

NORTHWEST UNIVERSITY – SACRAMENTO CAMPUS
UNDERGRADUATE

Community Handbook

2014-2015

Table of Contents

- Welcome 5
- Introduction 5
 - A Christian Liberal Arts University..... 5
 - Northwest University Mission Statement..... 6
 - Core Values 6
 - Northwest University Vision Statement - “Carry the Call” 7
 - Community Life Core Values 7
 - Community Affirmation Statement 10
 - Chapel Time..... 13
 - Church Attendance 13
- Life Style Standards 13
 - Responsibility for Attitudes and Behaviors..... 14
 - Student Policy Publication 20
 - Covenant Community 21
- Campus Life 22
 - Access to Campus..... 22
 - Alcohol, Tobacco and Substance Abuse..... 22
 - Dismissal..... 22
 - Grievance Procedure..... 23
 - Motor Vehicles 25
 - Bicycles..... 25
 - Posting Advertisements and Distribution of Materials..... 25
 - Security Policies and Statistics 26
 - Statement of Non-discrimination 26
 - Theft and Vandalism 26
 - Weapons, Fireworks, and Explosives 26
- The Ministry of Discipline in Community Life 27
 - Purpose and Philosophy..... 27
 - Foundational Principles..... 28
 - Student Judicial Rights 30
 - Judicial Process..... 31
 - Accountability 32

Records.....	35
Confidentiality.....	35
Student Services.....	36
Academic Success and Advising Services.....	37
Academic Computing Center.....	37
Campus Communications.....	37
Tutorial Services.....	38
Ministerial Approval.....	38
Graduate Employment and Licensure.....	38
Internet Connections.....	38
Library.....	39
Security.....	39
Academic Information.....	40
Accreditation.....	40
Credit Hours.....	40
Course Workload.....	40
Degrees.....	40
Degree Completion.....	41
Student Classification.....	41
Academic Standing.....	42
Classes, Exams, and Grades.....	43
Auditing.....	44
Concurrent Study.....	45
Additional Information.....	45
Student Academic Responsibilities.....	45
Study Habits.....	45
Class Notes and Assignments.....	45
Class Attendance.....	46
Making Up Work from a Missed Class.....	46
Classroom Etiquette.....	46
Financial Information.....	47
Financial Policies.....	47
Tuition Management System.....	47
Cancellations.....	49

Tuition and Fees.....51

Campus Emergencies 55

 Declaration of Campus State of Emergency 57

 Emergency Closure Notification Procedures 58

 Emergency Services..... 58

 Fire and Fire Drills 58

 Liability 59

Welcome

Welcome to the 2013-2014 academic year at Northwest University – Sacramento Campus! We will have an exciting year of growth and development. This year is full of possibility for you. We encourage you to embrace the opportunities that are available to become involved in classes and student life, apply yourself to the academic process and act on the encouragement to intentionally foster your relationship with Christ. As you embrace all God has for you this year, you will find that God's Spirit will work in you and through you in ways that you have not imagined.

You are joining a community of people who are committed to grow with you. You will find that your professors and the campus staff and administrators sincerely want God's best for you, and want to help you succeed in your academics and your personal and spiritual development. That's part of what our campus and the University is about. As part of Northwest University, the Sacramento Campus is committed to fulfilling the University mission and vision, embracing this unique identity and our role in the body of Christ.

Introduction

A Christian Liberal Arts University

Why choose the additional expense of a private, Christian university? Certainly, many are drawn by the tradition of academic excellence. But, truthfully, program excellence can found elsewhere. Many, especially parents, are attracted to the safety and reliability of the Christian culture. While these, and many others, are valid considerations, we hope that what really convinces the student is a belief that a Christian Liberal Arts education is one of the best settings in the world to holistically train for vocation, mature in faith and be roundly developed as a created human being.

It was once believed that a good education made a better human being. It was not simply about specialized knowledge, but it was more about the development of particular capacities of the human mind and soul. It was understood that knowledge of all types fit under the banner of God's truth and that the study of them drew the person up – literally lifted them up to a higher potential. And so it was that many great schools were launched in the honor of Jesus' name. It seems now that many pursue a university education like vocational school, completing the paperwork they will need to do their job, presumably to make more money. Haven't we lost something? Haven't we lost the commitment to the development of the entire person? Not at the Christian university. Specifically, not at Northwest University. Here still lies the heart of the original intent – to develop the whole person to fulfill God's callings throughout their life.

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.

The University experience should: develop the whole person through general studies integrated with biblical knowledge; include professional and vocational skills in the student's preparation for service in the world; and help to fulfill the Great Commission and to propagate the historic faith of the sponsoring church.

Core Values

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

Spiritual Vitality (Heart)

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 (Head)

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 (Hand)

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.

Northwest University Vision Statement - “Carry the Call”

The vision of Northwest University is to Carry the Call, with:

Heart - The founders of Northwest University built a community of faith and learning, focused on serving people who are pursuing God’s call on their lives. We are convinced that God continues to call every man and woman to a life of faithful, devoted service. Northwest University is committed to being a college of choice for students passionate about confirming and clarifying God’s call.

Head - We believe that the best response to God’s call is to develop exceptional character and competence. A commitment to scholarship and discipleship grows out of a worldview anchored in Scripture. Northwest University integrates Faith and Truth with powerful, effective teaching in Ministry, Arts, Sciences and the Professions. The entire University community strives to engage biblical Christianity with every aspect of life.

Hand - Northwest University finds its crowning joy in thousands of alumni serving in nearly every profession around the world. They are people showing Christ’s love through hands of compassion. Our faculty model lives of wholehearted service. Our students make an impact for the Kingdom in numerous outreaches and ministries. Northwest University is committed to preparing people for service and leadership, doing God’s work in God’s world.

Community Life Core Values

The Mission and Vision statements of Northwest University find expression in the Community Life Core Values that serve as the driving force for living and learning at the University. It is precisely Northwest University’s commitment to *whole-life faith integration* that gives it an unparalleled ability to develop a student of premier capacities. From classroom to chapel, from community center to dorm room, Northwest University is committed to maturing and developing the whole human being. Accordingly, we have developed a list of core values that we endeavor to see developed in the Northwest University student.

RIGOROUS SCHOLARSHIP

Characterized by...

Critical Thinking

- Understanding and being comfortable with primary thinking tools and common theories
- Able to develop, maintain and defend a sound Christian worldview

Lifelong Learning

- Having the necessary tools for the assimilation of new information
- Having the constant desire for new information and experience
- Able to create learning communities where collaborative discovery takes place

PASSIONATE DISCIPLESHIP

Characterized by...

Robust Christian Character

- Eager to worship with all of their body, mind, soul and strength
- Demonstrating the Fruits of the Spirit
- Seeking God's direction for all life decisions

Spiritual Discipline

- Being biblically literate
- Committed to prayer, fasting and meditation
- Faithfully engaged with their local church
- Passionate for evangelism and discipleship

WISE STEWARDSHIP

Characterized by...

Good Management of Time, Resources and Education

- Leading well-balanced lives
 - Of excellence to their vocational calling
 - Of appropriate rest, relaxation and recreation in accordance with the Sabbath principle
 - Deliberately using the remainder of their time for the advancement of the Kingdom, the service of others and the improvement of self
- Regularly and joyfully submitting their tithe
- Prudently living within their means
- Understanding the privilege of giving and philanthropic work
- Able to articulate the value of a full Liberal Arts education

Emotional Adjustment

- Having developed a healthy awareness of self, ontological value and purpose
- Able to manage complex painful emotions: anxiety, anger, depression, guilt, etc.
- Open to exploring a full range of positive emotions: wonder, relief, sympathy, etc.
- Able to develop mature interpersonal relationships

Physical Awareness

- Appreciating the value of healthy living
- Having the appropriate perspectives for good self-image
- Including physical activity as an important aspect of life

COMPASSIONATE CITIZENSHIP

Characterized by...

Caring and Competent Social Capacities

- In personal hygiene and attire
- In common etiquette
- In appropriate interpersonal, group and professional interaction
- Having the ability to easily adjust to new situations and responsibilities

Responsible World Citizenship

- Aware of important local, national and world debates, issues and events
- Actively involved by informed voting and public advocacy
- Racially and culturally aware, having the appropriate balance of appreciation and conviction
- Compassionate with regard for the hurting, broken and marginalized

INTEGRITY-DRIVEN LEADERSHIP

Characterized by...

Servant leadership

- Embodying the Kingdom principles of servant leadership
- Embracing and incorporating the ideas of coworkers and subordinates
- Showing evident personal integrity

Strong Communication

- Able to form persuasive written arguments
- Able to translate ideas into clear oral statements
- Able to execute a professional public presentation of ideas

To that end, the Sacramento campus is building a proactive and comprehensive student life program to establish those critical connections between students, faculty and staff that will result in academic success, a solid Christian worldview and life-long relationships.

Community Affirmation Statement

Northwest seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co- and extracurricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the Northwest community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God university. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community. Since Northwest holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The University believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it. We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and neighbor as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships.

We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance of the University chapel services and faithful attendance and support of a local church are integral parts of that process.

Northwest recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the University and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to Northwest. Since we are also part of the larger society, and in order to "let our light shine out" we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join

with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

Our Reconciliation Statement

Whereas we believe that:

every person, regardless of ability, age, gender, race, and ethnicity shares equally in the image of God; all are sinners and that we equally partake of the consequences of sin; Jesus Christ died for all and that we equally have access to redemption; God is sovereign and that He calls into His service whomever He chooses and that He gifts and equips those He calls in order that they might accomplish that calling; there is hope for all believers for fellowship with the Lord and with each other presently in His Church and in His coming Kingdom.

Be it resolved that:

we, as members of the Northwest University community, desire the equality of opportunity and respect that results from true Christian community where we cherish unity in diversity and practice mutual support as evidence of God's presence, by His Holy Spirit, in us;

we seek forgiveness for all attitudes, language, and actions that have intentionally or unintentionally contributed to discrimination regarding race, ethnicity, gender, physical ability, and age within the Northwest University community and within the society in which God has placed us;

we pledge not to engage intentionally in any act that would result in unlawful discrimination against any person, or group of persons, based upon race, ethnicity, gender, physical ability or age;

we pledge to engage our University community in activities and communications that will develop greater awareness of and sensitivity to interpersonal intolerances that would be considered unacceptable by biblical teachings and would lead to tolerance that is reflective of God's character;

we further pledge to develop ongoing formal and informal opportunities to facilitate the process of reconciliation of God-honoring relationships among all people, based upon the clear call of God through the Scriptures;

we commit ourselves to dialogue, study, and affirming initiatives and actions designed to enable us to bear one another's burdens and rejoice in the privilege of fulfilling the law of Christ.

Spiritual Life

Chapel Policy

As a Christian institution, Northwest University is committed to the enterprise of student development and therefore is intentional about providing a Christ-centered environment enveloping everything and every person. The spiritual, intellectual, social, and physical development of all students is the primary focus of the University.

