

the **Community Handbook**



2004-2005

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WELCOME

A Message from the President

Warmest Greetings from Northwest College! We are glad that you have returned for another year or have joined us as a new member of the community.

This college is committed to your growth and success—not only in academic areas, but also in your spiritual development. During your time here you will grow and change dramatically. We are dedicated to seeing you become the person God desires you to be.

Northwest College will provide many opportunities for you to grow intellectually, spiritually, relationally and emotionally. This book is designed to assist you in each area. Read it and refer to it. It can be a valuable tool to your success.

May God bless you as you pursue Him and the calling He places before you.

Dr. Don Argue

A Message from the Vice President for Student Development

On behalf of the entire Student Development team, welcome to the 2004-2005 academic year. My staff and I are committed to creating the best possible conditions for producing a meaningful college experience. It is our paramount goal to serve you, the student, and challenge you to grow as a whole person in knowledge, faith and form.

We are a community at Northwest College, and like any society, we must have some common understandings regarding practice and behavior to protect our mutual right to a safe and wholesome environment. I encourage you therefore to **Carry the Call** in whatever you do (*Colossians 3*). Every choice you make, every day, is an opportunity for you to lead a life that demonstrates your character and faith, and ultimately honors God. Please take the time to read this handbook carefully. It is not perfect, but it is our best attempt to represent the interests of the sponsoring denomination, College Board, parents, alumni and this college community.

We are pleased to have you here. This institution exists for the glory of the kingdom and the preparation of competent Christian leadership. May God bless you as you obediently follow His calling at Northwest College.

Christian T. Lindbeck

THE CODE

Administrative Code

The code is organized into chapters, articles, sections, and subsections. The numbering system is as follows:

Chapter - The first number indicates the chapter. For example, Chapter 100 is the chapter on general provisions.

Article - The second number indicates the article within the chapter. For example, Article 101 is the article on definitions.

Section - The third number indicates the section within the article. For example, Section 101.01 is the section on the definition of "person".

Subsection - The fourth number indicates the subsection within the section. For example, Subsection 101.01(1) is the first subsection of section 101.01.

A fifth number indicates the paragraph within the subsection. For example, Paragraph 101.01(1)(a) is the first paragraph of subsection 101.01(1).

The code is organized into chapters, articles, sections, and subsections. The numbering system is as follows:

Chapter - The first number indicates the chapter. For example, Chapter 100 is the chapter on general provisions.

Article - The second number indicates the article within the chapter. For example, Article 101 is the article on definitions.

Section - The third number indicates the section within the article. For example, Section 101.01 is the section on the definition of "person".

INTRODUCTION

Student Development Perspective

At Northwest College, Student Development is governed by total commitment to the Lordship of Jesus Christ. Therefore, the vision of Student Development is based on the daily practice of five commitments:

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; and
5. Live in community with the attitudes of faith, hope, and love (1 Corinthians 13:13).

Students who live out these five commitments should be able to answer fundamental questions, such as: What do I believe? Who am I in Christ? How and where is God calling me? The commitments and answers will help establish a foundation for a lifetime of service through spiritual, intellectual, social, and physical development.

Student Development Goals:

1. **Collaborative learning environment:** Student Development will work with college staff and faculty to facilitate a campus-wide environment of collaboration to enhance the learning experience of all students.
2. **A wholesome setting:** Student Development will provide the services, equipment and personnel needed to create a reasonably safe and Christian environment for the entire community.
3. **Student orientation & success:** Student Development will provide programs designed to help students develop the skills necessary to enjoy a successful college career.
4. **Spiritual, intellectual, social & physical development:** Student Development will provide students strategic opportunities to mature in Christ and develop a clear Christian worldview.
5. **Leadership education:** Student Development will provide students opportunities to acquire the skills needed to be effective leaders both on and off campus.
6. **Learning communities:** Student Development will enhance the classroom experience by offering a living-learning environment for development.
7. **Service learning:** Student Development will provide opportunities for students to serve others, following Christ's example, while increasing their awareness of social, cultural, commercial and political issues.

Character and Skills Development Philosophy

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 academic consumer 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 a 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 improvement of the entire person? Not at the Christian university. Here still lies the heart of the original project – to develop the whole person.

It is precisely the Christian university's commitment to total integration that gives it an unparalleled ability to develop a student of premier capacities. From classroom, to chapel, from community center to dorm room, the Christian university is committed to maturing and developing the whole human being.

