

STUDENT CITIZENSHIP MANUAL

NORTHWEST COLLEGE
Kirkland, Washington



2002/2003

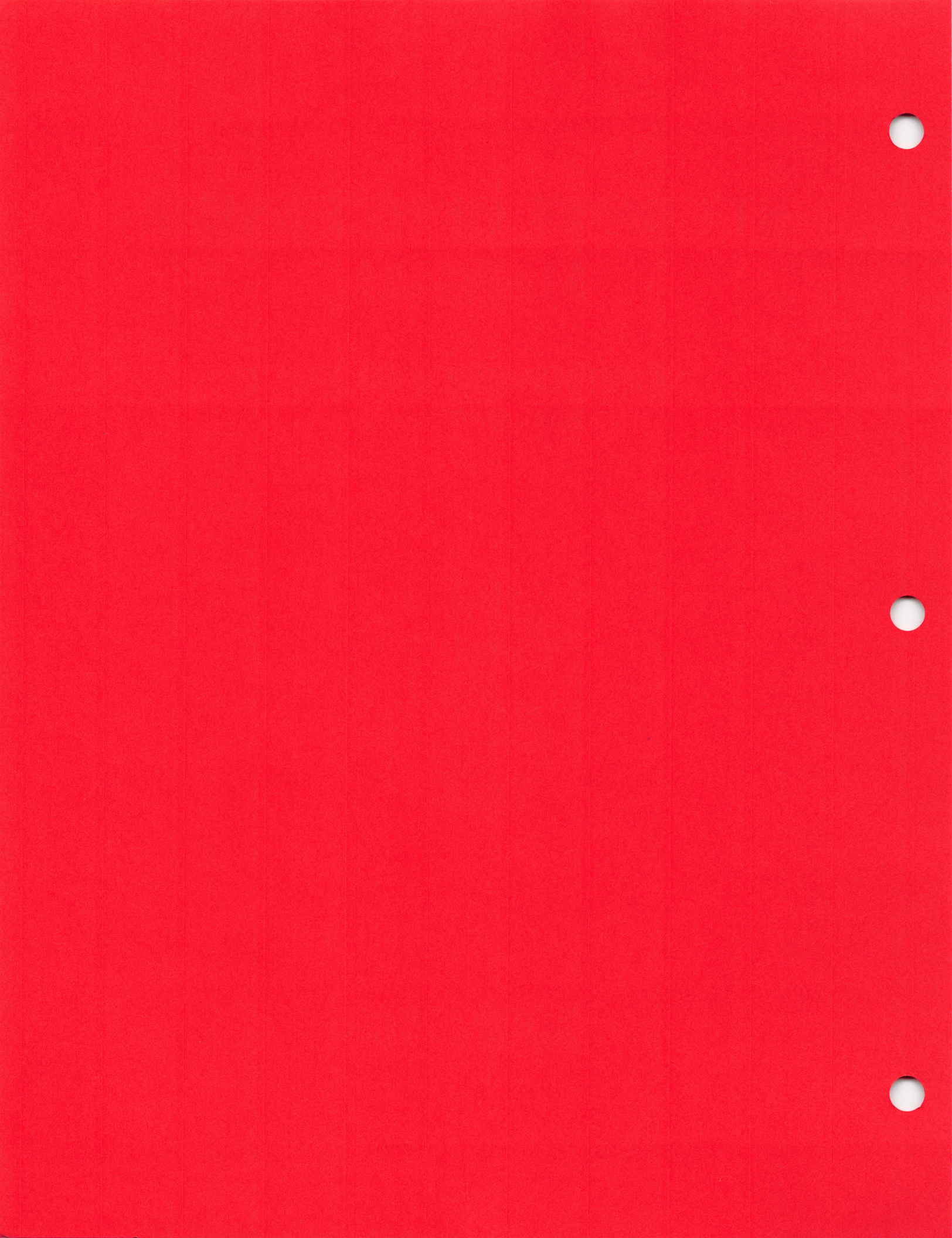


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PREFACE

The Student Development Office provides this Student Citizenship Manual in an effort to communicate more effectively with the Northwest College community the intent and procedures of the Ministry of Discipline. All disciplinary action is implemented in the spirit of the Northwest College Perspective.

Like other social institutions having their own purposes, a college must maintain conditions conducive to the effective achievement of its Vision and Mission; therefore, the College has specific expectations of students as they participate in this academic community. Conduct, which distracts from or interferes with the Vision and Mission of the College, is not acceptable.

Admission to Northwest College carries with it the assumption that students will conduct themselves as mature, responsible members of the academic community. It is expected that students will obey the civil law, comply with the standards of Northwest College, maintain a high standard of Christian character, and respect the rights, privileges, and property of others. Students affirm this when they sign the student affirmation on the College application form.

Students are responsible for their conduct. Therefore, in order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to a Christ-centered environment of worship, the College will implement the following code of student conduct. When violation of civil law is involved the College may refer such matters to proper civil authorities.

Copies of this Citizenship Manual are placed in the D.V. Hurst Library, the Dennis A. Davis Administrative Center receptionist area, and the Student Development Office for review. Copies may be referenced in D.V. Hurst Library, the Student Development Office, the Student Life/Residence Life Office and the Resident Director's offices.

The Student Development Office provides a comprehensive program of support and guidance for students. This program includes a variety of services designed to help students adjust to college life and to develop their potential. The Student Development Office is committed to the development of the whole student, not just the academic.

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I. The Northwest College Perspective

Our Vision

CARRY THE CALL with Heart...The founders of northwest College 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 College is committed to being a college of choice for students passionate about confirming and clarifying God's call.

