.
- Any act that results in damage, vandalism, or general disregard for University or private property.
- Any activity expressly against their will.

Any individual, athletic team, living area, or student club/organization that organizes or participants in hazing will be subject to disciplinary action.

Language

Purity, holiness, and self-control are essentials of a thriving community. Therefore, profane, vulgar, and crude language is prohibited, and its use may result in disciplinary actions.

Pornography

Students are to refrain from using, possessing, distributing, or supporting sexually explicit or pornographic materials including, but not limited to, movies and television programs, video and computer games, print materials (books, magazines, comic books, photographs), and posters. This includes the use of the College's computing and networking resources in the viewing or communicating of inappropriate materials in any form.

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).

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.

Theft

Property theft is a serious legal offense and is strictly prohibited. Students who violate this policy will be subject to both University sanctions and legal processes.

Threatening and Disruptive Behavior

Northwest University prohibits any behavior or statement of any type (on- or off-campus) that threatens the educational environment or the physical wellbeing of students, faculty, or staff. This can include any conduct that (1) causes or threatens harm to a person or property, (2) jeopardizes one's own safety or the safety of others, or (3) poses a substantial disruption to the learning environment—all as determined solely in the judgment of the University. Such conduct may result in immediate removal of the offending student from the campus if such removal is determined by the University to be in the best interests of the campus community and learning environment. The student will not be approved to return until the threat is adequately resolved, safety is established, and proper conduct is assured. Removal from the campus/classroom is considered an interim measure that precedes formal judicial process as outlined in the Student Accountability Process. In some instances, because of the time required for a thorough investigation, it may be in the student's best interest to voluntarily withdraw from the University until a long-term solution is determined.

If circumstances warrant allowing the student to return to campus prior to the completion of the judicial process, the Dean of Student Development will make a determination regarding when the student may be eligible to return to campus and any conditions that must be satisfied in connection with the student's return. These conditions may be created in conjunction with the student's academic dean, advisor, and/or program director. A student may appeal these interim measures and/or conditions for return using the same process as the disciplinary appeal described in the Student Accountability Process.

Tobacco and Smoking

In the interest of community health, Northwest University is a tobacco-free/smoke-free campus. Students are prohibited from consuming tobacco/nicotine products on campus. Smoking paraphernalia or devices, including vaporizers, e-cigarettes, hookah, pipes, and related materials are also prohibited from campus. (See *Alcohol and Substance Use Policy* for information regarding consumption of marijuana).

The Wellness Center can provide information and support for smoking cessation. These services are free to all traditional undergraduates.

Campus visitors are respectfully asked to refrain from smoking/consuming tobacco on-campus.

Washington's Smoking in Public Places Law (RCW 70.160) prohibits smoking within 25 feet of any building entrance, exit, window, and/or ventilation unit. University visitors, including those invited by Northwest University students, are expected to comply with this law and honor our campus neighbors.

Vandalism

Vandalism of property is unacceptable and may result in disciplinary actions. Artistic expressions that affect or harm property will be reviewed by the University and may result in sanctions.

Weapons

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 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.

Campus Policies

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Access to Campus

Northwest University is a Washington non-profit corporation under state law. Therefore, 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 restricted areas such as roofs, maintenance facilities, work zones, mechanical rooms, dumpsters, and areas that are not well-lit.

For general safety, the University prohibits activities such as: climbing interior or exterior building walls or campus structures; climbing through windows; or being on any building roof or ledge. Violation fines do apply.

Behavior resulting in arrest

Members of the Northwest University community are expected to uphold the laws of the local community, the state of Washington, and the federal government. Behavior resulting in arrest on or off campus is subject to review within the University’s accountability processes. Off-campus conduct not resulting in arrest may also be the subject of University Accountability Processes.

Bicycles

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.

No bicycles or scooters are permitted at 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.

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. 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 ASNU, 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.