Frankly, that type of development and Christian maturity does not happen without a plan. Sound doctrine and the distinctive Christian way of life must be taught. Accordingly, at the center of our philosophy for student development is intentionality. To desire a developed Christian character as an outcome in students is an admirable purpose, but if you cannot identify exactly what it is that you want, and do not create a plan to achieve your goal – then it remains only an admirable *idea*.

Accordingly, we have for some time, been tooling a list of skills and character outcomes that we want to see developed in the Christian university student. These outcomes work in cooperation with the educational and spiritual development goals of the institution. *Graduates of a Christian university should be:*

1. Critical Thinkers

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

2. Strong Communicators

- a. Able to form persuasive written arguments
- b. Able to translate ideas into clear oral statements

3. Lifelong Learners

- a. Having the necessary tools for the assimilation of new information
- b. Having the constant desire for new information and experience

4. Persons of Robust Christian Character

- a. Eager to worship with all of their body, mind, soul and strength
- b. Demonstrating the Fruits of the Spirit
- c. Embodying the Kingdom principle of servant leadership
- d. Showing evident personal integrity

5. Spiritually Disciplined

- a. Being Biblically literate
- b. Committed to prayer, fasting and meditation
- c. Faithfully engaged with their local church
- d. Passionate for evangelism and discipleship
- e. Compassionate with regard for the hurting, broken and marginalized.

6. Good Stewards of their Time, Resources and Education

- a. Leading well-balanced lives
 - i. Of excellence to their vocational calling (*currently education*)
 - ii. Of appropriate rest, relaxation and recreation in accordance with the Sabbath principle
 - iii. Deliberately using the remainder of their time for the advancement of the Kingdom, the service of others and the improvement of self.
- b. Regularly and joyfully submitting their tithe
- c. Prudently living within their means
 - i. Trained in creating a budget, adequate savings, bill paying, major purchase, etc.
- d. Understanding the privilege of giving and philanthropic work
- e. Able to articulate the value of a full Liberal Arts education

7. **Emotionally Well Adjusted**
 - a. Having developed a healthy awareness of self, ontological value and purpose.
 - b. Able to manage complex painful emotions: anxiety, anger, depression, guilt, shame, etc.
 - c. Open to exploring full range of positive emotions: wonder, awe, worship, relief, sympathy, etc.
 - d. Able to develop mature interpersonal relationships
8. **Physically Aware**
 - a. Appreciating the value of fitness
 - b. Having the appropriate perspectives for good self-image
 - c. Including physical activity as an important aspect of life
9. **Socially Skilled**
 - a. In personal hygiene and attire
 - b. In common etiquette
 - c. In appropriate interpersonal, group and professional interaction
10. **Adaptable**
 - a. Having the ability to easily adjust to new situations and responsibilities
11. **Responsible World Citizens**
 - a. Aware of important local, national and world debates, issues and events
 - b. Actively involved
 - i. By informed voting and public advocacy
 - c. Racially and culturally aware, having the appropriate balance of appreciation and conviction.

To that end, Student Development, in cooperation with Academic Affairs and Campus Ministries, 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. The Program is called LINKS.

LINKS is a campus wide attempt to carefully identify, codify, develop and communicate all of the extra-classroom opportunities that are available. This proactive approach helps us find the demographic and emphasis gaps and excesses in our student life programs. In short, it is a plan to meet our goals.

Northwest College Mission Statement

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.

Northwest College Vision Statement - "Carry the Call"

Carry the Call - 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. God continues to call every person 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 - Head: The response to God's call is the development of exceptional character and competence. A passionate commitment to scholarship and discipleship grows out a worldview anchored in the Bible. Northwest College integrates faith and truth with effective teaching in Ministry, Humanities, Science and the Professions.

Carry the Call - 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 the hand 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 in God's world.

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 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.

Northwest College Supporting Documents

The Mission and Vision statements are supported by the Educational Philosophy, the Educational Goals, the Community Affirmation Statement, the Statement of Faith, the Reconciliation Statement, and the Seal of the College. All these documents are located in the College Academic catalog for easy reference.