CARRY THE CALL with 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 College integrates Faith and Truth with powerful, effective teaching in Ministry, Arts, Sciences and the Professions. The entire College community strives to engage biblical Christianity with every aspect of life.

CARRY THE CALL with Hand...Northwest College 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 College is committed to preparing people for service and leadership, doing God's work around the world.

Our Mission

The Mission of Northwest College is to provide, in a distinctly evangelical Christian environment, quality education to prepare students for service and leadership.

The College 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.

Our Educational Philosophy

Northwest College's concept of education is distinctively Christian in the evangelical sense. It recognizes the authority of the Bible as a divine communication of truth. It views humanity as having been created by God with intellectual, physical, social, and spiritual potentialities which require development and needs which require fulfillment if the individual is to be a whole person whose life is useful, complete, and satisfying.

As a morally responsible being whose choices and actions determine usefulness to the Creator and to humankind, as well as the ultimate ends of one's existence, the individual has a need to recognize and appreciate righteousness, beauty, and truth wherever one finds them. Education should develop moral, spiritual, intellectual, and aesthetic awareness and values.

As a creature of God, each person is an individual of intrinsic worth and dignity. In a society of free persons it is essential that each learn to respect humankind and understand their views while maintaining one's own integrity. The individual must have knowledge of one's culture and of self, in order to solve the complex problems of modern life.

Northwest has a commitment to truth and believes that all areas of true knowledge are ultimately compatible. The accumulative experience of humankind has resulted in a residue of tested wisdom and knowledge communicated. True knowledge may be discovered, too, through the careful and reverent scientific scrutiny of nature and of humanity. Neither the past nor the present has a monopoly on truth.

Our Educational Goals

In view of its distinctive philosophy, Northwest College seeks to provide education that will introduce the student to the organized fields of learning and will acquaint one with the Christian theistic view of the world and of humanity and one's culture. Such an education is intended to develop the whole person in a balanced and useful manner.

Since Northwest believes that responsible actions in the present are dependent in part upon knowledge of humanity's past experience, it seeks to communicate to the student what may be known of people's cultural heritage. It seeks to impart knowledge, stimulate awareness, and develop appreciations.

Northwest seeks to cultivate Christian character in its students. It offers a core of biblical and theological studies as the foundation for faith, practice, and spiritual maturation. It desires that each student shall maintain a right relationship to God and to humanity, and be prepared to act responsibly and maturely in contemporary society.

Northwest is concerned with the intellectual development of its students. It desires that its students will learn to evaluate and use knowledge, so that they can continue to make new discoveries throughout life.

Northwest recognizes that people are social beings and that they are debtors to society; no one stands alone or exists without purpose. It seeks to awaken social understanding and concern and to motivate its students to commit their lives to worthy goals of service to God and humanity. At the same time it endeavors to stimulate in its students a social and moral perceptiveness that will make them worthy and constructive critics of contemporary society.

Northwest realizes the importance of physical and mental fitness, and encourages its students to participate in healthful activities and to develop habits which will contribute to their physical well being. It seeks to give them a better understanding of humanity's biological and psychological constitution.

Our Statement of Faith

- We believe there is one God, eternally triune as Father, Son, and Holy Spirit; who is Creator and Sustainer of the universe and of mankind, the Savior and Judge of all.
- We believe the Bible is God's written word, inspired by the Holy Spirit and thus infallible in all its statements.
- We believe God has completely, with finality, and infallibly revealed Himself in His son, Jesus Christ, the living Word, who was both fully God and fully man.
- We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His literal return to this earth to establish His millennial kingdom.
- We believe the Holy Spirit indwells all who put their trust in Jesus Christ as Savior and Lord, and that through them He demonstrates in the present world the powers of the age to come.
- We believe the experience of the baptism of the Holy Spirit is for all believers today and is accompanied by the spiritual manifestation of speaking in other tongues.

- We believe mankind exists in a state of sin, which involves moral and spiritual separation from God, but that through repentance and faith they can experience restoration to God in which God declares them free from guilt and gives them eternal life.
- We believe the restored person will seek to demonstrate his love for God by a life of obedience and holiness.
- We believe there is one true and universal church embracing all true believers of all ages.
- We believe in the resurrection of the righteous to eternal fellowship with God and of the unrighteous to eternal separation from God.

Our 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 extra-curricular 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 college. 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 the 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 College 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 our neighbors 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, dissension's, 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 at the College chapel services and faithful attendance and support of a local church are integral parts of the 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 College 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, ethnicity, or religion 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 College 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 College 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 College community in activities and communications that will develop greater awareness 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.

II. Student Development

Perspective

At Northwest College, Student Development and all other departments are governed by the Lordship of Jesus Christ resulting in the establishment and maintenance of a **Christ-centered environment of worship**. The vision of Student Development is based on the consistent daily practice of five commitments that enable everyone to Carry The Call.

1. Live an authentic faith in Christ.
2. Believe in and model the Word of God.

3. Participate in mentoring and discipleship.
4. Participate in ministry and Christian Service.
5. Live in community with the attitudes of faith, hope and love (1 Corinthians 13).

Goals

1. **Collaborative learning environment:** Student Development will work with the College staff and faculty to facilitate a campus-wide environment of collaboration to enhance the learning experience of all students.

2. **Student orientation and success:** Student Development will provide programs designed to help students develop the skills necessary to enjoy a successful college career.

3. **Spiritual, intellectual, social and physical development:** Student Development will provide students strategic opportunities to mature in Christ and develop a clear Christian worldview.

4. **Leadership education:** Student Development will provide students opportunities to acquire the skills needed to be effective servant-leaders both on and off campus.