Northwest University expects that all students are actively growing in their relationship with Jesus Christ and are living lives worthy of the calling. We believe that sanctification is an ongoing process and that students will struggle from time-to-time in their personal relationship with Jesus Christ. It is expected that all students participate in daily personal devotions, prayer, chapel attendance, regular group devotions and local church ministries.

NU-SC intentionally seeks to provide opportunities for students to **know God intellectually and experientially**, to **know each other**, and to **reach the world**. There are many opportunities for students to become involved in discipleship, ministry, fellowship, worship and evangelism. These opportunities include activities sponsored by NU-SC as well as consistent attendance and participation in a local church.

Chapel

Chapel events are the largest community expression of corporate worship on campus. Therefore, chapel attendance and participation are encouraged components of the development process at NU-SC students who are registered in classes. Each week on Tuesday morning, students and faculty come together in a corporate time of worship to integrate faith, learning and living. These times together challenge, motivate and encourage the NU-SC community through dynamic worship, inspirational messages and fellowship within the body. A variety of guests, faculty, administrators and student speakers, musicians, and other presenters provide opportunities for students to be involved in praise, prayer and preaching/teaching of God's Word. All behavior and attitudes in and about chapel are to be honoring of God, loving of people and to extend beyond the walls of the chapel to every corner of every person's life. These corporate times together will become a common bond that the Holy Spirit uses to unify the generations of alumni who pass through NU-SC.

Chapel Time

Tuesdays, 11:00 am to 11:50 am in S-4.

Chapels are not held on Tuesdays when there are no classes. Occasionally there is an adjusted schedule in order to accommodate certain chapel activities. Changes will be announced in chapel and via NU email.

Church Attendance

Students are expected to choose a home church and attend faithfully while attending Northwest University – Sacramento Campus. Students are also encouraged to find a place of service within the local church body. If help is needed in locating and choosing a local church in which to worship, fellowship and serve, a student should see the Director of the Campus or a faculty member.

Life Style Standards

At Northwest University we place a great deal of importance on relationships and recognizing the need for responsible behavior. The covenant which follows is our description of the environment we seek to maintain. It is also your invitation to join us in a very special community experience. Should you have any questions about the covenant, please contact a Sacramento administrator.

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 Life Style 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 Oregon and the nation. Behavior resulting in civil arrest on or off campus is subject to review within the University's disciplinary procedures.

Building on biblical and university expectations, Northwest University is committed to cultivating 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 for the purpose of indulging in sin, but rather to show respect to others and honor God with their life choices (Gal 5:13-14, I Cor 6:20, I Peter 2:16-17).

Placing these Community Standards on the framework of the Community Life Core Values focuses this covenant on the student development journey. While it is important to continually develop and maintain a Christian living and learning community, such guidelines are also in place to nurture values and characteristics of a servant of Christ, prepared to *Carry the Call*.

Rigorous Scholars

As Christian scholars, we take responsibility for our academic work. Students 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.

Passionate Disciples

Corporate worship, fellowship and instruction are an integral part of a vibrant Christ-centered community. Therefore, students are expected to attend chapel. Regular attendance is understood as a mature response to our community goals. Chapel attendance is required for all students taking any two or more courses on Mondays and for all resident students.

We celebrate our freedom and responsibility to worship. Students are to observe the Lord's Day (Sunday) as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation may be a part of the day, "business as usual" relative to University programs and services will not be sanctioned or encouraged except where absolutely necessary.

Wise Stewards

Our community embraces healthy Christian living through responsible freedom. Wise stewards exercise freedom responsibly in all aspects of living a healthy Christian life. Some lifestyle choices are prescriptive from the Bible while others are informed by perspective and tradition from across the broader faith community. The University recognizes the potential impact to one's physical, psychological and developmental well-being in the use of certain products, specifically during the formative undergraduate years. Therefore, undergraduate students are to refrain from the use of alcoholic beverages and tobacco in any form.

All students are to refrain from use, possession or distribution of illegal drugs (including marijuana), and substance or narcotics use not authorized by a physician. Use, possession, or distribution of alcohol, tobacco or illegal substances is prohibited on campus, in campus housing, in campus vehicles or while attending any University-sponsored event. Additional information about the alcohol and substances policy is available on the Northwest University Drug Free Schools and Communities Act web page.

Our bodies and our relationships are to remain sexually pure. We do not condone sexual relations before marriage or outside of marriage. Further, we do not condone homosexual behavior.

Our community strives to make life-enhancing choices in entertainment. Students are expected to be selective in their choices of entertainment and recreation. All entertainment choices (e.g. television, video, movies, Internet, computer games, music, publications, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development of community members. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided, such as those that exhibit explicit violence or sexuality, including the following.

- Pornographic materials are not to be used, possessed, or distributed either on or off campus.
- Social dancing is not permitted on campus. Undergraduate students patronizing or dancing in clubs or bars where alcohol is served is considered inappropriate and is not permitted. Performance or athletic choreography is permitted on campus by students involved in the public presentation of drama, music and cultural performances or scheduled classes.

In the spirit of Romans 14:19-23 and 1 Corinthians 10:31-33, this community values that careful attention be given to not offend a fellow Christian by any action or behavior of its members, including decisions about entertainment.

We desire to be wise stewards of our resources. Gambling (exchange of money and goods by betting or wagering) is viewed as an unwise use of God-given resources, and therefore is prohibited in all forms on the University campus.

Compassionate Citizens

We are committed to the God-given dignity of every individual. Therefore, each member of the community is expected to be sensitive to needs existing in our society and on our campus. Discrimination against others on the basis of race, national origin, sex, religious denomination or disability is not acceptable.

We are committed to a safe and nurturing community. Any kind of demeaning gesture, harassment, sexual harassment, threat of violence or physical attack is prohibited. Vandalism of property is also unacceptable. Students are expected to exercise moderation regarding public displays of affection. Moderation shows consideration of others who are or may be in proximity by not engaging in behavior that makes others feel uncomfortable or suggests compromise.

Confession, repentance and forgiveness are the biblical model to initiate restoration in all relationships.

Integrity-Driven Leaders

Honesty, purity and holiness are cornerstones to integrity in leadership. Therefore, theft, lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior, premarital sexual behavior or overnight mixed-gender company), drunkenness, immodesty of dress and occult practice are prohibited. Community members are expected to take responsibility for their own violations of all behavioral guidelines and demonstrate commitment to the value of integrity in word and deed. The *Integrity Initiative* as described in the Ministry of Discipline supports the opportunity for students to seek reconciliation for inappropriate behavior.

We dress to show respect for ourselves and our Creator. Students are expected to exercise moderation regarding clothing, body jewelry and body art. This includes:

- *Modesty* is maintained by prohibiting exposed stomachs, swimsuits or sports bras, worn in public or community areas of the University campus.
- *Neatness* includes grooming, cleanliness, and wearing shoes in public places.
- *Good taste* avoids clothes with slogans, logos, and pictures that are not in keeping with Christian values.

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.

University technology is provided for educational purposes. The University holds the owner of the computer equipment responsible for how the equipment is used. The University reserves the right to monitor the entire University community to assure Internet users access appropriate Internet addresses. Modem use on campus is prohibited. All campus residents and members of the University community are subject to the Acceptable Use Policy (see <http://eagle.northwestu.edu/is/network/policy.php>).

Unhealthy Behavior

Our experience at Northwest has shown that certain practices or activities may potentially endanger or adversely affect the physical and emotional well-being of many members of the University community. The purpose of the following section of regulations is to draw attention to the *reckless and serious nature* of these kinds of practices and activities and to describe the University's position on them. In some cases we have listed consequences for these actions to underscore our concern for the welfare of each person at Northwest University.

Anti-Harassment Policy

Northwest University is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and any type of harassment, including, but not limited to that based upon gender, religion, age, disability, ethnicity, national origin, color, race or any other status protected under applicable local, state or federal law. It is the policy of the University to prohibit harassment of any person by any of its employees or students. This includes hazing, rights of initiation, harassing pranks, and publicly insulting another person with abusive words or gestures. Also included is the use of telephones, United States or campus mail, or e-mail for the purpose of issuing obscene, harassing, or threatening messages.

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 by:

- Making unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct of a sexual nature a condition of academic requirements or continued employment;
- Making submission to, or rejection of, such conduct the basis for academic decisions or employment affecting the student;
- Stating or implying that a particular student's advances in academic or employment performance has resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship (or similar statements with respect to others);
- Stating or implying that a particular student's deficiencies in performance are attributable in whole or in part to the gender of that person;
- 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.

The conduct prohibited may be verbal, visual, or physical in nature. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. grades, absence excuse, account credit, petition approval, etc.) in response to sexual

contact. 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 or offensive work, academic, or student life environment.

Racial Harassment

Racial harassment is any flagrant and/or repetitious verbal or physical behavior that stigmatizes or victimizes an individual or group on the basis of race, ethnicity, or ancestry. Racial harassment includes but is not limited to objectionable epithets, demeaning depictions or treatment, intimidating language or behavior, and threatened or actual abuse. Protection against racial harassment is provided in both state and federal law.

Hazing

Hazing is not permitted at Northwest University. Hazing is defined as subjecting a fellow student or fellow students to abusive or humiliating pranks (e.g., initiations, responses to engagements, “kidnappings,” etc.) It is often difficult to distinguish between hazing and a “just for fun” prank among friends. Therefore, campus staff reserve the right to interpret the definition of hazing. Any student participating in either a “just for fun prank” or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity which potentially endangers or adversely affects the physical and/or emotional well-being of another student may expect immediate and serious disciplinary action including the possibility of suspension or dismissal.

Complaint Procedure for Harassment

If you believe you have witnessed or been the victim of someone else's violent or destructive behavior (for instance, date rape or other forms of sexual assault, assault, harassment), contact a Sacramento campus administrator. When possible, and if a student desires, an informal resolution (such as counseling or change of circumstances) will be sought. In those cases when an informal resolution is not desired or possible, the student may initiate a formal grievance procedure. However, recognizing that additional measures may be required to protect the rights of college students who claim to have been victimized as a result of violent and destructive behavior, the University may implement changes in procedural standards:

1. Follow-up conversations with the accused may be handled by a member of the University staff, and will not necessarily require that the victim be present.
2. The victim may be informed of sanctions taken against the accused, in accordance with provisions of the Campus Security Act.
3. Every reasonable effort will be made to protect the complainant from additional harm.

Fire Alarms and Equipment

Tampering with fire alarms, hoses, extinguishers and other protection equipment is against state law and may result in discipline sanctions. Lighting fixtures in corridors are part of the system of protection including “exit” signs and “exit” lights.