INFORMATION GUIDE

<u>Where to Go</u>	<u>Ext.</u>	<u>Building</u>
Academic Advising	5227	Pecota Student Center
Academic Calendar	5237	Davis Administrative Center
Admissions Information	5231	Greeley-Reece Enrollment Center
Alumni Association	5206	3rd Floor of 6710 Building
ASB Office	5280	Pecota Student Center
Athletic Information	4207	NC Pavilion
Audiovisual Equipment	5201	Hurst Library
Bookstore	5268	Pecota Student Center
Campus Ministries Office	5307	Pecota Student Center
Campus Facility Reservations	5215	3 rd Floor of 6710 Building
Chapel Attendance	5307	Pecota Student Center
Class or Schedule Change	5229	Davis Administrative Center
CLEP Exams	5228	Davis Administrative Center
College Publications/Publicity	5352	3 rd Floor of 6710 Building
Computer Lab (ACC)	5351	Hurst Library
Computer Services (Help Desk)	5310	3 rd Floor of 6710 Building
Correspondence Course Information	5228	Davis Administrative Center
Counseling/Career Center	5282	Counseling Center/Perks Hall
Email	5310	3 rd Floor of 6710 Building
Families in Residence Housing (FIRs)	5334	Housing Office, Davis Admin. Center
Financial Aid	5210	Greeley-Reece Enrollment Center
Food Services	5285	Dining Hall
General Information	0	Davis Administrative Center
Grade Information	5229	Davis Administrative Center
Graduation Requirements	5232	Davis Administrative Center
Health Services	5284	Crowder Hall Lobby
Human Resources	4203	3 rd Floor of 6710 Building
ID Cards	5217	3 rd Floor of 6710 Building
Interim Housing	5334	Housing Office, Davis Admin. Center
Internet Connections	7383	3 rd Floor of 6710 Building
Karisma (Yearbook)	5269	Pecota Student Center
KCNC Radio Station	5281	Pecota Student Center
LEAP Office	7799	Hurst Library
Library Services	5266	Hurst Library
Lost and Found	0	Davis Administrative Center
Mailroom (Postal Services)	5223	Davis Building
Medical/Information Forms/Reports	5284	Crowder Hall Lobby
Music Department	5255	Amundsen Music Center
On-Campus Residence Hall Living	5334	Housing Office, Davis Building
Orientation Information	5287	Pecota Student Center
Pacific Rim Centre	5315	Bronson Hall
Parking Permits (Students)	5235	Davis Administrative Center
Parking Permits (Faculty/Staff)	4203	3 rd Floor of 6710 Building
Parking Violations	5500	Safety/Security Office, Crowder
Payment on Accounts (Cashier)	5241	Davis Administrative Center
Payment of Parking Violations	5241	Davis Administrative Center
Phone Services	5217	3 rd Floor, 6710 Building
Public Relations	5352	Davis Administrative Center
Registration	5229	Davis Administrative Center
Scholarship Information	5210	Davis Administrative Services
Security Office	5500	Crowder Hall Lobby
Student Accounts	5346	Greeley-Reece Enrollment Center
Student Activities	5287	Pecota Student Center

Student Development Office	5234	Davis Administrative Center
Student Insurance	5337	3 rd Floor, 6710 Building
Student Recruitment	5231	Greeley-Reece Enrollment Center
Student Success	7823	Pecota Student Center
Telephone Service	5217	3 rd Floor of 6710 Building
Transcript Evaluation	5230	Davis Administrative Center
Veterans Affairs.....	5232	Davis Administrative Center
Withdrawals (class or college)	5229	Davis Administrative Center

College Councils

Executive Council: President, Senior Vice President for Academic Affairs, Senior Vice President for Administrative Services, Senior Vice President for College Advancement, Vice President for Student Development, Associate Vice President and Dean of the Chapel, Executive Director for Enrollment Management, Executive Director for Communications.

President's Cabinet: President, Senior Vice President, Senior Vice President for Administrative Services, Senior Vice President for College Advancement, Vice President for Student Development, Associate Vice President and Dean of the Chapel, Executive Director for Enrollment Management, Divisional Deans.

Campus Council: President's Cabinet, Associated Student Body President and Executive Officers, Presidents of AFS, AIS, AMS, AWS, Class Presidents of Freshmen, Sophomores, Juniors, and Seniors, the Lead Resident Assistants.

Citizenship Council: Three faculty members and two students from the Student Development Committee appointed by the Vice President for Student Development, for a one-year term.