5. **Learning communities:** Student Development will enhance the classroom experience by offering a living-learning Christ-centered environment of worship.

6. **Service learning:** Student Development will provide opportunities for students to serve others by following Christ's example while increasing their awareness of social, cultural, commercial and political issues.

III. General Guidelines

A. Glossary

Meeting is any gathering for the purpose of conducting business, establishing an organization, or communicating information or ideas.

Board is the Board of Directors of Northwest College.

College is the Northwest College of the Assemblies of God.

College Facilities are any and/or all real property owned or operated by the Board of Directors of Northwest College and shall include all buildings and appurtenances affixed thereon or attached thereto.

College Personnel are any persons, administrator, faculty and staff employed on a full or part-time basis by Northwest College.

Disciplinary Action refers to any disciplinary measures taken by designated personnel for a student's violation of the conduct standards as listed in the Citizenship Manual.

President means the duly appointed President of Northwest College.

Citizenship Manual or Standards refer to the expectations of student conduct.

Student means any person who is enrolled in Northwest College.

Guest means any persons other than administration, faculty, staff and students. Because the Northwest College campus is private property, all guests must have permission to be on campus. Unauthorized guests will be considered trespassers. Guest privileges may be revoked for cause by the administration.

B. Jurisdiction

All regulations herein stated concerning student conduct and discipline apply to every student attending Northwest College during the academic year and all interim and vacation periods. The College reserves the right to invoke retroactive discipline or refuse continued student status to students who become involved in moral and other major violations of the manual that involve student life or the College testimony.

C. Grievances

1. Northwest College is committed to provide, with the cooperation of all members of the College community, a Christ-centered environment of worship consistent with the Vision and Mission of the College. Policies, rules, regulations, and guidelines are established as a framework within which the entire College community can live harmoniously and with consideration for one another, and for the ongoing purposes of the College.
2. The College is committed to deal fairly with all members of the Northwest College community including students, staff, faculty, administration, business associates, and/or guests.
3. Should a student have a complaint or grievance, the College is committed to a fair and timely resolution of the matter. The student should follow scriptural patterns, such as Matthew 18:15-17, for the solutions of problems the complaint or grievance. As applicable, this process should be part of a student's educational experience and spiritual development.
4. The following guidelines are considered appropriate:
 - a. If a student has a grievance against a professor or instructor, the student should first speak to the particular professor or instructor concerning the matter. If no satisfactory agreement is reached, the student should take the matter to the Divisional Dean. If no satisfactory agreement is reached, the student should take the matter to the Academic Affairs Office (Matt. 18: 15-17).
 - b. If a student has a grievance against another student, the students should attempt to settle the matter in Christian love privately. If no satisfactory agreement is reached, the student may take the grievance to the appropriate Resident Director. If no satisfaction is reached, the student may take the matter to the Director of Resident Life. If no agreement is reached, the student may take the matter to the Vice President for Student Development. In the case of a non-resident student, including family students, after attempting a private resolution, the student may take the matter to the Associate Vice President for Student Development.
 - c. If a student has a grievance against the College, the student should attempt to settle the matter privately with the person or persons with whom the student has a conflict. If no satisfactory resolution of the matter is reached, students have elected class or student officers to assist the student

in bringing the matter to the administration. Students are always welcome to voice their own grievances to the appropriate administrator.

D. Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that is of concern. Student officers, student representatives to the Campus Council, the Resident Directors, the Director of Resident Life, the Associate Vice President for Student Development and other College administrators are available to hear recommendations, opinions, complaints, ideas, and suggestions. Northwest College seeks to maintain a Christ-centered environment of worship working toward peaceful understanding with high quality communication.

E. Violations

The following violations are contrary to Northwest College Vision, Mission, positional statements, philosophy and the expectation of spiritual maturity. Any student engaged in such activities is subject to ministry of discipline.

1. Immoral behavior.
2. Use/possession of alcoholic beverages and/or tobacco products.
3. Use/possession of non-prescribed, non-over-the-counter, and/or illegal substances
4. Assault of any form.
5. Theft
6. Forgery
7. Alteration of records.
8. Duplication of college facility keys.
9. Use of profanity and/or abusive language.
10. Damage and/or destruction of other's property.
11. Disruptive behavior on college campus.
12. Disruptive behavior at any public meeting hosted by Northwest College.
13. Cheating, including plagiarism.
14. Delinquency in chapel attendance.
15. Violation of campus appearance code.
16. Violation of Northwest College, City of Kirkland, and/or State of Washington traffic codes.
17. Any other violation of student conduct as listed in student's Citizenship Manual and/or the Student Handbook.

In order to clarify the above, the following definitions are given:

1. The Use of Drugs: Being in possession of, under the influence of, or selling any narcotic or dangerous drug except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.
2. Cheating/Plagiarism: The act of fraudulently representing another person's work as his/her own to any one for the purpose of fulfilling or partially fulfilling a requirement.

3. **Disruptive Conduct:** The disruption of any college activity or class that renders it difficult or impossible to maintain the decorum of the activity or class.

F. **The Privilege of Meeting**

1. Students shall have the "privilege of meeting" regarding the use of college facilities provided such meetings shall:
 - a. Be conducted in an orderly manner; and have been scheduled with the knowledge and approval of the appropriate administrator, advisor, or faculty member.
 - b. Not interfere with vehicular or pedestrian traffic.
 - c. Not interfere with any classes, scheduled meetings or ceremonies, or with the educational functions of the college.
 - d. Not interfere with any College function or event.
 - e. Not be in conflict with the Vision, Mission and statements of purpose and philosophy of the Northwest College.
2. A student who conducts or participates in a meeting that violates any provision of this regulation shall be subject to the Ministry of Discipline.
3. Non-students who participate in or aid and/or abet any meeting or meetings in violation of this section shall be subject to prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the College.