Firearms and Weapons

Northwest University students are prohibited from possessing or storing on campus (including in vehicles on Northwest University property) ammunition, detonating and explosive devices, bows, crossbows and arrows, open blade knives, knives with blades greater than three inches, swords, firearms, and other edged weapons, devices that utilize aerosol or compressed air canisters to shoot projectiles of any type, sling shots, air-soft guns, BB guns, pellet guns, paintball guns and martial arts weapons. Any student who stores a firearm/weapon in any location on campus (including vehicles), makes a public display of a weapon or replica weapon and/or discharges a firearm/weapon on the property of Northwest University is subject to University sanctions including or up to dismissal from the University. This policy is intended for the protection of University community members and is not intended to interfere with academic instruction or provided services.

Pregnancy Statement

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a Northwest University student become pregnant while unmarried, the students involved are encouraged to communicate with a Sacramento Campus administrator. Campus offices are prepared to stand with both the mother and the father as they consider the results of their actions, deal with the consequences, and experience the forgiveness that comes through repentance.

The University is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents are our primary concerns. While some students in these circumstances may choose to leave the University temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find Northwest University to be a supportive and redemptive community during this crucial time.

Student Policy Publication

Keeping our community standards also requires adherence to all the additional rules/standards as outlined in this handbook along with any published University policies, rules or regulations (online or in print) including but not limited to:

- Northwest University Catalog
- Northwest University Student Community Handbook

- All other official NU publications in print or posted online at <http://www.northeastu.edu> or <http://eagle.northeastu.edu>.

Covenant Community

We, the Northwest University community, desire to be a covenant community of Christians marked by integrity, responsible freedom, and dynamic, Christ-like love; a place where the name of Jesus Christ is honored in all we do. This requires that each of us *keeps his or her word* by taking the commitment to these Life Style Standards seriously as covenant *keepers*, whatever pressures we may face to do otherwise.

The issue of keeping one's word is for a Christian an important one. Being faithful to one's word is a matter of simple integrity and godliness. "*Lord, who may live on your holy hill?*" asks the Psalmist. "*He who keeps his oath, even when it hurts*" (*Ps 15:4*), comes the reply. Christian integrity dictates that since we have voluntarily placed ourselves under Northwest's Lifestyle Standards, we must make every effort to fulfill our commitment by living accordingly.

Keeping our word may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. Such loving acts of confrontation are at times difficult, but when performed in the right spirit (*Gal. 6:1*), they serve to build godly character for both the individuals involved and the community as a whole (*Matt. 18:15-17*). Only in this way, as we are willing to speak the truth in love, will we "grow up into him who is the Head, that is, Christ" (*Eph. 4:15*).

Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. (Colossians 3:16-17)

Campus Life

Access to Campus

NU-SC is part of Northwest University, a Washington non-profit corporation under state law and as such, property owned by the University is “private property.” The Sacramento campus is leased under legal agreement between the University and Capital Christian Center. 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 staff. Persons refusing to leave will be considered trespassing and reported to Sacramento Law Enforcement.

Alcohol, Tobacco and Substance Abuse

The possession, use, consumption, or distribution of any type of alcoholic beverage, tobacco product, illegal substance or controlled medication without a prescription on University property, in conjunction with any University sponsored activities, or while enrolled as a traditional undergraduate student is specifically prohibited by Northwest University policy. Additional information about the alcohol and substances policy is available on the Northwest University Drug Free Schools and Communities Act web page.

Dismissal

The University reserves the right to dismiss from enrollment students who:

- Do not comply with University policies.
- Are unable/unwilling to carry out the normal routine of campus life.
- Threaten to harm self or others or are unable to provide sufficient self-care.
- Cause damage to property.
- Place consistent unrealistic expectations on the time and energy of other students, faculty or staff or cause significant disruption to the campus community.

Dismissal decisions are made by the Administrative Judicial Council after appropriate and prayerful evaluation of the circumstances, the prospects for positive change, the level of the student’s cooperation and/or willingness to respond to University intervention, and amount of staff care necessary for a successful outcome.

Grievance Procedure

Students may initiate a grievance procedure if they:

- Need to report a harassment incident.
- Believe that they have not been treated according to stated procedures and policies.
- Believe a request for an accommodation has not been properly responded to, approved or implemented.
- Perceive improper actions with regard to a disability or perception of a disability.

To address a grievance informally, the student should meet with the Director of the Campus, who will attempt to resolve the matter. If the grievance is against a faculty member or if it is filed as a formal grievance, the Provost will also serve with the Directors of the Campus Chancellor as the *grievance response team*.

University personnel cannot always work instant solutions, but the NU student is in a supportive community that is committed to take all reasonable steps toward a positive resolution to perceived student grievances. We are committed to process all grievances in accordance with appropriate state and federal guidelines with the understanding that all students, faculty and staff are members of this Christian community of scholarship and learning.

Retaliation against someone who files a grievance is prohibited for good-faith reporting of concerns about discrimination or harassment. Students or employees who are asked to testify during an investigation are expected to cooperate fully. Any student or employee found to have engaged in discrimination, harassment, or retaliation is subject to immediate disciplinary action as deemed appropriate by the University, up to and including dismissal or termination.

Students who have questions regarding these policies may contact one of the following persons:

Jennie Victoriano

Director of Academic Services
Northwest University
9470 Micron Ave.
Sacramento, CA 95827
Phone: 916.856.5677

Jim Heugel

Provost
PO Box 579
Kirkland, WA 98083-0579
Phone: 425.889.5237

Procedure

Contents of Grievance. Formal grievances should be filed by the student in writing with the Director of Academic Services for the Sacramento Campus and contain (1) the name, current address, and student ID# of the person making the complaint (complainant); (2) a brief description of the alleged harassment or discriminatory action or actions; (3) the date or dates of the alleged harassment or discriminatory actions; and (4) the person or persons alleged to have engaged in the harassment or discriminatory action or actions.

Informal Resolution. The Administrative Judicial team shall determine whether the matter may be promptly resolved informally (e.g., when the complaint arises from miscommunication between the parties, or when the accused party admits wrongdoing and agrees to take appropriate corrective action). Informal resolution will be attempted as soon as possible unless deemed inappropriate by the grievance officer. If a formal or informal complaint is resolved informally, no further action or documentation will be required by the University.

Formal Resolution. In response to a formal grievance, the Administrative Judicial team should investigate and prepare written findings as to the validity of the complaint and recommendations as to the University response. The Administrative Judicial team will make the final decision and communicate the decision (Determination), including appropriate disciplinary sanctions if indicated, to the complainant (if a victim of harassment) and the accused party.

Corrective Action. Any student or employee who is found to have discriminated against another student or employee will be subject to corrective action and appropriate discipline, up to and including immediate dismissal or termination.

Appeal. Either party may appeal the Determination by filing a notice of appeal (Notice) with the Provost. The Notice must be filed within five days after receipt of the Determination, and must include a copy of the Determination and a description of the errors being appealed. The Provost will provide a copy of the Notice to the grievance officer and the other party. The other party may file a rebuttal statement to the appeal within five days after receipt of the Notice. The Provost will submit the Notice and rebuttal statements to the Office of the President which will review the matter and take any appropriate action, including, but not limited to affirming, modifying or reversing the Determination or requiring that additional investigation be performed. The Office of the President will provide a written decision to both parties, and the grievance officer. The decision of the Office of the President shall be final.

Confidentiality. The University should use special safeguards in handling complaints. However, in order to act on behalf of all employees, students and others, the University cannot guarantee the anonymity of an individual making a complaint. The University reserves the right to fully investigate every complaint, and to notify appropriate officials as the circumstances warrant.

Protection Against Retaliation. It is against the University's policy to discriminate or retaliate against any person who has filed a complaint concerning a violation of the Nondiscrimination policy or has testified, assisted or participated in any manner in any investigation proceeding or

hearing concerning the policy. Any employee or student who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy shall be subject to disciplinary action, up to and including immediate dismissal or termination.

False Claims. The University recognizes that false allegations of discrimination can have serious effects. Therefore, the University may take disciplinary action, up to and including immediate dismissal or termination of employment from the University in cases where a student or employee submits false, frivolous or vexatious complaints.

Motor Vehicles

Northwest University seeks to provide and maintain a safe campus environment for pedestrian, bicycle and vehicular traffic. It is considered a privilege for students to operate and park a vehicle on the campus. Parking and driving regulations are created and enforced to establish a climate of safety and order. Student parking is limited to the designated area. Students are not permitted to park in the temporary parking spaces located in front of the building D (Capital Christian Middle School).

Students and guests are advised to always lock vehicle doors and close windows.

Bicycles

1. Bicycles or scooters may be stored in the designated bicycle racks located on campus. Northwest University is not responsible for lost, damaged, or stolen bicycles. It is up to the student to provide his/her own lock.
2. No bicycles or scooters are permitted at any time in the entryways, residence hall lounges or hallways, stairways or closets inside or outside of any campus buildings, or inside any area of a campus building. Bicycles may not be locked to anything other than a designated bicycle rack. Any bicycles found in inappropriate locations may be confiscated and discarded.

Posting Advertisements and Distribution of Materials

Advertisements, leaflets, newspapers, and/or other materials may not be distributed by students or non-students on the University campus or in the University facilities without the expressed permission of the Director of Advancement. 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 and the Sacramento campus. Students who violate any policy relating to the distribution or posting of leaflets, newspaper or related materials may be subject to disciplinary action.

Posters, bulletins, and announcements for *events* should be submitted to the Director of Advancement. These will be reviewed for approval and stamped. The student may then post the items throughout the campus in approved areas.

Advertisements for *goods, services, or housing opportunities* may be displayed on specific posting board(s); check with the front office regarding the approval process and available location(s). Regarding merchandise, these advertisements may be posted for the sale of used merchandise, but not for new merchandise for which the student may or may not be an agent or sales representative. Permission to post an ad is not an endorsement by the University.

Security Policies and Statistics

In compliance with the *Clery Act*, security policies and campus crime statistics are available on the Northwest University Security office web page.

Statement of Non-discrimination

Northwest University does not discriminate on the basis of sex, race, color, age, national or ethnic origin, or physical disability in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of sex, race, color, age, national or ethnic origin, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law, in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college-administered programs and activities. Northwest is a drug and alcohol-free campus for all employees and students.

Students who have questions regarding this policy, or believe they may have been discriminated against in violation of this policy, should immediately refer to and follow the University's Grievance Procedures included in the Student Community Handbook.

Theft and Vandalism

Theft, attempted or actual, and/or vandalism to the property of Northwest University, Bethel Park, or the property of a member of the University community may result in criminal charges as well as University disciplinary action. Repair of damage caused by vandalism and/or pranks will be charged to the student or persons who caused the damage at a rate of \$50.00 per hour plus materials per student or perpetrator.

Weapons, Fireworks, and Explosives

Items such as handguns, rifles, shotguns, flare guns, starter guns, stun guns, B.B. guns, pellet guns, firearm ammunition, or any other device which propels a projectile, including all explosive devices or fireworks, or a device which may be used in such a manner as to cause bodily injury, will not be allowed on campus, neither on one's person, in campus buildings nor in any vehicle present on campus grounds.