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 Community Handbook 2017-2018 23 emailing 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) 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.

Candles

Candles, incense, or any item with an open flame/smoldering tip are strictly forbidden on campus.

Car Repair

Major car repair is not allowed on campus. Minor repairs, such as changing a tire or headlight, is permitted as long it does not disrupt basic operations of the University or cause damage to University property. Changing oil must be done off campus.

Fire Alarms

Tampering with fire alarms and smoke detectors is strictly forbidden. All fire alarms are battery operated. Fire alarms and smoke detectors are checked periodically for malfunctions and battery testing. Malfunctioning smoke detectors or dead batteries should be reported immediately to the maintenance department by filling out an online maintenance request form. When a fire alarm sounds, residents are to get out of the building as quickly as possible.

Gatherings

Students 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.

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. 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.

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.

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

Network Acceptable Use Policy

Purpose

This 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

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.

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.

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.

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.

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.

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 Community Handbook 2017-2018 25 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.

Parking

All vehicles, motorcycles, and scooters operated or parked by students must display a current Northwest University parking permit. Students may not park on the nearby City of Kirkland neighborhood streets.

In the student apartments, there is zone parking with no assigned spaces for each apartment. Overflow student apartment parking is also permitted in the upper Barton parking lot. Apartment residents CANNOT park in the FIRS parking lot, on NE 53rd Street or on 114th south of 53rd. Violations could result in a fine and disciplinary sanctions.

Parking within the apartment complex is for permitted Northwest University Apartment residents ONLY. Apartment guest parking is located behind the gym or in the upper Barton Building parking lot.

Pets and Animals

No pets or other animals are permitted to be housed, boarded, brought to, or kept in university facilities. This includes dogs, cats, birds, guinea pigs, gerbils, rabbits, chickens, snakes, turtles, frogs, or any other pets or other animals not specifically mentioned herein. The only exception is for residents to have a small, non-poisonous fish stored in a one-gallon bowl. Aquariums that require electricity/battery to operate are not allowed. It is the responsibility of the resident to inform visitors that no animals are allowed in the residence halls.

Service or Emotional Support Animals

In accordance with the Disability Accommodations Guidelines, students must initiate an accommodation request for a residential service animal or emotional support animal by contacting the Director of Academic Success and Advising. Students must provide recent documentation of the disability by a qualified medical or other licensed professional in a statement of requested accommodations.

Reasonable and appropriate accommodations are determined on a case-by-case basis for qualified students who have demonstrated a need or have a qualifying disability for these services. Residential students must also submit a registration and care plan to the Director of Residence Life and Housing.

Granted accommodations are reviewed annually or as needed.

Email housing at housing@northwestu.edu to see the animals that are excluded from accommodations and other related definitions and policy.

Quiet hours

The noise level in residence halls and the outside area surrounding these living areas should be low during quiet hours **10:00 PM – 8:00 AM** (including weekends); **9:00 PM – 8:00 AM** (including weekends) in the student apartments.

Residents should maintain a low level of noise during the quiet hours, and those occupying upper level apartments should be considerate of neighbors below. Walking heavily, stomping, or yelling is not permissible. Loud music or conversations, singing, loud gaming, or playing instruments during the hours of 10:00 PM – 8:00 AM is not permissible. Repeated violations to the noise policy may result in a referral to the judicial committee. From time to time residents may have issues with neighbors and roommates. Residents are encouraged to use Matthew 18:15 as a guideline in all disputes with neighbors. If communication and dialogue are not successful, residents should contact their Area Coordinator.

Security Policies

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.

Accountability Process

I. Overview and Purpose

Consistent with the University mission and core values, the student accountability process at Northwest University centers on student formation and learning. All University policies, including the Student Code of Conduct, are intentionally formational—tasked with positively shaping both the collective community experience and the individual student. Since violations of the Student Code of Conduct range in severity and impact to the community, the student accountability process is designed to appropriately and responsibly address student misconduct.