G. **Commercial Activities**

1. College facilities will not be used for commercial solicitation, advertising or promotional activities without the permission of the College administration.
2. Students may sell services on campus (fix or cut hair, wash cars, etc.), but they are not allowed to solicit sales of products on campus unless approved by the Vice President for Student Development.
3. Non-students are not allowed to solicit sales in any form on campus except by special permission of the Associate Vice President for Student Development.

H. **Off-Campus Musical and Entertaining Groups, and Speakers**

Groups or individuals may be invited to present their ministry or perform a service on campus provided that a need exists on campus for their ministry or service, provided they are not competitive with and/or antagonistic to, the Assemblies of God programs; provided they have established a positive, God-honoring reputation, and provided their coming will be consistent with the Vision, Mission, purposes, and objectives of Northwest College.

I. Trespass

1. The President of the College, or the acting president, is authorized in the instance of any event that the President deems to be disruptive of order or which the President deems impedes the movement of persons or vehicles or which the President deems to disrupt or threatens to disrupt the ingress and/or egress of persons from College facilities, or the Associate Vice President for Student Development or such other person designated by the President, shall have power and authority to:
 - a. Prohibit the entry of, withdraw the license of and/or revoke the privilege of a person or persons or any group of persons to enter or remain in and/or on any portion of a College facility.
 - b. Give notice against trespass to any person, persons or group of persons against whom the license of or privilege to be on campus property has been withdrawn or who have been prohibited from, entering or remaining on or in all or any portion of College facility.
 - c. Order any person, persons or group of persons to leave or vacate all or any portion of a College facility.
2. Any student who shall disobey a lawful order given by the President or his designee pursuant to the requirements as herein stated shall be subject to the Ministry of Discipline.

J. Distribution of Materials

1. The Administration at Northwest College encourages pastors to advertise their church activities and services by submitting short publicity notices to the Student Development Office for inclusion in the Student Bulletin. This bulletin is prepared and provided for all students weekly for current activities and announcements. An annual Church Directory of the greater Seattle area is produced by the Campus Ministries office and provided for each student at the beginning of the fall semester.
2. Handbills, leaflets, newspapers, and other such materials may not be distributed by students or non-students on the College campus or in the College facilities without the expressed approval of the Student Development office.
3. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. All posters must be submitted to the Associate Vice President for Student Development Office for approval. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the college and needs of its students.
4. Any student who violates this provision relating to the distribution or sale of handbills, leaflets, newspaper or related materials shall be subject to the Ministry of discipline.

K. Right to Demand Identification

1. Any faculty member, administrator or other college personnel expressly authorized by the President may demand that any person on the College campus property, whose conduct is or is suspicious of being in violation of any section of the Student Citizenship Manual, produce evidence of student enrollment at Northwest College.
2. Refusal or inability to produce evidence of student enrollment in the College shall be cause for disciplinary action, or civil action.
3. If it is determined that the individual is not a student at Northwest College, the faculty member, administrator or designated person shall have the right to inform the individual to vacate the Northwest College premises and not return without properly approved identification. The campus is identified as "private property".
4. Proper identification will be a current student picture identification card or written approval by an administrator.

L. Purpose of Disciplinary Action

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statements and standards of conduct at Northwest College. The form of disciplinary action will determine whether and under what conditions the violator may continue as a student at the College.

M. Principles of Discipline

1. All discipline implemented at Northwest College is based in scriptural principles and precedents and is redemptive in purpose.
2. Developing self-discipline or wise self-guidance and making quality choices are the goals of all imposed discipline. Less imposed discipline should be necessary as a student matures by making choices that result from self-discipline.
3. In the exercise of imposed discipline, a student is always considered innocent unless it is clearly shown otherwise. This discipline should be based on the student's previous knowledge and personal accountability, therefore, early orientation and communication is primary.
4. The student shall always have the right of restitution, redemption and restoration (the recovery of full student status). The ministry of discipline will be exercised in this direction.
5. All ministry to the student, including the ministry of discipline, will be positive, flexible, preventative and based on biblical principles, having Christ as it's standard and maturity in Him as its goal. The development of a passionate spiritual life and positive relationships of the student with everyone is paramount in the cultivation of the total student life at Northwest College. A Christ-centered

environment of worship is the intent in everything the College does.

N. The Right of The Initiation of Discipline

1. The Resident Assistants shall have authority to refer the disciplinary process to the Resident Directors concerning resident hall students who are in violation of student conduct standards.
2. The Resident Directors shall have authority to initiate the disciplinary process concerning resident hall students who are in violation of student conduct standards in consultation with the Director of Resident and/or the Director of Student Life.
3. The Director of Resident Life shall have authority to initiate the disciplinary process concerning students who are in violation of student conduct standards.
4. The Director of Student Life shall have authority to initiate the disciplinary process concerning on-campus and off-campus students who are in violation of student conduct standards.
5. The Associate Vice President for Student Development shall have authority to initiate the disciplinary process concerning on-campus and off-campus students who are in violation of student conduct standards.
6. Faculty Members shall have the authority to take such action as is necessary to maintain order and proper conduct in the classroom to assume the effective cooperation of students in accomplishing course objectives. Faculty members taking disciplinary action in a classroom must notify the Vice President for Academic Affairs and the Associate Vice President for Student Development of the action.
7. The President of Northwest College shall have authority to initiate the disciplinary process concerning on-campus and off-campus students who are in violation of student conduct standards.
8. Any individual designated by the President or the Vice President for Student Development shall have authority to initiate the disciplinary process concerning on-campus and off-campus students who are in violation of student conduct standards. Said person shall notify the Associate Vice President for Student Development and the President, of the initiated disciplinary process.