Faculty Council: President, President's Cabinet, full-time Faculty.

Student Council: ASB Executive Leaders, and all ASB Student Leader positions.

Common Abbreviations

- **ASB** Associated Student Body
- **AFS** Associated Family Students
- **AIS** Associated International Students
- **AMS** Associated Men Students
- **AWS** Associated Women Students
- **RD** Resident Dean
- **RA** Resident Assistant

LIVING IN COMMUNITY

Living together in Christian community is both enriching and challenging. Members of this community seek to make evident the presence and work of God by His Holy Spirit in each of our lives. "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" Galatians 5:22-23a. As these characteristics take root, grow and mature, each member of this community will become more conformed to the image of Christ and guided by the Holy Spirit. As this work continues, community life will be ever more vital.

The community at Northwest College has chosen to call for obedience to moral law as taught in the Old and New Testaments and exemplified in the life of Jesus Christ. The privileges, and responsibilities outlined in this handbook attempt to reflect biblical living. It is understood that the Christian community at large adheres to a variety of standards, opinions and interpretations of biblical principles.

Because all of us come to this community with varied backgrounds, traditions, and understandings, we acknowledge that it is impossible to create a community with expectations completely acceptable to every member. Nevertheless, expectations must be specified to assure orderly community life. This does not suppose or imply that other avenues of thought are necessarily wrong, but instead attempts to define a framework for this community where mutual respect and servant hood may flourish.

For some this will require the limiting of their Christian liberty out of respect for others; others will be required to offer understanding and grace to those who do not share their views. In the instance of disagreement about the standards outlined here, the College retains the right of interpretation of the Community Handbook. Violations of the rules will result in disciplinary action as well as possible criminal charges being filed for illegal activities.

Membership in the Northwest College community is obtained through application and invitation. As the result of an approved application, those who accept an invitation to join the community agree to live according to the principles of the community. Individuals who are invited to become members of this community but cannot, with integrity, pledge to live by the standards of the community are advised not to accept the invitation and to seek a living-learning environment more suitable to them. It is the hope and goal of the College that, as a community of believers, we will learn to live with one another in love.

"How good and pleasant it is when brothers and sisters live together in unity . . . For there the Lord bestows His blessing" (Psalms 133:1, 3).

ACADEMIC LIFE

Academic excellence should be the goal of every serious-minded Christian student. Northwest College encourages Christian scholarship. The mind of each student is a tool to be sharpened and used for the glory of God with skilled precision.

Students are expected to relate to the College's standards and the individual professor's classroom regulations in a positive way. They are expected to be courteous toward their professors and refrain from conduct which disrupts the learning process.

In case of unresolved incompatibility with a professor or the College's standards, the student is directed to see the *Grievances* policy.

Academic Honesty

Northwest College expects honesty from students in all areas, including their academic lives. Academic dishonesty is a serious violation of Christian standards and may result in the students' receiving an "F" in the course, being dismissed from the course, or possibly being dismissed from the College. Instances of academic dishonesty are typically reported to the Academic Affairs Office.

Academic dishonesty includes cheating on assignments or examinations, submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s), sabotaging another student's work, and plagiarizing. Plagiarism is "using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness" (MLA).

Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate his/her appeal according to procedures outlined in the Northwest College Student Academic Appeals Policy, which is available in the Academic Affairs Office or the Student Development Office.

Attendance

Classes are conducted with a view of helping students develop in knowledge and character, and the student's faithful attendance is assumed and expected. If absences do occur, the student is responsible for work missed and all course requirements. Because classes differ in purpose and character, the individual professor determines the affects of absences upon grades for the classes and publishes specific requirements in course syllabi. Appeals relating to attendance should, therefore, be addressed first to the professor.

If a student is absent because of prolonged illness, he/she should contact the Academic Affairs Office and the Director of Health Services. The student will then receive the assistance from the Director of Health Services in providing documentation to the faculty member regarding absences linked to prolonged illness. It is still the prerogative of the individual faculty member to determine how absences will impact course grading.

Class absences necessitated by required participation in some College-sponsored activities are excused through the Academic Affairs Office and/or the Student Development Office. The faculty or staff member must submit a list of students participating and the Academic Affairs Office and/or the Vice President for Student Development informs professors of times the students are to be excused. It is still the prerogative of the individual faculty member to determine how absences will impact course grading.