Clubs, brass knuckles, nunchuks, switch blade knives, knives with a blade length in excess of 3 1/2 inches or any other object classified as a dangerous weapon in the State of Oregon are prohibited on campus. Individuals found in possession of any such items will be subject to disciplinary action that may include prosecution for any criminal violations. Disciplinary action may occur when an individual uses any object normally not classified as a weapon, in such a manner as to cause or threaten bodily harm.

The Ministry of Discipline in Community Life

Purpose and Philosophy

Development of self-discipline is the goal of this accountability process. Our “ministry” of discipline is designed to be positive and developmentally-oriented in nature with focus on reconciliation, restoration and restitution.

The student disciplinary process is designed to assist both individuals and our corporate learning community as a whole to mature in intrapersonal and interpersonal relationship and further student Christian spiritual formation. The “Ministry of Discipline” enhances the student experience by maintaining a community which encourages healthy living and learning.

Integrity Initiative

Students who have violated University behavioral expectations or Community Handbook policy are encouraged to quickly and voluntarily “come in” to acknowledge their missteps and seek the advice and counsel of the Director of Academic Services. This will allow a truly repentant student to voluntarily discuss his or her violation and may keep disciplinary action to a minimum. In many cases, a “come in” meeting will only result in rehabilitative strategies.

If a student chooses to avoid accountability, then members of the administration, staff or judicial council will assume the responsibility to confront or “call in” anyone falling short of community expectations.

The Responsibility to Help Each Other

With Matthew 18:15-17 as our guide, we believe that personal growth and maturity is encouraged most when each member of the University community accepts responsibility to care enough about others to confront them when appropriate. This responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. When encouraging students to come forward seeking help, remember that sincere effort will be made by the University staff to bring healing, wholeness and reconciliation.

If a student is having difficulty with an issue in his/her life, even if it involves a violation of the Community Expectations, he/she is strongly encouraged to seek help from some member of the

campus community. If adopted by all members of our community, this approach would enable the majority of inappropriate behaviors to be corrected on a personal, rather than judicial, level.

Communication with Parents or Guardians

In that each parent plays a uniquely supportive role in their student's lives, students will be encouraged at all levels of discipline to share information with their parents or guardians. The Federal Educational Rights and Privacy Act (FERPA) places specific limitations on the student education record information University employees may share with parents or guardians. In many cases, the student retains the right to disclose or not disclose education record information to their parents or guardians. However, University employees may disclose education record information without written prior consent from the student to parents

- if the student is claimed as a dependent by the parents for income tax purposes
- if the student is experiencing a health or safety emergency
- if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance
- if the disclosure is in connection with a disciplinary proceeding conducted by the University against their student who is an alleged perpetrator of a crime of violence

The complete University FERPA policy is available in the registrar's office on the Kirkland campus.

Foundational Principles

The Sacramento staff seeks to combine a biblical and developmental approach to the student care process. It is important that all community members see themselves as growing intellectual and interpersonal persons, as well as fellow sinners in need of God's grace and ongoing transformation. This balance is the foundation for providing a healthy living-learning community for our entire student body. Also in balance is the understanding of a just God and a merciful Father. This is referred to directly in Micah 6:8:

What does the Lord require of you? To act justly, love mercy, and walk humbly with your God.

At times employing one principle may appear to create a conflict with the other. In fact, this apparent tension is often a *both-and* application. We are offered forgiveness for the transgression *and* are accountable for the action. The purpose of the following principles is to provide a series of benchmarks that seek to maintain this delicate balance and coexistence of mercy and justice.

Developmental Approach

Students benefit from being treated in a way that acknowledges their growing responsibilities as adults and contributes to their development and education. It is important that developmental considerations be made when considering judicial decisions (e.g., students' occasional failure to connect their behavior with what they believe). The judicial process can be helpful in guiding students to better decision-making as they move through the maturation process.

Different Backgrounds

Students come to Northwest University from a variety of socio-economic, denominational, ethnic and parenting cultures. As a result, students subscribe to various understandings of what it means to live a Christian life. Some of the Life Style Standards involve behavior that is considered by some students to be biblical moral mandates and other students as only campus community mandates. While all Northwest University – Sacramento Campus students agree to abide by the community expectations, judicial matters involving moral implications should be discussed with sensitivity to differing student backgrounds. The intent is to hold our students accountable to the commitments they have made as students at Northwest and as Christians.

Learning Opportunity

Judicial proceedings should be seen and used as a significant learning opportunity. Often students learn more about themselves in these settings than in many other settings while in college.

Reconciliation, Restoration and Restitution

The judicial process is intended to provide a way for our students to learn from their mistakes, to be forgiven and restored to the community. Disciplinary sanctions should reflect these goals.

Brothers and sisters, if someone is caught in a sin you who are spiritual should restore him or her gently. But watch yourself or you also may be tempted. Carry each other's burdens, and in this way fulfill the law of Christ. (Gal 6:1-2)

Unconditional Worth

As fellow heirs with Christ, all members of the judicial process should strive to ascribe unconditional worth to students at all times. It is also important to attempt to develop an understanding of each student's story for the purpose of viewing him or her as a person and not simply a "rule breaker."

Fairness, Consistency and Predictability

If the discipline process is to remain trustworthy, it is important that those involved strive for fairness, consistency and predictability. *Fairness* speaks to the appropriateness of the sanctions to the violation. The principle of *consistency* acts as a guide when handling a student who has carried more or less favor with various members of the faculty or the staff. *Predictability* speaks to the reputation of the judicial process. While students may not always enjoy the process, our goal is that students ultimately are able to respect the experience whatever the outcome.

Disrupting the Educational Environment

Northwest University – Sacramento Campus endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic, spiritual, and social development. Disrupting the educational environment is defined as any

disruptive act, within reason, that impedes another student's functioning within an academic or community life setting. This may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff.

Student Judicial Rights

Students have these rights within the judicial process:

1. Fair and respectful treatment. Students are members of the Northwest community and should be afforded fair and respectful treatment throughout the judicial process.
2. Attend or not attend a meeting. A student summoned to respond to an alleged behavior violation has the right to present his/her case before the judicial council. Should the student forfeit the right to appear at his or her own discipline meeting (either by advance notice or by failing to appear), the right to question the allegation(s) is also forfeited, and a determination (e.g. responsibility for behavior and issued status and/or sanctions) will be made without the student's voice being heard. By not attending a discipline meeting the student also waives the right to appeal the determination for appeal rationale "6a" (below).
3. Present a Defense. In response to a confrontation regarding an alleged behavior violation, the student may present a defense, including the presentation of witness testimony.
4. Access to records. In compliance with federal law, the University allows students access to all reports and documentation that are part of their educational record.
5. Advocate. A student may request an advocate to attend any of the judiciary councils for personal support. This advocate must be a Northwest University faculty or staff member and may not address the council or council members regarding the student behavior in question throughout the duration of the disciplinary process.
6. Appeal. Students should be informed of their right to appeal and to whom they would be appealing during their hearing or in their *discipline notification letter*. Judicial decisions may be appealed in writing. All appeals must be made within three business days of receiving written notification of the decision. Appeals will be accepted for consideration only for one or more of the following situations:
 - a. New information is available that was not available during the original hearing and could possibly alter the council's response.
 - b. Due process was not followed as described in the Ministry of Discipline in Community Life: Judicial Process.
 - c. The decisions, sanctions or restrictions were not consistent with the Student Community Handbook or its associated student life or academic policy (e.g. housing manuals, motor vehicle policy, academic catalogue, etc.).
7. Discipline notification letter. Each student who has been issued a disciplinary action by the Administrative Judiciary Council should receive a letter that states the type of incident or behavior for which he or she is being disciplined, the discipline status designation (if indicated), and a list of all sanctions. The letter may be written in the form of a contract to be signed by the student and the judicial officer(s). Additionally, all appeal decisions will be communicated to the student in writing.

Judicial Process

The enforcing of Northwest University – Sacramento Campus’s Student Community Handbook is primarily the responsibility of administrative staff of the campus, although all community members are responsible for the preservation of our community. All policies and procedures related to student life are the responsibility of the Administrative Judicial Council, who is primarily responsible for administrating all judicial procedures in which students are involved.

Each council will attempt to structure the procedure so as to facilitate (in the council’s judgment) a reasonable determination of the truth. Formal rules of evidence are not followed and past student conduct may be considered in the discipline decision.

A. Incident Report

When a student commits a violation, an incident report will be written by a Director or faculty/staff member involved. Incident reports will be forwarded to the Director of Academic Services.

B. Staff Response

When the Director of Academic Services becomes aware of an alleged violation of the Student Community Handbook (via an incident report or a verbal report), he/she should initiate a preliminary meeting. This summons will be communicated to the student’s Northwest University email account or in a printed communication delivered to the student’s NU-Sacramento mailbox. If the issue is a *first tier* violation, the staff member may counsel the student (if appropriate) and close the investigation or forward the case to the Administrative Judicial Council. If the issue is a *second tier* violation, the staff member should forward the case to the Administrative Judicial Council.

C. Administrative Judicial Council

The Administrative Judicial Council will confront behaviors that are not in compliance with the Community Handbook. The Administrative Judicial Council will hear *first tier* student infractions reported to them by the staff identified under “B” above. A summons and a disciplinary contract will be used by this council as the primary means of action. This summons will be communicated to the student’s Northwest University email account or in a printed communication delivered to the student’s NU-Sacramento mailbox. Disciplinary contracts are used to provide a framework in which to make a decision that addresses the situation, and attempts to produce growth and behavior changes in the life of the student.

First Tier Violations

Examples of specific behaviors the Community Care Council will confront include (but are not limited to):

- vandalism and pranks

- conflict/ disruption
- tobacco use
- repeated profane/crude language
- slander
- missed resident meeting
- theft
- tampering with fire safety equipment
- repeated traffic or parking violations

Second Tier Violations

Examples of specific behaviors or violations the Student Life Judicial Council will confront include (but are not limited to):

- Illegal drug use
- violence including hazing and/or assault
- harassment infractions
- threats to campus safety
- sexual issues including pornography

Council Outcomes

Outcomes from the Community Care Council meeting may include the following:

- Terminate the proceedings based on evidence or absence of evidence.
- Dismiss the case after appropriate counseling and advice.
- Impose one or more sanctions.
- Forward the case to the next level judiciary council.
- Approval of the appeal.
- Denial of the appeal.
- Adjustment of the disciplinary status or sanctions.

Appeal

Students have three business days to appeal a decision of the Administrative Judicial Council through the Campus office.

Accountability

Consequences for violations of the Northwest University – Sacramento Campus Student Community Handbook fall into two categories: *status* and *sanctions*.