IV. Procedures for Minor Violations of Student Conduct

A. Discipline Process for Minor Violations by Resident Hall Students

1. First Offence - Verbal notice by person on duty (RA, RD, etc.) with name of student and offense recorded for Resident Director's records.

2. Second Offence - Written notice with copy of report to Resident Director who shall meet with the student in for counseling and guidance. The Resident Director will use discretion regarding the decision of discipline.
 3. Third Offence: The Director of Student Life or the Director of Resident Life shall be notified and shall summon the student to appear for disciplinary action. A report of the violation and disciplinary action shall be sent to the Vice President for Student Development for evaluation after which the student may be called before the Associate Vice President for Student Development for counsel and/or further disciplinary action.
 4. Fourth Offense: The student committing the infraction will be referred to the Associate Vice President for Student Development Office with the complete written report concerning the series of infractions and the imposed disciplinary process.
 5. Incident Reports: Written reports will be maintained by each person initiating and involved with the disciplinary process. A final report of all disciplinary actions will be submitted by the Director of Student Life or the Director of Resident Life to the Associate Vice President for Student Development at the end of the semester in which the violations occurred.
 6. Further Action: If other complications such as extreme disrespect to authorities and/or sever resistance in attitude and behavior appear at any time during the disciplinary process, the Director of Student Life or the Director of Resident Life will be notified and in turn notify the Associate Vice President for Student Development. A minor infraction can lead to a major disciplinary action due to the student's conduct and attitude.
- B. Discipline Process for Minor Violations by Off-Campus Students
1. First Offence: A conference will be held with the Vice President for Student Development.
 2. Second Offence: A written notice will be sent to the student by the Vice President for Student Development stating specific information concerning the violation of student conduct. A time and date will be set for a conference with the Associate Vice President for Student Development.
 3. Third Offence: A written notice will be sent to the student by the Vice President for Student Development with specific information concerning violation of student conduct. A time and date will be set for a conference with the student and the Associate Vice President for Student Development at which time disciplinary action will be taken.
- C. Disciplinary Action for Minor Violations
1. Terminate the proceedings based on evidence exonerating the student.

2. Dismiss the case after appropriate counseling and advice.
3. Impose one or more of the following consequences.
 - a. Residence Probation: The student will not have visiting privileges to other campus residences. This consequence may include journaling, doing research, writing a paper, and/or fines, subject to the evaluation of the Resident Life staff after student conference assessments.
 - b. CAMPUS PROBATION - Student will not be allowed to leave the campus for any activity for a specified period of time. This consequence may include journaling, doing research, writing a paper, and/or fines, subject to the evaluation of the Resident Life staff after student conference assessments. This action must be reported in writing to the Vice President for Student Development by the Resident Life staff.
 - c. FINES - Circumstances of violation (including student attitude) will determine assessed fines. If property damages occur, the student offender will be assessed the costs of materials and labor or replacement.
 - d. PROVISIONAL CITIZENSHIP PROBATION – A written notice will be given to a student and a copy will be placed in the student's permanent file. The notice will delineate the violation of the student conduct standards. Continuation or repetition of the conduct standards will result in major disciplinary actions. The Director of Student Life or the Director of Resident Life will impose this disciplinary action.
 - e. RIGHT OF CONFISCATION - At any time when a violation of conduct standards involves personal items such as a stereo, musical instrument, VCR, TV, etc., the Resident Directors in consultation with the Director of Resident Life shall have the authority to confiscate the items and place them in locked storage.

D. General Guidelines for Minor Violation Actions

1. A student's failure to fulfill discipline responsibility will be referred to the Vice President for Student Development and may affect a student's citizenship standing. The fulfillment of responsibilities must be completed within the time specified by the Associate Vice President for Student Development.
2. The failure of a student to appear before the Resident Director as requested will be accepted as admission of guilt and additional disciplinary action may be taken.
3. Continued violations will be referred to the Vice President for Student Development and may affect a student's citizenship standing.
4. A student accused of violating any provision of the standards of student conduct shall be given written notification.

E. The Right of Appeal for Minor Disciplinary Actions

1. Any disciplinary action taken by the Director of Student Life or the Director of Resident Life may be appealed by the student to the Vice President for Student Development within seven days after notification of disciplinary action.
2. Any disciplinary action taken or upheld by the Vice President for Student Development may be appealed to the Citizenship Committee within seven days after notification of disciplinary action.
3. Any disciplinary action taken or upheld by the Citizenship Committee may be appealed to the President of Northwest College within seven days after notification of disciplinary action.
4. All disciplinary action taken or upheld by the President of Northwest College becomes final.

F. Minor Violations

1. Noise infractions on campus or in College facilities;
2. Having unauthorized guest in room overnight;
3. Unexcused late-ins;
4. Unwholesome and inappropriate literature and/or posters on rooms, walls, doors, ceiling, etc.;
5. Unauthorized appliances in room;
6. Unauthorized storage in room (weights, bicycles, etc.);
7. Pets contrary to policy in the residence rooms;
8. Inappropriate public display of affection;
9. Misconduct at social/athletic events;
10. Room unclean and disorderly;
11. Non-attendance at church;
12. Violation of appearance code; and
13. Other infractions of similar nature.