True to our Christian faith and commitment, Northwest University strives to balance grace and mercy with high moral standards. Holding these values in tension can be a challenging task. We believe that Christ has conquered the power of sin and death, and empowers His people through the Holy Spirit to live in newness of life. Consistent with Romans 6, the response to the Gospel is not to continue on in sin, but to repent and live into righteousness. The pursuit of righteousness requires the work of the Holy Spirit, and is powerfully embodied within the context of a gracious and integrous community. Therefore, the student accountability process at Northwest University strives to balance grace with high moral standards, and to be an opportunity for Christ’s redemptive, restorative work to take place in students’ lives—calling each one to righteousness and obedience to Christ through the power of the Holy Spirit.

The purpose of the student accountability process is to:

- Provide fair and reasonable due process for any student accused of violating Community Handbook policies, including the Student Code of Conduct;
- Determine if a violation has occurred and assign appropriate sanctions;
- Restore students to right relationship with God and others;
- Encourage students to live healthy, wholehearted, and integrous lives;
- Foster student learning and development;
- Protect the rights and safety of all members of the University.

II. Student Rights

Students accused of violating policies in the Community Handbook or other non-academic, institutional policies have the following due process rights and are entitled to the following:

1. **Respectful treatment.** As valued members of the Northwest University community and beloved children of God, students, regardless of accused violation, have the right to be treated with dignity and respect throughout the student accountability process.
2. **Notice of alleged violation(s).** Students have the right to be notified of alleged violation(s) prior to a conduct hearing.
3. **Participate in a hearing.** Students have the right to a student conduct hearing with the adjudicating student conduct officer (also known as the hearing officer). The university reserves the right to summon a student to a hearing with reasonable, advance notice (defined as a minimum of 24-hours). This hearing notice will be served via campus email.

4. **Present a defense.** Following an alleged violation, students have the right to present a defense, including the presentation of witness testimony or exonerating evidence. This right coincides with attending a hearing. Students who fail to attend a hearing waive their right to present a defense unless the hearing officer agrees to review submitted evidence or a written defense that is provided alternatively to a formal conduct hearing. This evidence or written defense must be submitted prior to the scheduled conduct hearing. Otherwise the information provided will only be permissible upon appeal and must follow proper appeals procedures (see section III.C).
5. **Not participate.** Conduct hearings and investigations are designed for the student to be heard and to confront the allegations against them (see II.D). Though the student is expected to appear when summoned by a hearing officer, the student has the right to refrain from answering questions posed during the hearing. The hearing officer(s) will give the student ample opportunity to provide a defense to alleged violations of policy, but the student will not be forced to respond to these questions. However, hearing officer(s) will still need to make a determination of violation and assign sanctions if appropriate. Therefore, students are encouraged to display honesty and transparency during the hearing process.
6. **Access to records.** In compliance with federal law, students have the right to access all reports and documentation that are part of their educational record, including student conduct records (see FERPA Manual for more information).
7. **Support person.** Students may be accompanied by one (1) eligible support person at any stage in the accountability process. The student and support person must follow the appropriate parameters outlined in section III.G.
8. **Letter of finding.** Following a conduct hearing, if the student has been found in violation of University policy, the student will receive a letter of finding that includes assigned sanctions. The letter will convey a brief summary of the incident, the applicable policy or code violation, an explanation of rationale (if needed), and a list of all sanctions.
9. **Appeal.** In the event that a student believes the process or outcomes are unjust (in accordance with the three-fold criteria for appeals outlined in section III.C.1), the student has the right to an appeal. The letter of finding will provide a deadline to initiate appeal and information on how to begin the process. Further information on appeal procedures can be found in section III.C.