Status refers to the disciplinary classification assigned to the student, [e.g., provisional citizenship probation], full citizenship probation, suspension, or dismissal. A discipline status may be escalated in the case of repeated or multiple violations.

Sanctions refer to the various corrective and restorative measures that may be required by the Judicial Councils. In most circumstances, students who have violated the Student Community Handbook may be assigned both a status and one or more sanctions. The various options with regard to assignment of status and sanctions available are at the discretion of the Judicial Councils.

Student Disciplinary Status

Provisional Citizenship Probation. Students who are placed on Provisional Citizenship Probation have likely violated one or more *first tier* Student Community Handbook policies. This functions as a warning status and is in effect for one semester. Violations committed while on probation are grounds for acceleration to Full Citizenship Probation.

Full Citizenship Probation. Students who are placed on Full Citizen Probation have likely violated one or more *second tier* Student Community Handbook policies, have accrued multiple *first tier* violations, or have committed a violation while on Provisional Citizenship Probation. *Second tier* violations committed while on Probation may result in suspension. Students who are involved as student leaders in co-curricular groups, ministry teams, student organizations or athletics may forfeit their leadership position and/or forfeit their University-funded scholarships. The term can be for one or more semesters. A one-semester term activated after November 15th and April 1st will be carried over through the following semester.

Temporary Suspension. In this case, the student is restricted from the University and its events for a limited amount of time (e.g., one academic week). Tests, assignments, and events missed as a result are natural consequences for this sanction, but are not the responsibility of the judicial officer(s).

Suspension. Suspension means that a student has been denied continued access to Northwest University or its campuses for one or more semesters. Often this is done in conjunction with other sanctions that must be completed prior to re-admittance (e.g., counseling). This may be for any amount of time up to three semesters. While on suspension, a student is not permitted to be on University property or attend University-sponsored events. Since the suspended student is still considered enrolled, policy violations that occur during this time may result in further discipline.

Re-admission. Requests for re-admission (following a suspension) will be considered only if the student indicates how the specific requirements or conditions of the suspension have been fulfilled and what changes have occurred in the student's life to warrant reconsideration. Requests for re-admission prior to the expiration of the suspension should include any reasons that support a reconsideration of the matter. Prior to re-admission following a term(s) of suspension, the student should complete the following:

- Submit a written appeal for re-admittance to the Dean of the Campus that details compliance with the terms of the suspension and all plans for reconciliation. The appeal will be considered by the Administrative Judiciary Council.
- Schedule a meeting with the Dean of the Campus to review the appeal determination.
- If appeal is approved, follow the admissions and registration procedures.

Dismissal. Dismissal means the student is permanently removed from the University. In this case, the student will not be readmitted.

The University retains the right to dismiss students immediately when a student:

1. Threatens the safety and well-being of self or other community members.
2. Is unable or unwilling to follow University policies and procedures, thereby disrupting the educational environment.

Student Disciplinary Sanctions

When sanctions are assigned, it is important to strive for a logical connection between the violation and the discipline. Again, the primary goal is to make these procedures educational, redemptive and restorative. Sanctions that are merely punitive are less likely to result in any long-term meaning for the student. The following is a list of possible sanctions, though there may be others not listed:

1. **Official warning.** The purpose is to provide an opportunity for a judicial council to communicate with the student regarding the disciplinary process and community standards. This written warning is placed into the student's Student Development file and may factor into future disciplinary decisions.
2. **Community service.** Community service can be assigned in conjunction with custodial or maintenance projects, student ministry projects, or as an individual project.
3. **Letter of apology.** In addition to the primary recipient, a copy of the letter should be submitted to the judicial council chair.
4. **Fines.** Some policies have fines as a standard sanction such as fines in the form of damage fees. Fines not specifically detailed in student life policy may also be issued at the discretion of a judicial council.
5. **Restitution.** Students who have caused damage may be required to pay for loss, damage or injury.
6. **Loss of student leadership/co-curricular positions.** Students may be removed from positions of leadership for violations on a temporary or permanent basis.
7. **Mentoring.** The mentor will most often be a University staff or faculty member. The mentor may or may not be informed of all the detail relating to the precipitating behavior.
8. **Research reports/media resource review.** The judicial council may decide that the student in question should take a deeper look at a given topic. In this case, a report, literature review, or reflection paper may be assigned.
9. **Social restrictions/limitation of privileges.** Certain policy violations may result in the loss of privileges (e.g., open dorms). Some violations may indicate the restriction of certain relationships.
10. **Drug screen.** In the event that drug use is suspected, drug screening may be required. The screening may be conducted on a planned or spontaneous basis at the discretion of the judicial council. The student will be responsible for any fees resulting from this sanction.
11. **Substance abuse assessment.** When a student is using drugs such as alcohol or tobacco, a substance abuse assessment may be assigned for the purpose of deciding whether or not the student is addicted and/or desires to cease to use/abuse the substance. This assessment

may be used as an *investigation tool* for the judicial council. Results of the assessment may lead to additional sanctions. The student will be responsible for any fees.

12. **Substance education program.** Students who have been found to have committed a substance violation may be required to attend and complete an assigned substance education program conducted off-campus.

Records

The judicial council chair will organize all the information and records pertinent to the case and will prepare and facilitate all written communication with the student. Records should reveal a clear path of logic between behavior and consequences. All original documents should be kept in the student development files. After completion of the hearing process, all material unnecessary to retain as record of the hearing will be shredded and discarded to protect individual privacy.

Tier 1 Violation

- Response to a minor violation of student conduct will be recorded on an incident report form and processed through the Director of Academic Services' office.
- This record will not be part of students' permanent files and does not affect permanent citizenship records at Northwest University.

Tier 2 Violation

- After the conference the student will receive a letter from the council chair as it relates to specific details involving violations of student conduct and disciplinary action.
- A copy of the letter of notification will be placed in the student's file.
- When the student graduates the Office Coordinator may remove disciplinary action information from student records.

Appeals

- The Administrative Judicial Council will reply by written notice to the student.
- A copy of the letter will be filed in the Student Development office.

Confidentiality

The confidentiality of student judicial records should be maintained at all times by those involved in the disciplinary proceedings. Disclosure within the institution should be limited only to those parties who are involved with each case or employees who have reason to be informed by virtue of their University responsibilities.

Student Services

Academic Success and Advising

Academic Support

Academic Support is designed to assist students on academic probation and warning status to become capable learners. Academic Support uses three approaches to facilitate academic improvement: Network Expansion, Resources, and Accountability.

Network Expansion includes required weekly meetings with both the Academic Advisor. In the weekly meeting, the student will give an update on grades earned, progress on assignments with approaching due dates, study habits, energy management and time management, and life challenges. The Academic Advisor will help the student learn to work and community with faculty, identify motivational factors, and more.

Resources include workshops and distribution or announcement of resources the student might find helpful. Workshops will be scheduled by the Director of Academic Services according to student needs. Resources may include printed guides or worksheets, calendars, tips, and instructions, as well as online resources and information.

Accountability for the student on academic probation occurs in the context of the weekly meetings with the Academic Advisor. In addition, the advisor will consult with the student's professors regarding grades and progress in class four times in the semester, during weeks four, six, nine, and twelve.

Resources

Orientation for new students includes academic information presented in the format of student panels, activities on the topic of learning, and other resources and opportunities for new students to connect to the campus and the NU-Sacramento community as well as understand what is expected of them as students.

Coaching and Resources incorporates into Christian Thought, training in critical thinking, cognitive development, writing, and working and learning in groups. Students will be taught principles of critical reflection, synthesis, and analysis, as well as the mechanics of writing in Turabian style, editing the work of peers, and incorporating peer and faculty feedback into assignments. In addition, resources in various electronic and other formats will be made available to help students develop these skills.

Acculturation includes campus efforts to honor the academic achievements of students and faculty.

Academic Advising occurs between each student and the Director of Academic Services. The advising relationship is one of coaching, encouragement, and strategic planning of a student's

academic career and path to fulfilling the student's calling. In the first semester of enrollment, each student will receive a copy of their degree plan to keep in an advising folder for the duration of their enrollment. The degree plan will serve as their guide in planning registration and projecting length of time until graduation. Each student will also receive a pre-advising worksheet to complete prior to scheduling their advising meeting which is required in order to register for classes every semester. The pre-advising worksheet gives opportunity for students to ask their advisor to prepare to discuss any academic concerns the student has. The goal is for each student to register online during the academic advising meeting.

Student Life

Student Life includes all extracurricular and cocurricular activities and programs designed to help students develop personally, spiritually, and relationally while enrolled in college. The goal of Student Life is to facilitate opportunities for each student to connect to the NU-Sacramento community and develop into the person God designed him or her to be. It is an approach that integrates academic goals into all of campus life, in the form of Events.

Events are gatherings of and venues for all or groups of students that are designed to build community and help students forge meaningful, healthy relationships.

Academic Computing Center

Computers are available for student use in the library. All stations are equipped with Windows and Office 2007 (or later) software and are connected to the Internet. E-mail is provided for every student and is accessible on these computers. The library computers are available during library hours.

The computers in the library are to be used for academic purposes only, including checking NU email. Social networking, gaming, and personal email use is not permitted on these computers in order to ensure that all students have opportunity to use the computers for academic work.

Campus Communications

The Northwest University email system with student and employee email addresses is a critical element in University communication with students and student communication with University employees. Therefore, EVERY student is expected to use his/her NU email address throughout the University year and the summer break, reading messages at least twice each week. This is a vital communication link and will keep everyone better informed.

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any University issue that concerns them. Staff and faculty are available to hear recommendations, opinions, or constructive criticism.

Tutorial Services

Instructors may be available for short appointments to clarify assignments or give direction to students concerning class requirements. Students should contact their instructors directly. Additional tutorial services may be available through the office. Students should contact the office to coordinate services.

Ministerial Approval

NU-SC works with several networks and denominations to assure that students fulfill the educational requirements for ministerial credentials. Graduates have been granted credentials by the Assemblies of God, Foursquare, Evangelical Free, Christian Evangelistic Assemblies, Free Methodist, and several other denominations and independent church groups.

Graduate Employment and Licensure

Graduates of NU-SC have gained employment in various vocational ministry settings.

The administration of NU-SC maintains a network of ministry leadership contacts and will help any graduate connect with vocational opportunities appropriate to the student's gifts and skills. If no opportunities are known at the time of the student's availability, the administration will continue to communicate with the graduate as new openings become known.

ID Cards

Each student must have his/her current Northwest University ID card for admission to NU-SC activities, checking out library material from the NU-Sacramento library, utilizing library resources at related libraries, and all online resources provided by the University. Replacement ID cards may be obtained from the office at a cost of \$10.00. **ID cards must be worn on campus at all times.** Students may be asked to leave the premises if ID badge is not worn while on the Capital Christian Campus.