V. Procedures for Major Violations of Student Conduct

A. Discipline Process for Major Violations

1. All major citizenship disciplinary proceedings will be processed by the Vice President for Student Development or, in his absence, the Director of Student Life or the Director of Resident Life or the President, or his/her designee.
2. Any student accused of violating any provision of the standards of student conduct may be called for an initial conference with the Associate Vice President for Student Development. The student accused will be informed regarding which standards have been allegedly violated and the possible consequences. A disciplinary decision may be altered at any point of the procedure if additional evidence becomes known. Witnesses may be presented as necessary.

3. After considering the evidence in the case and interviewing the students or student accused of violating the standards of student conduct, the Associate Vice President for Student Development may impose any of the actions listed in disciplinary actions for major violations.

B. Disciplinary Action for Major Violations

1. Terminate the proceedings based on evidence exonerating the student/students.
2. Dismiss the case after whatever counseling and advice may be appropriate.
3. Impose one or more of the following penalties:
 - a. **Provisional Citizenship Probation:** Notice to a student in writing, that he/she has been in violation of the standards of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. A student's continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation.
 - b. **Citizenship Probation:** Formal action imposes conditions upon the student's continued attendance of classes and participation in College life for violation of student conduct standards. Such action will specify in writing, the period of non-participation in extra-curricular activities. Citizenship probation may be for a specific term or for an indefinite period that may extend to graduation. Students under citizenship probation are not allowed to participate in Outreach Ministries, either as a member of a college team, or public relations team, choir ensemble, or as an individual. Violation of citizenship probation shall be cause for further disciplinary actions. Placed on citizenship probation during a semester may jeopardize the student privilege of summer interim housing.
 - c. **Suspension:** Suspension may be for an indefinite or stated period of time. The notification of suspension will indicate in writing the term of the suspension and any special conditions that must be met before readmission. For board and room refunds and tuition refunds, if any, affected by suspension see the college refund policy.
 - d. **Dismissal:** Termination of student status for violation of the standards of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for readmission without the express permission of the President. For board and room tuition refunds, if any, affected by dismissal see the college refund policies.
 - e. **Assessment of Fines:** The office of the Associate Vice President for Student Development may impose monetary assessments in response to students violating of the standards of student conduct. All fines imposed are payable immediately or added to the student's college bill. Breakage

or damage assessments will be determined by repair and replacement costs, including material and labor.

C. General Guidelines for Major Violation Actions

1. The failure of a student to appear before the Associate Vice President for Student Development as instructed will be accepted as admission of guilt and additional disciplinary action may be taken.
2. Continued violations will affect a student's citizenship standing.
3. All Citizenship Committee proceedings and records will be treated in professional manner and will remain confidential.

D. The Right of Appeal for Major Disciplinary Action

1. Any disciplinary action taken by the Associate Vice President for Student Development may be appealed by the student to the Citizenship Committee within seven days after notification of disciplinary action.
2. Any disciplinary action upheld by the Citizenship Committee may be appealed to the President of Northwest College within seven days after notification of disciplinary action.
3. All disciplinary action upheld by the President of Northwest College becomes final.

E. Major Violations

1. Disobeying Civil Law (includes stealing, vandalism, possession and/or use of fireworks, etc.);
2. Failing to respect the rights, privileges, and property of others (intentional assault and/or damage of person or property);
3. Unacceptable and inappropriate behavior, such as:
 - a. use of profane, vulgar language,
 - b. immoral conduct,
 - c. cheating,
 - d. repeated infraction regarding pornographic material,
 - e. other unacceptable moral conduct;
4. Gambling;
5. Possession and/or use of alcohol, drugs, tobacco or illegal substances;
6. Appearance consistently contrary to standards of College appearance code;
7. Open disrespect and/or rebellion;
8. Violation of marriage policy;
9. Unauthorized possession or use of a College key or keys;
10. Damage to school property, including the attitude and intention of the student involved, etc.;
11. Removal of furniture from lounges or rooms without College authorization;
12. Visiting a room of the opposite sex without permission or authorization;
13. Propping doors of residence open, breaking security and safety;

14. Using windows or unauthorized (emergency only) entrances for ingress/egress;
15. Other related offenses of student behavior and misconduct; and
16. Continued failure to meet college standards of conduct, lifestyle, and Christian Service expectations (including church attendance).

VI. Citizenship Committee Process and Procedures

A. Citizenship Committee Membership

1. The membership of the Citizenship Committee shall consist of:
 - a. Three faculty members appointed by the President for a one-year term.
 - b. The Associate Vice President for Student Development.
 - c. The ASB President, the ASB Vice President for Student Activities, and the ASB Vice President for Outreach Ministries.
 - d. Director of Student Life or Director of Resident Life for consultation.
 - e. The Resident Director for consultation.
2. The Chairman of the Citizenship Committee shall be the Associate Vice President for Student Development. If the Associate Vice President for Student Development has taken or participated in a major disciplinary action that is to be reviewed by the Citizenship Committee, he/she may not cast a vote on the merits of the issue and will not chair the meeting while such issue is being discussed, but may act in an advisory capacity. The Vice-Chairman appointed by the President, shall chair the meetings of the committee in which the chairperson is absent or may not participate as the chairperson. Students appealing actions taken by the Associate Vice President for Student Development shall deal directly with the Vice-Chairman of the Citizenship Committee. This provision does not include the discussion of the appeals of Chapel attendance violations or traffic citations.

B. Procedures for Hearing Before the Citizenship Committee

1. The student has a right to a fair and impartial hearing before the Citizenship Committee on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures herein outlined, however, shall not preclude the Citizenship Committee from making its finding of fact, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.
2. The student shall be given written notice of the time and place of his/her hearing before the Citizenship Committee. Said notice shall contain:
 - a. A statement of the time, place and nature of the disciplinary proceeding.