Students are permitted to leave class without being counted absent if the instructor fails to appear within the first 10 minutes of the class period.

Awards and Honors Convocation

An Awards and Honors Convocation is held in the spring of each college year as an encouragement to students at Northwest College to strive for excellence. Recognition is given to

such factors as exemplary student life and academic achievement. These include the following annual awards:

- Awards to the Associate in Arts and Bachelor of Arts graduates with the highest grade point averages on all academic work completed at N.C.,
- Departmental awards to the students with the highest grade point average of work completed in the major,
- Academic awards to all students in each class level whose grade point averages exceed 3.8, and
- The Student Life Awards for outstanding college students of the year.

Enrollment/Course Change

Official registration may be made **ONLY** through the Registrar's Office. The only authority for a professor to permit a student to be present in a class is authorization from the Registrar's Office. A student may add courses to his/her load through the end of the Add/Drop Period, usually the first Friday of each semester. Students are responsible for the academic program they select when they register. Changes may be made by completing an Add/Drop form available through the Registrar's Office or Registrar's Office website. (Course drops through the Add/Drop Period have no effect on the transcript.)

Course withdrawals during week two through the eighth Friday of class instruction result in a "W" (Withdrawal) on the transcript. Students who withdraw from a course during week nine through the last day of class instruction receive a "WS" (Withdrawal Satisfactory = Grade of C or better at the time of withdrawal) or a "WU" (Withdrawal Unsatisfactory = Grade of D or below at the time of withdrawal). The assignment of "WS" or "WU" will be at the sole discretion of each professor based on class records and any special circumstances involved with the withdrawal. (Course withdrawals do not reduce a student's tuition charges.)

Students who are absent for more than two weeks consecutively without contacting the Academic Affairs Office or Registrar's Office to explain the reason for their absence may be dropped from enrollment with a grade of "F". (See Academic Catalog for additional explanation.)

Finals Preparation Week

- No written assignments, papers, projects, or tests of any kind shall be due during Finals Preparation Week.
- Classes shall continue to meet according to their regular schedule. Class time during Finals Preparation Week should focus on review for the Final Exam, closure, and convergence.
- Campus activities, including intramural athletic events, class/organization functions, drama productions, etc., shall not take place during Finals Preparation Week.

Incomplete Grades

A student may request an incomplete grade for reasons of illness or emergency. A written request for an Incomplete must be submitted to and approved by the professor of the course before the final examination. The Incomplete must be removed from the record by the end of the succeeding semester. Otherwise, the grade automatically converts to an "F" on the student's transcript/record.

Make-Up Tests

Procedures for making up tests are established by each professor and may be stated in the course syllabus. Generally, tests may be made up only if missed for serious, unavoidable, involuntary reasons. Such reasons would be: (1) Extreme emergencies (e.g., death in the family); (2) Serious illness (e.g. unable to go to classes, work, meals, etc.); (3) Unavoidable and/or unexpected work conflict; or (4) College sponsored and scheduled activities approved by

the Academic Affairs Office and/or the Vice President for Student Development (e.g., choir, debate, or sports trips). Judgment as to whether or not a valid reason exists is the responsibility of the professor.

A student who has been absent for such valid reasons must make arrangements with the professor the next day he/she attends class or in advance, when possible. This must be done with the professor to make up the test.

No semester is officially ended until all tests are completed. Students should not plan to leave campus before the end of the testing schedule and should not ask to take exams early! Students who leave early will receive an "F" on the final. Make plans for work, travel, weddings, etc. with this in mind.

If a student is scheduled to have three final exams on the same day he/she may petition the professor of the third exam for testing at a different time. The time of the rescheduled test would be determined in consultation with the professor and taken within four days of the final.

Probationary Policy

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. It is assigned when a student's grade point average falls below the following levels: Freshman, 1.7; Sophomore, 1.9; Junior, 2.0; Senior, 2.0 on a 4.0 scale.

When a probationary student's cumulative GPA rises above these minimum levels he/she is removed from probation. Students on probation:

1. Are under the special supervision of the Senior Vice President,
2. Will be requested to adjust academic loads (12-13 hour maximum),
3. Are restricted from participation in certain extra- and co-curricular activities, and
4. May be requested to take special classes, such as PSYC 1001 Academic Success.