III. Procedures

- A. **General student accountability procedures.** The student accountability process is designed to include the following stages (in sequential order):
 1. **Incident.** An incident involving allegations of student misconduct occurs and is brought to the attention of Student Development personnel.
 2. **Investigation.** Student Development will assign department personnel to serve as conduct officer(s) on the specific case. The conduct officer is tasked with appropriately and thoroughly investigating the alleged violation(s) and turning it over to the hearing officer. For nontraditional students, program coordinators, faculty, student services personnel, or academic administrators may begin the investigation prior to involving Student Development personnel. This investigation process may involve interviewing the student to learn more about the incident in question.
 3. **Notice of Alleged Violation(s) and Hearing Summons.** The student will receive a notice of alleged violation(s). This may occur during the investigation phase by the investigating student conduct officer or in conjunction with the hearing summons. The

notice and/or summon will be issued via campus email. The hearing officer or designee will attempt to schedule the hearing around the student's class schedule. However, in rare cases when a class conflict is inevitable or the situation is urgent, the student will be expected to miss class to attend the hearing. Students will be given a minimum of 24-hour notice before the scheduled hearing.

4. **Hearing.** The format of the hearing is left to the respective hearing officer and does not follow a set formula or pattern. Ultimately, the hearing is designed to determine if a violation has occurred and consider appropriate sanctions. Each hearing will be shaped by the respective hearing officer to align with the values and learning outcomes outlined in section I. However, the following components will be true of every hearing:
 - i. **Opportunity to present a defense.** The hearing officer will give the student the right to present a defense, including the presentation of witness testimony and/or exonerating evidence. This right coincides with attending a hearing. Students who fail to attend a hearing waive their right to present a defense unless the hearing officer agrees to review submitted evidence or a written defense that is provided alternatively to a formal conduct hearing. This evidence or written defense must be submitted prior to the scheduled conduct hearing. Otherwise the information provided will only be permissible upon appeal and must follow proper appeals procedures (see section III.C).
 - ii. **Not participate.** Conduct hearings are designed for the student to be heard and to confront the allegations against them (see III.4.i). Though students are expected to appear when summoned by a hearing officer, the student has the right to refrain from answering questions during the hearing. The hearing officer(s) will give the student ample opportunity to provide a defense to alleged violations of policy, but the student will not be forced, coerced, or unlawfully compelled to respond to these prompts or questions. However, hearing officer(s) will still need to make a determination of violation and assign sanctions if appropriate. Therefore, students are encouraged to engage with the hearing officer and to display honesty and transparency during the hearing process.
 5. **Letter of Findings.** Following the conclusion of the hearing and after all subsequent interviews have been completed, the hearing officer will compose a formal letter of findings. This document will outline the alleged violation(s) and make a determination of responsibility. If the student has been found responsible for violation(s), the letter of finding will also include all assigned sanctions. Instructions for appeal will also be outlined in the letter. The letter of finding will be sent within five (5) business days of the last hearing or follow-up interview and will be issued via campus email.
- B. **Conduct/hearing officers.** Alleged Student Handbook violation(s) committed by a student in graduate, online, or Adult Evening programs are adjudicated through a judicial council hearing that include a three-person council: (1) Dean of Student Development or designee, (2) faculty member, and (3) academic dean of the program in which the student is enrolled. These proceedings may need to consider professional behavioral standards set by the academic department or degree program as well. Appeals follow the same guidelines set in section III.C.
- Administrative Judicial Council.** The Provost manages all academic accountability and serves as chair of the Administrative Judicial Council. Appeals of all judicial council decisions will be reviewed by the Administrative Judicial Council.