- b. A statement of the charges against him/her including reference to the particular sections of the rules of student conduct involved.
 - c. A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.
3. The student shall be entitled to hear and examine the evidence, and he/she shall be entitled to present evidence and witnesses in his/her behalf.
 4. A summary of all the evidence and facts presented to the Citizenship Committee during the course of the proceeding will be taken. A copy shall be placed on file in the Office of the Associate Vice President for Student Development and in the student's permanent record in a sealed envelope to be opened only by the Associate Vice President for Student Development and/or the President..
 5. The vice-chairman of the Citizenship Committee shall preside at the hearing, and make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing.

C. Conduct of Disciplinary Hearings

The Citizenship Committee is subject to immediate call at the request of the Associate Vice President for Student Development. Business of the Committee shall be official if all members have been notified and a simple majority is present. Hearings shall be conducted in closed session. If at any time during a hearing violators or witnesses are disruptive of the proceedings, the acting chairman of the committee may excuse such persons from the hearing room. If he/she continues to disrupt said proceedings after the chairman has asked him/her to cease and desist, he/she shall be subject to disciplinary action.

D. Evidence Admissible in Hearings

The vice-chairman of the Citizenship Committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege and exclude irrelevant, immaterial and unduly repetitious evidence.

E. Decision by the Council

1. Upon conclusion of the disciplinary appeal hearing, the Citizenship Committee shall consider all the evidence therein presented and decide by majority vote to uphold or alter the previous disciplinary action.
2. The Associate Vice President for Student Development shall also advise the student of his/her rights to present, within seven calendar days, a written statement to the President of the College appealing the decision of the Citizenship Committee if that is the choice of the student.

F. Final Decision Regarding Disciplinary Action

The President of the college shall, after reviewing the action of the Citizenship Committee, may either indicate his approval of the disciplinary action of the Citizenship Committee or give direction as to whatever lesser or greater disciplinary action shall be taken.

VII. Retroactive Disciplinary Procedure

- A. A student whose behavior was in violation of the College's standards of conduct and was concealed during his/her tenure of enrollment will be subject to disciplinary action when such behavior becomes known.
- B. All retroactive disciplinary procedure will be conducted by the Citizenship Committee.
- C. The student has a right to a fair and impartial hearing before the Citizenship Committee on any charge of violating the standards of student conduct.
- D. The student shall be given written notice of the time and place of his/her hearing before the Citizenship Committee. Said notice shall contain:
1. A statement of the time, place and nature of the disciplinary proceeding.
 2. A statement of the charges against the student including reference to the particular sections of the standards of student conduct involved.
 3. A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.
- E. The student shall be entitled to hear and examine the evidence, and he/she shall be entitled to present evidence and witnesses in his/her behalf.
- F. A summary of all the evidence and facts presented to the Citizenship Committee during the course of the proceeding will be taken. A copy shall be placed on file in the Office of the Associate Vice President for Student Development and the student's permanent record in a sealed envelope to be only by the Associate Vice President for Student Development or the President.
- G. The vice-chairperson of the Citizenship Committee shall preside at the hearing, and make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing if the Chairperson, the Associate Vice President for Student Development cannot serve due to a conflict of interest.
- H. It shall be the prerogative of the Citizenship Committee to set a hearing date and to invite the student to appear without waiting for his/her re-enrollment. The Committee is

authorized to make a decision on the charges whether or not the student appears. Any disciplinary action may be retroactive to the student's last enrollment in the College.

- I. The Right of Appeals process is available to the student.

VIII. Disciplinary Records Process and Procedures

A. Minor Violation Incident Report

1. A minor violation of student conduct will be written on an incident report form and processed through the Resident Directors Office.
2. At the end of each semester, each respective Resident Director will submit a list of minor incident reports to the Director of Student Life or the Director of Resident Life containing only the name, the infraction, and any action taken.
3. This record will not be part of the student's permanent file and does not affect his/her citizenship record at Northwest College.
4. Each student will receive a copy of his/her own incident report.

B. Provisional Citizenship Probation

1. Provisional Citizenship is disciplinary action that can be initiated by the Director of Student Life, the Director of Resident Life and/or the Associate Vice President for Student Development.
2. If initiated by the Director of Student Life or the Director of Resident Life, it must first be approved by the Associate Vice President for Student Development.
3. Any student placed on Provisional Citizenship Probation, will receive a letter signed by both the Associate Vice President for Student Development and the Director of Student Life or the Director of Resident.
4. This letter will contain all information relating to the violation of student conduct and disciplinary action.
5. Copies of the letter will be retained by only the following people:
 - a. Director of Student Life (resident hall students only)
 - b. Associate Vice President for Student Development
 - c. The Student
6. If the student is under the age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct.

7. Notification of Disciplinary action will be placed in the student's file using only Form 1A (see forms).
8. This form will be removed from the student's file at the end of the semester following conference between the student, Director of Student Life and/or the Director of Resident Life and/or the Associate Vice President for Student Development.

C. Citizenship Probation

1. Citizenship probation is action taken by the Associate Vice President for Student Development for major violations of student conduct standards.
2. The student will be summoned for consultation with the Associate Vice President for Student Development.
3. After the conference the student will receive a letter from the Associate Vice President for Student Development as it relates to specific details involving major violations of student conduct and disciplinary action.
4. Copies of letter of notification will be retained by the following:
 - a. Associate Vice President for Student Development
 - b. The Student
5. Placed in the student's file will be the following:
 - a. Form 1A. This is a notice to the Registrar's Office of disciplinary action.
 - b. A copy of the letter sent to the student from the Associate Vice President for Student Development. This letter will be placed in a sealed envelope marked "confidential" only to be opened by permission of the Associate Vice President for Student Development or the President
6. At the end of the semester in which the violation took place the Associate Vice President for Student Development may remove disciplinary action information from files after the required conference with student.
7. Citizenship probation action taken after November 1st will be carried over to the following semester. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self-funded scholarships or discounts for that semester.
8. If student is under age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct standards.