Internet Connections

Unlimited Internet access is available to students, faculty, staff and administrators through the campus wireless network. While there are no time use restrictions, the University does reserve the right to filter access to the Internet on a content-related basis. To find out about our agreement with Microsoft go to <http://eagle.northwestu.edu/is/network/ma.php> . In addition to specific licensing requirements, each software product has minimum 'system' requirements - computer hardware capabilities needed to effectively run the program. For the most current system requirements, please go to <http://www.microsoft.com/>.

Library

The D.V. Hurst Library is the information center for Northwest University. The Library web page (<http://library.northwestu.edu>) provides a catalog of electronic books, links to Online Databases and other information sources. The online databases provide full text articles as well as citations to find articles. Articles or citations can be printed, e-mailed or downloaded to a computer or jump drive. All of the databases are available from computers on campus or any computer globally that is connected to the Internet (provided you are a registered Northwest student). Many other resources are available at the Library web page, such as a list of library holdings including over 50 million records (WorldCat), links to the region's public and academic library catalogs, and citation and style guides for term papers. Valid student ID is required to log into the library system.

The NU Library in Sacramento is the local information resource for the Sacramento campus. Hours are:

Monday and Thursday 9:00 am – 4:00 pm

Sacramento checkout policies allow a student to checkout any number of resources for up to two weeks with a possible one-week renewal. Renewals must be done in person. Late fees are charged at 25¢ for each day that the book is late. After 30 days the book is considered lost and the borrower is responsible for the accrued charges as well as the replacement cost of the book. This charge will be added to the student's account. The student will not be allowed to check out books or register for classes until the account is paid off.

Kirkland library reference staff is available for consultation for any information needs, and specific queries can be sent via e-mail to library@northwestu.edu.

Security

Capital Christian Security team is available for emergency assistance 24 hours a day. Students and guests are expected to fully cooperate with CCC Security staff. The following phone numbers may be used when emergency security assistance is needed:

- **916.856.5677** Sacramento Office
- **916.873.6770** CCC 24/7 Security Number

Use of these numbers helps keep the campus safe and is for emergency security purposes only.

The street address of NU-SC is **9470 Micron Ave, Sacramento CA 95827**. It can be helpful to **tell emergency personnel that you are in the Northwest University – Sacramento Campus facility located on the Capital Christian Campus.**

Academic Information

Accreditation

Northwest University is regionally accredited with the Northwest Commission on Colleges and Universities. NU courses offered at NU-SC are under the University's accreditation.

Northwest University – Sacramento Campus has been granted approval as a California private postsecondary degree granting institution by the Bureau for Private Postsecondary Education. Approval to operate an accredited institution means compliance with state standards set forth in the Ed. Code. Approval was granted to offer the following educational programs:

- Associates of Arts in Christian Leadership
- Bachelor of Arts in Pastoral Ministries
- Certificate of Ministry (online/in-class)
- Master of Ministry (online)
- Teaching English as a Second Language (online)

Credit Hours

Each credit hour usually represents one (1) hour of class time per week, with three credits given for most courses (three hours of class time per week). The normal student load is fifteen (15) credits per term; 12 credits is considered full-time.

Course Workload

Generally, University professors expect 2 hours of outside study for every hour spent in class each week.

Assignments, exams, projects, and papers or other research (sometimes including in-class presentations) are learning tools a student must prepare outside of class time. A student should always keep the course syllabus with their class notes and materials and refer to it for reminders of due dates and assignment requirements.

Degrees

NU-SC offers five degrees, the Associate of Christian Leadership, the Bachelor of Arts in Pastoral Ministries, the Certificate in Ministry, the Master of Ministry and Teaching English as a Second Language. The A.A. and B.A. degrees offer the opportunity to complete courses required for ministerial credentials with several denominations. Students seeking ministerial credentials should communicate this to their advisor as soon as possible so the advisor can help the student select the classes required for credentialing with the student's chosen denomination. All students should prayerfully consider their selection of electives and seek the input of their academic advisor prior to registering each semester.

Degree Completion

Northwest University allows students to graduate under the educational requirements stated in the catalog at the time of matriculation, provided attendance is continuous and full-time, through the first five years of the merger of Capital Bible College (now NU-Sacramento) into Northwest University. Two exceptions may be noted: (a) In the event of a change in requirements, the student may elect to fulfill the requirements of a revised program, provided attendance has been continuous and full-time; (b) the University may face a situation beyond its control and foresight that may necessitate a revision in available courses. In such situations, the interests of the student will be protected.

Northwest University – Sacramento Campus reserves the right to withdraw courses with insufficient enrollment, add courses for which there is demand, upgrade programs, revise teaching and time assignments, regulate class size, adjust administrative procedures, and determine levels of competence of students and prerequisites for admission to classes.

Students should see the academic catalog as posted on the Eagle website for details on degree and graduation requirements. Students seeking a Bachelor's degree must earn at least 40 credits in junior and senior level ("upper division") courses, including 20 upper division credits within their major.

Students anticipating graduation should complete the Graduation Application (available on the Registrar's page on the Eagle website) in the spring prior to their anticipated graduation.

Student Classification

Classification is based upon the student's academic standing in terms of hours and grade point at the beginning of the semester. New students will be classified as regular or provisional students when entrance requirements have been met and official transcripts have been received and evaluated. Full-time students are enrolled for a minimum of twelve (12) hours in a semester. Part-time students are enrolled for eleven (11) hours or less in a semester. Half-time enrollment is six credits in a semester.

Students who have satisfied entrance requirements and are following the program leading to an Associate's or Bachelor's degree are called regular students. They are classified as follows:

Freshman: A student who has satisfactorily completed 0-29 semester credits.

Sophomore: A student who has satisfactorily completed 30-59 semester credits.

Junior: A student who has satisfactorily completed 60-89 semester credits.

Senior: A student who has satisfactorily completed 90 or more semester credits.

Students should consult the University undergraduate catalog for information on transferring credit from other institutions.

Admission on Probation Status

This admission classification includes selectively-admitted students who do not meet the general admission requirements but who, in the judgment of the Admission Committee, show promise of benefit from the opportunity to pursue work at NU-Sacramento. All students admitted on probation are required to participate in the Academic Support portion of the Student Learning and Development Program (see the section devoted to the SLDP earlier in this Handbook). Only students with regular status may graduate. Consult the catalog for further information.

Non-Degree Seeking and Non-Matriculated Seeking Students

Special students may enroll in approved courses. Only students who are pursuing a degree may receive federal financial aid. Only students with regular status may graduate. See the catalog for details.

Academic Standing

Academic Awards

The University acknowledges students who are enrolled full time and earn an outstanding semester GPA. As outlined in the catalog, the Honors List recognizes full time students whose semester GPA is 3.300 to 3.499, and the Dean's List recognizes full time students whose semester GPA is 3.500 and above.

In addition to the University awards, the Sacramento Campus acknowledges all part time and full time students who achieve academic success. Sacramento Recognition is given to students (regardless of credit hours) whose cumulative GPA is 3.300 to 3.499. Sacramento Distinguished Performances notes students whose cumulative GPA is 3.500 and above.

Academic Warning

On the Sacramento Campus, students who meet requirements for satisfactory academic progress but whose GPA is close to the minimum will be placed on academic warning. Students on academic warning are required to attend workshops as assigned, and may request a academic mentor. Students will be placed on academic warning based on the following GPA standards:

First-year students:	Cumulative GPA below 2.0
Sophomores:	Cumulative GPA below 2.0
Any student:	Semester GPA is below 2.0

Academic Probation

The Sacramento Campus administrators have the authority to place on Academic Probation or disqualify any student whose cumulative GPA at NU-SC is lower than that required based on student classification. Students placed on probation will be notified of the probation by the Director of Academic Services. All students on academic probation are required to participate in Academic Support. See the Academic Success information under Student Services earlier in this Handbook for information on the responsibilities and resources within Academic Support.

Students are placed on academic probation if their GPA is lower than that required for their classification:

First-year	1.7
Sophomore	1.9
Junior	2.0
Senior	2.0

Academic Disqualification

Any student with at least 20 total credits earned at NU-SC while on probation will be automatically disqualified at the end of the term in which the student has not met at least one of the following requirements:

- a. Raised the cumulative NU-SC GPA above the probation level, or
- b. Earned a GPA for the given term of 2.25 or above.

If only the second of these requirements is met, the student will continue on probation, subject to the same requirements as those specified above for any initial term on probation. A student's status in any term when on probation does not change by repeating courses.

Academic Requalification

Academically disqualified students are not permitted to register for any Northwest University – Sacramento Campus classes for credit.

A student who is disqualified may be readmitted to NU-SC upon petition to and approval by the Administrative Judicial Council. The student's proposed academic program must have the approval of the academic advisor.

Classes, Exams, and Grades

Monday, Tuesday and Wednesday classes begin at the scheduled time and include three (3) hours of seat time. Classes that meet on both Tuesday and Thursday meet for 1 and a quarter hours each session. Students should arrive early and be seated on time, as classes will begin promptly. Final exams are given at an assigned time during finals week.

Missed Exams

A student who is absent the day of an exam or quiz must contact the professor ahead of time or, in the case of extreme illness or emergency, the day of the exam to determine if the exam can be rescheduled. Arrangements to reschedule an exam must be made by the student. The student must call or email the professor directly. The professor may determine if the exam can be made up; if so, it must be taken within the same week the exam was given in class. A specific time for the make-up test will be set and there will be no further extensions.

Students taking make-up exams must not confer with other students who have taken the exam regarding its content or format.

Final Exams

Final exams must be taken on the day and time they are scheduled by the administration. Any change to a student's or class's exam must have prior approval from the Director of Academic Services.

Grades

All student grades are based upon work turned in to the professor prior to the final exam. Any exceptions to this must have the prior approval of the Director of Academic Services.

An extension for coursework may be requested in extreme circumstances. The student must complete the Request for Course Extension form and get the approval of the Director of Academic Services and Registrar's office. If the Dean, in consultation with the professor, determines that an extension is warranted, the student will be assigned an "I" for Incomplete as his or her initial grade, and after the determined extension period the final grade will be entered.

Auditing

What is auditing?

Students are allowed to audit a class as a courtesy to those who would like to learn the material but do not need college credit for the course. Students who audit may attend class, read the texts and complete as many assignments as they'd like. However, no assignments are required and attendance is optional. With auditing, there is no accountability for successful completion of the course requirements. Because the auditor is paying significantly less than students taking courses for credit, the professor is obligated to structure the class in such a way that credit students are given the highest priority.

Transcripts

No transcript or any record of auditing is available.

Tests, papers, assignments

Auditing students will be allowed to take tests and quizzes and may complete papers and assignments. However, this work will **not** be evaluated by the professor.

Presentations

Auditing students will generally not be allowed to give presentations in class. The class time will be reserved for students taking the class for credit and for the professor to teach.

Class participation

Auditing students will be allowed to participate in class discussions and ask questions of the professor on a limited basis. The professor may choose to limit discussion or questions to students taking the class for credit in order to make the best possible use of class time.