- i. Appeal reviews by the Administrative Judicial Council include a three-person council: (1) the Provost, (2) University President, and (3) faculty council chair. In the instance a member of the Administrative Judicial Council is unavailable for appellate review, they will assign a designee to fulfill their responsibilities. Two members constitute a quorum.
 - ii. Appeal reviews by the Administrative Judicial Council are typically conducted in writing, though the chair may request a face-to-face meeting with the student. The council will provide a written response to the appeal within five (5) business days.
 - iii. Students may request an extension of the appeal deadline in order to craft a thorough and complete written appeal. They may also request a face-to-face meeting with the Administrative Judicial Council. These requests must be received by the Administrative Judicial Council chair before the appeal deadline and are subject to approval/denial by the chair.
- C. **Appeals.** Students are made aware of their right to appeal in the letter of findings submitted by the hearing officer.
- 1. *Three-fold criteria for appeals.* Students may only request an appeal hearing for one or more of the following reasons:
 - i. New information is available that was not available during the original hearing and that information may alter the hearing officer's conclusion.
 - ii. Due process was not followed as outlined in the Student Handbook.
 - iii. The findings or sanctions were inconsistent with the Student Handbook and/or University mission.
 - 2. Completed appeals are reviewed by a hearing officer at the next level of accountability process (see III.B). Appeals of judicial council hearings will be considered by the Administrative Judicial Council.
 - 3. Appeals at all levels of the student accountability process must be submitted via email to the Office of Student Development and/or the assigned appeal review officer. Appeals must be submitted within three (3) business days of distribution of the letter of findings. Students may request an extension to this appeal deadline, but extensions are not guaranteed. The reviewing officer or appeal chair will make a determination on whether to approve or deny the request for extension.
 - 4. Decisions of the respective reviewing officer/council are considered final. Only one level of appeal will be permissible.
 - 5. Unless granted exception by either the Dean of Student Development or Provost, students who have been dismissed or suspended from the University through a judicial council hearing are ineligible to continue attending class or residing in University housing during an ongoing appeal process.
- D. **Graduate, Online, and Adult Evening students.** Alleged Community Handbook violation(s) committed by a student in graduate, online, or Adult Evening programs are adjudicated through a judicial council hearing that include a three-person council: (1) the Dean of Student Development or designee, (2) faculty member, and (3) academic dean of the program in which the student is enrolled. These proceedings may need to consider professional behavioral standards set by the academic department or degree program as well. Appeals follow the same guidelines set in section III.C.
- E. **Relationship to discrimination grievance procedures.** All alleged violations of the University's Nondiscrimination Policy are addressed according to the University's [Discrimination Grievance Procedures](#). All other violations of the Community Handbook are addressed through the

University's student accountability process, which is outlined above. 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 that violate the University's Nondiscrimination Policy.

1. **Adjudication.** If a student is found responsible for violation(s) of the Nondiscrimination Policy through an equal opportunity grievance investigation, the judicial council will adjudicate and determine sanctions. Since the investigation has already determined responsibility, the adjudication process picks up at section III.A.3 and follows the subsequent steps in the student accountability process. However, the adjudication process must also incorporate components of the Discrimination Grievance Procedures. Students are encouraged to communicate with the assigned hearing officer or Equal Opportunity Grievance Officer for further guidance in understanding how these processes align and work together.
 2. **Roles.** In accordance with Title IX, specific personnel have been identified and trained to receive and investigate alleged violations of the University's Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy. Further information on these roles may be found in the University's Discrimination Grievance Procedures.
 3. **Confidentiality.** 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 the reporting party's desire for confidentiality.
- F. **Integrity initiative.** Due to the restorative goals of the student accountability process, students who have violated Student Handbook policy are encouraged to quickly, honestly, and voluntarily acknowledge when they have violated policy by discussing it with Student Development personnel. In efforts to encourage repentance and personal responsibility, student conduct officers will attempt to keep judicial action to a minimum and seek restorative strategies when a student chooses to act first and bring the violation to the attention of the student conduct officer.
- G. **Support person guidelines.** Students may be accompanied by one (1) eligible support person to the investigation or hearing stages, or any other subsequent meetings within the accountability process.
1. **Eligibility.** The support person is considered to be an advisor or supportive presence to the student and must receive the student's consent to be present. Witnesses to the incident in question are ineligible to serve as a support person for the accused student.
 2. **Communication.** All communication will remain between the student and the hearing officers—before, during, and after the investigation or hearing. It is the student's responsibility to communicate with the support person. During a hearing or

investigation, the support person or the student may request a brief recess to consult. Parameters and permission for the recess are at the discretion of the hearing officer.