D. Suspension

1. Suspension is disciplinary action taken by Associate Vice President for Student Development for major violation of student conduct standards.

2. All students placed on suspension will be summoned for conference with the Associate Vice President for Student Development regarding violation of student conduct standards.
3. After the conference student will receive a letter from Associate Vice President for Student Development related to specific details involving major violation of student conduct standards and disciplinary action.
4. This letter will also state time frames in which the suspension will be in effect.
5. Copies of letter of notification will be retained by the following people:
 - a. Associate Vice President for Student Development
 - b. The Student
6. Placed in student's file will be the following.
 - a. Form 1A. This is a notice to the Registrar's Office of disciplinary action.
 - b. A copy of the letter received by the student from the Associate Vice President for Student Development. This letter will be placed in a sealed envelope marked "confidential" only to be opened by permission of the Associate Vice President for Student Development or the President.
7. This letter will remain in the student's file and can only be removed by student's direct appeal to the Citizenship Committee.
8. If student is under age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct.
9. Board, room and tuition refunds will be prorated from the point of dismissal from the College.

E. Dismissal

1. Termination of student status for violation of student conduct standards.
2. All students dismissed from Northwest College will be summoned for a conference with the Associate Vice President for Student Development.
3. After the conference the student will receive a letter from the Associate Vice President for Student Development containing the specific details relating to the major violation of student conduct standards and disciplinary action.
4. Copies of this letter will be retained by the following:
 - a. Associate Vice President for Student Development
 - b. The Student

5. Placed in student's file will be the following:
 - a. Form 1A. This is a notice to the Registrar's Office of disciplinary action.
 - b. A copy of the letter received by student from the Associate Vice President for Student Development. This letter will be placed in a sealed envelope marked "confidential" only to be opened by permission of the Associate Vice President for Student Development or the President.
6. This letter will remain in the student's file and can only be removed by student's direct appeal to the President of Northwest College.
7. If the student is under the age of 18 years, provision is made for notifying parents/legal guardian of specific violation of student conduct.
8. Board, room and tuition refunds will be prorated from the point of dismissal from the College.

IX. Readmission

A. Following Suspension

1. Clearance from the Associate Vice President for Student Development.
2. Submitting of new application with new references.
3. Follow the admissions procedures.

B. Following Dismissal

Student dismissed from the College will not be allowed to apply for readmission without the expressed written permission of the President of Northwest College.

- C. All requests for readmission will be considered only if they indicate how specific conditions of suspension or dismissal action have been fulfilled and what changes have occurred in the student's life to warrant reconsideration. Requests for readmission prior to the expiration of the suspension must include any reasons that support a reconsideration of the matter. Because the Associate Vice President for Student Development participates in all disciplinary actions dismissing students from the College, the decision on such requests for readmission must be reviewed and approved by the Associate Vice President for Student Development before it is granted.

X. Confidentiality

The confidentiality of all records will be maintained at all times by those involved in the disciplinary proceedings. Details regarding disciplinary action shall not be released to any party without the express permission of the student and the President or Associate Vice President for Student Development.

XI. Application of Citizenship Regulations

Northwest College desires that its students develop lifestyles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to Biblical principles. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the object.

It is recognized that disciplinary decisions are made only after careful investigation and prayer. Therefore, all members of the College family should support the personnel responsible for discipline in word, action, and prayer.

XII. Involuntary Withdrawal

The College Board of Directors has provided for involuntary administrative withdrawal as follows:

A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student engages, or threatens to engage, in behavior which would cause personal injury to himself/herself or other people, property damage, impede realization of the Vision and Mission of the College or the lawful activities of others. A student accused of violating College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards: if the student, (a) lacks the capacity or fails to respond to pending disciplinary charges, or (b) is incapable of knowing or recognizing the serious nature of the violation of student conduct standards.

**Notice to the Registrar
Disciplinary Action
Student Citizenship Record**

STUDENT _____ ID # _____

Nature of action affecting record/standing	Effective Dates (from-to) Month/Day/Year
1. _____ Provisional Citizenship	_____
2. _____ Citizenship Probation	_____
3. _____ Suspension	_____
4. _____ Dismissal	_____
5. _____ Reinstatement: Regular Status	_____
6. _____ Reinstatement: Special Status	_____
7. _____ Readmitted on Citizenship Probation	_____
8. _____ Request to withdraw	_____
9. _____ Other _____	_____

Ordered by _____ Date _____

Title _____

Instructions: To Registrar

1. This notice will serve as information affecting the above named student's citizenship record at Northwest College.
2. In the case of citizenship probation, suspension or dismissal there will also be a letter marked "confidential" only to be opened by permission of the Associate VP for Student Development or the President.
3. Removal of this form (I-A) and/or confidential letter will come from one of the following: (1) Associate VP for Student Development, (2) Citizenship Committee, (3) or President of Northwest College.

Remarks:

_____ Date _____

Notice to the Applicant
for Primary Action
Statement of Work

Statement of Work

1. Description of the Work

2. Objectives of the Work

3. Scope of the Work

4. Deliverables

5. Schedule

6. Budget

7. Risks

8. Other

9. Signatures

The purpose of this document is to provide a clear and concise statement of work for the project. It will also provide a framework for the project and will also provide a framework for the project. It will also provide a framework for the project.