Concurrent Study

If a student needs to take a class that is being offered but the student believes he or she cannot take the class due to a class schedule conflict, the student should apply for Concurrent Study. The Dean of the Campus will review the situation and determine whether the student qualifies for Concurrent Study. The fee for Concurrent Study is \$50 per course. The policy and procedures for concurrent study are described in the appropriate document posted on Eagle-Sacramento.

Video and Audio Recordings of Classes

While students are welcome to record the audio of a class for personal use, videotaping or digital recordings which include visual images are not permitted. Audio recordings are not to be distributed or sold, with the exception of providing a fellow student with a recording of a single class session to help that person gain information from a class session he or she missed. After a student has completed or withdrawn from the course, the recordings must be destroyed.

Additional Information

For additional information regarding independent study, attendance policies, academic honesty and plagiarism, repeating a course, transferring credit, and more, see the current University catalog.

Student Academic Responsibilities

Study Habits

NU students must seek to develop a habit of diligent study because Christian leadership involves a lifetime of study. All students are encouraged to attend any available workshop(s) offered at the beginning of each semester to help them refresh and strengthen their study skills. NU-SC faculty and administrators strongly encourage group study prior to exams.

Class Notes and Assignments

If a student is unable to take class notes, it is the student's responsibility to obtain notes from another student. Class notes will not be provided by the instructor.

Be sure to make a copy of any papers or projects you turn in for a grade. If it should be lost or inadvertently destroyed, it is the student's responsibility to provide the instructor with another copy.

Class Attendance

The responsibility rests with the student to maintain high standards involving satisfactory scholarship. Regular class attendance is expected of each student in all courses. Each professor determines his or her attendance policy for each class and includes it in the syllabus. Students should carefully study the policy for each course.

Making Up Work from a Missed Class

Assignments due in a given class period are due when the professor calls for them in class. Tardiness or absence does not excuse a student from the due date for assignments. A student must contact the professor directly to make arrangements to turn in the late assignment. A professor may choose to not accept late assignments. Assignments that are accepted late will receive a 20% deduction in grade. No assignments will be accepted more than one week late; always consult the syllabus for each class regarding the expectations of each professor because it is the professor's prerogative to not accept any assignments late.

Some assignments, presentations, or exams may not be turned in/presented/taken late. A student should carefully read the syllabus for each class regarding the policies for that class, and should contact the professor directly with any questions or to make arrangements for assignments that will be accepted late.

Classroom Etiquette

University learning should be enjoyable for every student. Out of respect for your professors and fellow students we expect each student to observe the following:

1. Personal conversation should be limited to before and after class. Excessive talking in class could result in disciplinary action.
2. Purchasing snacks, using the restroom, and conducting personal business should be limited to break times.
3. Cell phones should **not** be used during class. See course syllabi for the policy in each particular class. Using a cell phone in class, unless instructed to do so by the professor, is considered disrespectful and impolite.
4. Texting should never occur during class. Texting in class is considered disrespectful and impolite.
5. Accessing networking sites and other non-academic internet sites should never be done during class.
6. Students with laptop computers should be given access to electrical outlets.
7. Students should be in class prior to the starting time.
8. Participation in class discussion should always be respectful toward the professor and other students in tone, content and timing.

Financial Information

Financial Policy

Recognizing the necessity for the prompt payment of all school fees, not only as a good business principle but for the sake of character development, the Department of Education of the Assemblies of God has set forth the following financial policy:

In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the school for the full amount of his/her obligation on or before the close of each semester. No diplomas, certificates, degrees, or transcripts shall be expected or received until satisfactory payment is made for all school obligations.

Payment of Accounts

The regular school year is divided into two semesters of approximately four months each, and tuition is based on the semester. It is the policy of the University that there can be no outstanding past due account at registration. All past due and old accounts must be settled or alternate arrangements must be agreed upon with the Student Accounts Office prior to registering for the following semester. The payment of accounts policy also applies to those qualifying for Veteran's benefits and outside scholarships.

Pay In Full Plan

Tuition, fees, and housing charges are to be paid in full before the first day of classes each semester unless prior arrangements have been made with the Student Accounts Office or Tuition Management Systems at www.afford.com prior to the beginning of classes. All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester. For summer classes, tuition and fees are to be paid in full prior to the first day of class. TMS does not offer a payment plan for summer term.

Monthly Payment Plan

Tuition Management System (TMS)

Students who wish to make monthly payments based on the semester or annual cost of tuition, housing and fees will enroll with Tuition Management System. TMS is a budgeting service that allows the student to pay an entire semester's or year's education costs in monthly installments. TMS provides a one semester payment plan option and an annual ten or nine month payment plan option to help students manage the cost of education.

A budget is set up with this agency based on estimated charges less estimated financial aid (including loans) for the entire academic year/semester. The first payment must be received by TMS not later than July 1 (10 pay plan) or August 1 (9 pay plan) of each year to enroll for this option. Those enrolling with TMS after August 1 include June and/or July payments with their application. Although there is an enrollment fee for this plan (approximately \$110 per plan),

there are no finance charges to nondelinquent participants. Students who wish to set up an annual plan will pay the enrollment fee once per year. Students choosing the semester option will pay the enrollment fee each semester. Students choosing the annual plan will not be liable for spring semester tuition if they choose to not enroll for spring classes.

Late Fees

Northwest will charge late fees as follows:

For balances between \$0.00 and \$25.00, the late fee will be zero.

For balances between \$25.01 and \$199.99, the late fee will be \$50.00 or the equal amount, whichever is less.

For balances above \$199.99, the late fee will be \$100.00.

In the fall semester, the late fee will be assessed on September 30, October 31, November 30, and December 31 after deducting any anticipated aid as determined by the Financial Aid Office. In the spring semester, the late fee will be assessed on January 31, February 28, March 31, and April 30 after deducting any anticipated aid as determined by the Financial Aid Office.

TMS - Tuition Management System will assess a late fee for each late payment made on the monthly plan established at the beginning of the school year/semester the student is attending. Students should consult TMS for current fee schedules and further details.

Past Due Accounts

A student account is considered past due if:

- Payments are not made by the dates on which they are due.
- Financial aid is not credited to the student's account by the due date as specified in the promissory note (typically the last business day of the month following registration).
- Any charges, which were not included in the payment plan, are still owed on the last business day of the month in which they were charged.

Students failing to meet the payment schedule will be contacted through mail and by telephone by the Student Accounts Office. The student may also be contacted by campus registered mail and Northwest University personnel which may include staff and/or professors. Efforts to communicate will be made for a period of approximately 45 days.

If, after these efforts are accomplished and it is clear that the student is aware that payments are delinquent but reasonable attempts to address the financial obligations have not been made, on-campus resident students will no longer be allowed to live in on-campus housing, and any student with a delinquent account may be suspended from class until a solution is reached between the Student Accounts Office and the student. Students failing to respond will be withdrawn from the University by the Provost.

Since financial responsibility is part of the educational process, the Student Accounts Office encourages students to meet and council with the University personnel any time a financial problem arises. Many problems may be avoided and/or resolved with communication. Communication is the key to successful fiscal responsibility.

The University reserves the right to assign delinquent accounts to an agency for collection and/or attach student's credit report. The venue of defaulted Federal Perkins Student Loans shall be in King County, State of Washington or as determined by the holder of the defaulted Promissory Note.

Cancellation of Registration

The Registration Cancellation policy applies to all semesters. Note that housing deposits have cancellation penalties not indicated below. See the Academic Calendar for the applicable First Day of Class. Cancellation of registration must be done using the form on the Eagle website.

Cancellation received prior to First Day of Class - \$25 Registration Fee

Cancellation on or after First Day of Class and no classes were attended - \$25 Registration Fee and \$100 Administrative Fee

Cancellation if any classes were attended – Considered a Withdrawal from University -- see next section for refund schedule

Withdrawal from a Course

When a student changes his/her course schedule by dropping a course but does not withdraw from school using the proper form (see the Eagle website), tuition and fees will be adjusted through the Last Day to Add/Drop Courses. After that, students may withdraw from a course and tuition will be refunded based on the schedule below. Fees are non-refundable.

During Summer University, adding or dropping of courses must be made prior to 5:00 p.m. on the next working day after the respective class begins.

Withdrawal from University

Students may withdraw from the University up through 5:00 PM on the Last Day of Classes. Adjustments will be made on the accounts of students who withdraw from school during the semester subject to the following conditions:

- The student must have officially withdrawn from the University;
- Institutional financial aid will be removed during the semester of withdrawal – this includes but is not limited to NU scholarships and tuition credits;
- Exit clearance from Housing Personnel is required for residence hall students;
- Housing charges, minus 50% of the semester rate, are pro-rated to the closest Wednesday following the day of an official checkout with housing personnel;
- Fees are nonrefundable; tuition will be charged according to the chart below based upon the date the Withdrawal Form is submitted.

Tuition is charged based on the highest number of credits during the semester and prorated according to the withdrawal date:

2.5% per day during the first week of classes

20% during the second week of classes

32% during the third week of classes

44% during the fourth week of classes

56% during the fifth week of classes
68% during the sixth week of classes
80% during the seventh week of classes
92% during the eighth week of classes
100% after the eighth week of classes

Withdrawal from University – Administrative

If a student is absent from all classes for more than two weeks consecutively without contacting the Sacramento Office or Registrar's Office to explain the reason for his or her absences, the University has the authority to administratively withdraw the student from all course enrollments and to assign grades of "F" to each course. In this case, the official withdrawal date for financial obligation purposes will be two weeks after the last date of class attendance as certified by faculty and verified by the Registrar's Office.

Withdrawal from Summer University

Students are required to pay in advance for the Summer University Sessions. Students withdrawing from school during Summer University will be charged tuition as described below.

Course fees are not refundable. Adding or dropping of classes during Summer University must be made prior to 5:00 PM of the second day of the respective class session.

For Summer University sessions of three weeks or less:

20% of tuition for withdrawal on the first day of classes
40% of tuition on the second day of classes, and
100% of tuition after the third day of classes.

For Summer University sessions that are longer than three weeks:

20% of tuition for withdrawal on the first or second day of classes;
40% of tuition for withdrawal on the third or fourth day of classes;
60% of tuition for withdrawal on the fifth or sixth day of classes;
80% of tuition for withdrawal on the seventh or eighth day of classes; and
100% after the eighth day of classes.

Currently there are no scheduled summer sessions on the Sacramento Campus.

2014-2015 Sacramento Undergraduate Tuition, Fees, and Other Expenses

TUITION:

The University Board has set the Sacramento tuition for 2014-2015 at \$334 per credit hour. Tuition is charged per credit hour regardless of the number of credits you take.

FEES (all non-refundable):

- Registration fee (each semester): \$25
- Student Life fee (each semester): \$40
- Orientation fee (new students only, one time): \$35
- Student Tuition Recovery Fund: \$0.00
- Additional fees apply for independent study, concurrent study, and other unique situations
- See University catalog for complete list of fees

BOOKS:

Students should prepare for books to cost approximately \$100 per class. Some classes have book costs that are significantly less, while some costs will slightly exceed it.