3. **Scheduling.** Scheduling accommodations will not be made for a support person or serve as a justifiable rationale for delay or rescheduling.
 4. **Disruptions.** Support persons must respect the process by not interrupting the hearing or investigation, or speaking on behalf of the student. If the support person is disruptive or noncompliant, the hearing officer may issue a verbal warning and/or dismiss the support person from the hearing.
 5. **Confidentiality.** All information shared within a conduct hearing is considered confidential and it is expected that support persons comply with any ongoing needs for confidentiality or investigative expectations communicated by the hearing officers.
- H. **Communication with parents.** Students are encouraged through the accountability process to share information with their parents or legal 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, including student conduct records. In many cases, the student possesses the right to disclose or not disclose education record information with parents. However, University employees may disclose student conduct record information to parents without written prior consent from the student if the student:
1. is claimed as a dependent by the parent(s) for income tax purposes;
 2. is experiencing a health or safety emergency;
 3. violated any Federal, State, or local law; or
 4. violated institutional policy regarding the use or possession of alcohol or a controlled substance and the student is under the age of 21.

The complete University policy is found in the FERPA Manual which is available in the Registrar's Office. Students may complete a Release of Information Form through the Office of Student Development in order to grant permission for Student Development personnel to discuss information with their parent(s).

- I. **Confidentiality.** Confidentiality is another essential element of a trustworthy student accountability process. Whenever possible, the student conduct officers will protect the identity of any third parties who may have provided information pertaining to the judicial case. However, this is balanced by a student's right to confront allegations and provide a defense. 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, for more information on confidentiality through those processes.
- J. **Records.** The Director of Residence Life and Housing is responsible for maintaining and completing student accountability records. Once a case has been assigned to a specific conduct or hearing officer, that officer will complete the necessary documentation and upload it to the student's file maintained through the Office of Student Development. The confidentiality of student conduct records will be maintained at all times by those involved in the judicial proceedings. Disclosure within the University is typically limited only to those parties who are involved with the specific case or employees who have reason to be informed by virtue of their University responsibilities.

- K. **Evidentiary Standard.** The student accountability process utilizes the “preponderance of evidence” standard to determine whether a violation of policy has occurred. The “preponderance of evidence” standard means the evidence supporting a finding is more convincing than the evidence in opposition to it. Findings are determined by the hearing officer(s) when a conclusion is more likely true than not.

IV. Sanctions

Sanctions are the various corrective, restorative, or educational measures that are required of a student in response to a violation of University policy. Following a student conduct hearing, if the student was found responsible for violating University policy, the hearing officer will assign appropriate sanctions as a result. Fulfillment or completion of all assigned sanctions will be required of that student as a condition for the student’s continued enrollment at Northwest University. Some sanctions may alter a student’s status or standing at the University (i.e. probation, suspension, or dismissal). The following is a list of possible sanctions, though there may be others not listed:

- A. **Community service.** Community service can be assigned in conjunction with other departments on campus or as an individual project assigned by Student Development.
- B. **Counseling.** Some situations may warrant the expertise of a licensed clinical mental health professional. In most cases, counseling would be a suggestion rather than a requirement.
- C. **Dismissal.** Dismissal is the permanent separation of the student from the university, otherwise known as expulsion. In the case of dismissal, the student will not be readmitted to the University or permitted on campus.
- D. **Drug screen.** In the event that drug use is reasonably suspected, a drug screening may be required. The screening may be conducted on a planned or spontaneous basis at the discretion of the conduct officer. The student will be responsible for any fees resulting from this sanction.
- E. **Fines.** Some policies have fines as a standard sanction that differ from restitution, but still go to the benefit of the campus community. Other departments may issue fines for violations of their policies (i.e. housing and campus security).
- F. **Health and safety check.** Students who need more accountability could be subject to regular Health & Safety checks to confirm policies are being upheld.
- G. **Housing reassignment.** For residential students, they may be reassigned to a different housing placement or be removed from University housing on a temporary or permanent basis.
- H. **Letter of apology.**
- I. **Loss of student leadership/co-curricular positions.** Students may be removed from positions of leadership (including athletics) for violations on a temporary or permanent basis.
- J. **Medical assessment.** Students that threaten the safety of self or others may be required to provide documentation of medical assessment and clearance by a licensed medical care provider (i.e. psychologist, psychiatrist, or medical doctor) as a condition for continued enrollment or campus residency.
- K. **Mentoring.**
- L. **Probation.** Full Citizenship Probation can be the result of violating one or more Student Handbook policies, or committing a violation while on Provisional Citizenship Probation. Further violations committed while on probation may result in suspension. Students who are involved student leadership, ministry teams, student organizations, or athletes may forfeit their leadership position or University funded scholarships as deemed appropriate by their respective advisors, coaches, or supervisors. Full Citizenship Probation can be for one or more semesters.

- M. **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.
- N. **Restitution.** Students who have caused damage may be required to pay for loss, damage or injury.
- O. **Social restrictions/limitation of privileges.** Certain policy violations may result in the loss of privileges (e.g., visitation).
- P. **Substance education program.** Students who have been found to have committed a substance violation may be required to complete an online substance education program.
- Q. **Suspension** refers to the separation of a student from the University for a specified amount of time. This denial of continued access to Northwest University and its activities is often in conjunction with other sanctions that must be completed prior to re-admission (e.g. counseling, educational program, or community service). While on suspension, a student is not permitted to be on University property or attend University sponsored events.
- R. **Written warning.** The purpose is to provide students with an official letter describing the violation that was broken and serves as a reminder of policy violation.

Campus Resources

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AEDs

Automated external defibrillators (AEDs) are placed in locations around campus. They are inside clearly marked wall cabinets.

AEDs are for us on adults experiencing cardiac arrest who are unconscious, not breathing, and without circulation. If the individual is responsive or conscious, do not use. The AED is intended for use by individuals who have received basic CPR/AED emergency response training. When activated, the AED will provide audio step-by-step instructions for use.

Immediately call 911 in a life threatening emergency.

Please notify security (Ext. 5500) in the following situations:

- After any use or activation of an AED
- If the AED cabinet door alarm is activated
- If you hear a battery alert sound

Athletic Field	Soccer Shed
Barton	1st Floor – North Entrance
Barton	2nd Floor – Main Lobby
Caf	Entrance – Cashier Station
Chapel	Chapel Lobby – Main Entrance
Davis	1st Floor Lobby
Greenhouse	Inner room – on railing, left of paper towel dispenser
HSC – Health Science Center	Main Floor – South Stairs
Library	Main Floor – Near Elevator
Millard	Lower Level – Theater Lobby
Ness Academic Center	Rice Hall – Directly Across from R-1
Pavilion	West Lobby
Pecota	Central Hallway
6710	2nd Floor – Center of Building
Perks and Guy	Perks Lounge – Main Entrance
Guy and Crowder	Crowder Lounge – Main Entrance
Gray and Beatty	Lounge – Main Entrance

Students Apartments	Building D – Lower Level – Outside Community Room
Athletic Department	Field Use
Security Office	Security Vehicle
Welness Center	Reception Area

The Caf

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.

Eagle Fitness Center

Nontraditional students may pay a monthly fee to access The Eagle Fitness Center. Rates are available on the Eagle page. A University ID card must be presented when entering the facility. To maintain a safe environment for fitness activities, parents are requested to 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

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.

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 and 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.