ANNUAL COST:

Annual Cost with 12 credits each semester = \$7,834*

(Tuition, \$321 x 12 credits x 2 semesters = \$7704; registration fee \$25 x 2 semesters; student life fee \$40 x 2 semesters)

Annual Cost with 15 credits each semester = \$9,760*

(Tuition, \$321 x 15 credits x 2 semesters = \$9630; registration fee \$25 x 2 semesters; student life fee \$40 x 2 semesters)

*New Students: add Orientation Fee of \$15 in first semester only

INDEPENDENT STUDY AND CONCURRENT STUDY:

Independent Study is assessed an additional fee equal to 20% of the tuition for the class. In 2013-14 the fee is \$192.60 for a three-credit class. Concurrent Study is assessed an additional fee of \$50 per class.

PAYMENT INFORMATION:

Tuition and Fees are due in full at the start of every semester. Balances not paid in full by the end of the following month incur a 1.5% late fee. Students with outstanding account balances that have not been set-up on a payment plan will not be able to register for classes the following semester.

PAYMENT PLAN INFORMATION:

A payment plan can be set-up through the third party payment processing system Tuition Management System. They are available online at www.afford.com and by phone at 888.285.3052. The cost of enrollment for TMS for 2013-14 is 75.00 for one term and 125.00 for the year.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recover Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau of Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act.

Any questions a student may have that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by calling 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free: (888)370-7599, Phone: (916) 431-6959, Fax: (916)263.1897.

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7599 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at www.bppe.ca.gov.

Financial Aid

The Financial Aid Services Office is open during regular campus business hours and available to Sacramento students via phone and email. The staff is available to assist students with the process of applying for and receiving financial aid. For details on how to apply for financial aid, please refer to the Northwest University Catalog.

Satisfactory Academic Progress (SAP)

Students who receive financial aid at Northwest University must be making satisfactory academic progress in an eligible degree or certificate program. Financial aid applicants are required to meet the standards described below for all terms of attendance, including terms when no aid is received. Your cumulative grade point average must be:

Class	Credits	GPA
Freshman	1-29	1.7
Sophomore	30-59	1.9
Junior.....	60-89	2.0
Senior	90+	2.0

To remain in satisfactory academic progress, you are required to complete at least 67% of credit hours attempted each semester. If you complete less than 67% of the credit hours attempted, or if your grade point average falls below the required level, you will be placed on probation for unsatisfactory academic progress. Your financial aid will be cancelled if you do not successfully complete 67% of credits attempted at the end of two terms, or if your cumulative grade point falls or remains below the required level after two terms, or you do not successfully complete at least 6 credits each semester. You will not be eligible for Federal, State, or Institutional Grants, Scholarships, Work Study, or Loans. This includes Alternative, Private Bank Loans. You may appeal financial aid suspension in writing to the Financial Aid Services Office.

For a detailed copy of the Satisfactory Academic Progress Policy, please contact the Financial Aid Services Office or visit <http://eagle.northwestu.edu/finaid>.

Withdrawing from Classes

Students who receive financial aid during the semester in which they withdraw are not considered to be making satisfactory academic progress. Future aid will be cancelled and they will not be eligible to receive additional financial aid. Students can receive information as to what must be done to regain eligibility for financial aid should they choose to return to Northwest University.

The date of withdrawal will be based on the day that the student contacts the Registrar's Office and indicates a desire to officially withdraw or the last date of documented attendance, whichever is later. For Financial Aid purposes, students who do not officially withdraw from Northwest University (cease to attend classes without notifying the Registrar) will be considered to have withdrawn after 50% of the semester has passed or the last date of documented attendance, whichever is later.

The Student Accounts Office will determine the eligibility for a refund of charges for the semester based on the withdrawal date. Tuition will be charged according to the chart below based upon the withdrawal date. Tuition is charged based on the highest number of credits registered for during the semester:

% of Tuition Charged	Week of Class
2.5%.....	per day during the first week
25.0%	during the second week
37.5%	during the third week
50.0%	during the fourth week
62.5%	during the fifth week
75.0%	during the sixth week
87.5%	during the seventh week
100.0%	after the seventh week

According to federal regulations, federal funds must be returned to federal programs based on the percent of the term that a student is no longer enrolled. The Financial Aid Services Office will determine how much of a student's federal aid was "unearned" as defined by the federal regulations, and then return the "unearned" aid in the following order to the programs from which the student received aid:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- Federal Grad PLUS Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant
- (FSEOG)

- Other Title IV Programs

Institutional aid, including but not limited to scholarships, may be removed from the student's account during the semester of withdrawal. Students who have received federal and/or state aid in the form of cash to assist with non-institutional charges, you may need to repay up to 50% of the grant funds that you received. This may include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- (FSEOG)
- Federal Academic Competitiveness Grant (ACG)

For a detailed copy of the refund calculation, please contact the Financial Aid Services Office.

University Endowed Scholarships

These awards are funded from donations of friends of NU-SC for award to students who meet the requirements of the award. An application may be obtained by returning students from the Kirkland Eagle website in the spring prior to the fall semester. Scholarship recipients are expected to:

- Attend chapel regularly
- Maintain a 3.0 GPA
- Maintain good community life status

Student Life Fees

A Student Life Fee is charged on a semester basis at the time of registration. Fees vary semester-by-semester as established by the Board of Directors. The campus leadership budgets the use of these fees. Fees cover the cost of admission to the all-campus social and educational events. All students are required to pay these fees.

Campus Emergencies

Campus Emergencies

Since an emergency is sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of type and magnitude.

Definitions of Emergencies:

- 1. Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the campus. Report incidents immediately to the office during office hours.
- 2. Major Emergency:** Any incident, potential or actual, which affects an entire building(s) and will disrupt the overall operations of the campus. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will be required from the campus administration during times of crisis. Report the incident to the Director of Academic Services or the Office Coordinator.
- 3. Disaster:** Any event that seriously impairs or halts the operations of the campus. Mass personal casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources will be required. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. Any incident should be promptly reported to the Dean of the Campus.

Emergency Procedures

Changes and/or updates to emergency procedures will be discussed at Faculty Meetings and monthly Administrative Team Meetings.

In the classroom:

1. Dial 911 if there is an immediate danger to faculty and/or students
2. Notify the NU office at 916.856.5677 or dial x277 from the phone in the classroom
 - The NU office (Office Coordinator) will notify the church office
3. Emergency procedures and evacuation plans are posted in each classroom. In case of fire or earthquake, evacuation procedures posted in classrooms should be followed.
4. In the event that the other classrooms become aware of the situation, Instructors in the adjoining classrooms should keep students calm and in the classroom with the door shut until the situation is under control and cleared. We do not want to create any obstacles for paramedics or police if they need access to the room. **Students, staff and faculty should refrain from communicating details surrounding the situation through text messages, Facebook or email until the situation has been cleared.**
5. If the instructor for that class is unable to continue teaching, a staff member will stand in for them and finish the class or dismiss the class, whichever is deemed appropriate for the situation.
6. If the other classrooms are unaware of the situation they will be updated as deemed necessary by the Staff and Faculty.
7. The NU office (Office Coordinator) will keep the church office updated on the situation.
8. Faculty and students will be notified or updated via email as deemed necessary by the NU Office.

In the NU – Sacramento Campus office:

1. Dial 911 if there is an immediate danger to faculty, staff and/or students
2. Notify the church office (dial 0).
3. Emergency procedures and evacuation plans are posted in the office. In case of fire or earthquake, evacuation procedures posted in office should be followed.
4. In the event that the classrooms become aware of the situation, Instructors should keep students calm and in the classroom with the door shut until the situation is under control and cleared. NU staff will update the classrooms once the situation is under control.

Students, staff and faculty should refrain from communicating details surrounding the situation through text messages, Facebook or email.

5. The NU office staff (Office Coordinator) will keep the church office updated on the situation.
6. Faculty and students will be notified or updated via email as deemed necessary by the NU Office.

In the Church Office:

1. If an email is received by the NU staff to attend an emergency meeting in the church office the office will be locked and a sign will be hung in the window notifying students that the staff will be back shortly.
2. If the email is received by a staff member and the other members are not in the office at that time, the others will be contacted by that staff member to let them know of the meeting (unless it is their day off). Those that are not at work that day will be updated once all information has been gathered.
3. If an email is not received, staff members that have been contacted in person will notify other staff members of the situation once all information has been gathered.
4. In the event that the classrooms become aware of the situation, Instructors should keep students calm and in the classroom with the door shut until the situation is under control and cleared. NU staff will update the classrooms once the situation is under control.

Students, staff and faculty should refrain from communicating details surrounding the situation through text messages, Facebook or email.

5. If the instructor for that class is unable to continue teaching, a staff member will stand in for them and finish the class or dismiss the class, whichever is deemed appropriate for the situation.
6. Faculty and students will be notified or updated via email as deemed necessary by the NU Office.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Capital Christian Center Leadership, his designate, or representative, as follows:

During the period of any major campus emergency the Campus Security Team, as required, shall place into immediate affect the appropriate procedures necessary in order to meet the emergency (safeguarding persons and property, and maintain educational facilities). The Director of Academic Services shall immediately consult with the Church Administration regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff and affiliates (i.e. persons required by employment), are authorized to be present on campus. Those who cannot present proper identification (registration or identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass will be allowed to enter the immediate disaster site. In the event of fires, storms, or major disasters occurring about the campus or which involve University property, the Dean may dispatch representatives to determine the extent of any damage to University property.

Emergency Closure Notification Procedures

When the daily class schedule is jeopardized by weather or natural disasters, the Director of Academic Services shall determine whether the campus should open.

If the final decision is to cancel the daily class schedule, the Director of Academic Services will send an email message.

Any member of the University community that endangers persons or property during an emergency or potential emergency will face corrective disciplinary action, which may include suspension or dismissal from Northwest University.

Emergency Services

- Emergency **911** - Emergency numbers are posted in each classroom and in the NU library.

Fire and Fire Drills

Fire drills will be conducted in all of the Capital Christian buildings. General instructions are:

1. Close all windows and doors.
2. Walk — **DO NOT RUN** — to the nearest exit. Exit routes are posted in each classroom and in the office.
3. Move to the designated evacuation areas (parking lot) or at least 250 feet away from the building in case of a natural gas explosion.
4. Stay outside until a clearance signal is given.
5. If you notice a fire in the building:
 - Activate the fire alarm.
 - Call **911**.
 - Notify staff as to the location of the fire.

Liability

The University does not assume the responsibility to provide housing or food service in the case of a major disaster that would render the present facilities inoperable. The University cannot and does not insure against or assume responsibility for loss due to fire, theft, vandalism, loss of life, personal injury or vehicle damage.