To be eligible for continued pursuit of a degree program at the College, students must have the minimum GPAS listed above for admission to the next level of study. Evaluations are made following the end of each academic year. Appeals for enrollment reinstatement must be directed to the Academic Affairs Office.

All students participating in any extra-curricular activity at Northwest must have a cumulative GPA of 2.0 the semester prior to participation. All student leaders (e.g. ASB Executive Officers, Association Officers, Class Officers, Karisma Yearbook Officers and Resident Assistants) must have a cumulative GPA of 2.75 the semester prior to participation in order to run/apply for a student leadership position.

Recommended Academic Load

The average number of credit hours per semester is 16. Permission from the Academic Advisor is required for a student to carry an academic load of more than 18 hours.

Working students should plan their academic load in view of the following recommendations:

<u>Outside Work</u>	<u>Academic Load</u>
34 or more hours a week	Maximum 10 credits
26 to 33 hours a week	Maximum 13 credits
15 to 25 hours a week	Maximum 16 credits

Requirements for Graduation

For graduation requirements see the College Catalog. For additional clarification consult the Registrar's Office regarding the graduation checklists or audits.

Student Records Policy

The Family Educational Rights and Privacy Act of 1974/1996 (FERPA) specifies rights and privileges regarding student records. The written institutional policy adopted by Northwest

College in compliance with FERPA is available from the Registrar's Office. Annual notice regarding FERPA rights is provided in the College's Student Handbook and College Catalog.

In accordance with FERPA, students notified of the following:

1. **RIGHT TO INSPECT:** The student has the right to review and inspect substantially all his/her education records maintained by or at this institution.
2. **RIGHT TO PREVENT DISCLOSURES:** The student has the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in the student's education records to those instances when prior written consent has been given for the disclosure, as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** The student has the right to seek to have corrected any parts of an education record which the student believes to be inaccurate, misleading or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to the student's request.
4. **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION:** The student has the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C., 20202, concerning a perceived failure of this institution to comply with FERPA.
5. **RIGHT TO OBTAIN POLICY:** The student has the right to obtain a copy of the written policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from: Northwest College, Registrar's Office, 5520 108th Ave. NE, Kirkland, Washington, 98033.

ACADEMIC CALENDAR 2004/2005

Fall Semester	2004	2005
Dorms and Cafeteria Open.....	Aug 25.....	Aug 24
Student Orientation and Registration	Aug 25-28.....	Aug 24-26
First Day of Class	Aug 30.....	Aug 29
Academic Convocation.....	Sept 1.....	Aug 31
Labor Day Holiday	Sept 6.....	Sept 5
Last Day to Register; Last Day to Add/Drop Courses.....	Sept 3.....	Sept
Foundation Board		TBA
AGTS Session		TBA
Reading Day	Oct 11.....	Oct 10
Last Day to Withdraw with a "W"	Oct 22.....	Oct
Early Registration Spring Semester	Nov 1-5.....	Nov
Veterans Day	Nov 11.....	Nov 11
Thanksgiving Holidays.....	Nov 25-26.....	Nov 24-25
Board of Directors Meeting.....	Dec 1-2.....	Dec
Last Day of Classes; Last Day to Withdraw from a Class.....	Dec 13.....	Dec 12
Finals	Dec 14-17.....	Dec 13-16
Spring Semester	2005	2006
Residence Hall and Dining Hall Open	Jan 5.....	Jan 5
Orientation and Registration.....	Jan 6-7.....	Jan 5-6
First Day of Class	Jan 10.....	Jan 9
Last Day to Register, Last Day to Add/Drop Courses.....	Jan 14.....	Jan
Martin Luther King Jr. Day.....	Jan 17.....	Jan 16
AGTS Session	TBA.....	TBA
Presidents Day	Feb 21.....	Feb 20
Executive Committee Board	Feb 23.....	Feb
Last Day to Withdraw with a "W"	Mar 5.....	Mar
Spring Break	Mar 7-11.....	Mar 6-10
Early Registration for Fall Semester.....	Mar 28-Apr 1.....	Mar
Easter Holidays.....	Mar 25-27.....	Mar 14-
Last Day of Classes; Last Day to Withdraw from a Class	Apr 29.....	Apr 28
Finals	May 2-6.....	May 1-4
Board of Directors Meeting.....	May 5-6.....	May
Baccalaureate.....	May 6.....	May 5
Commencement	May 7.....	May 6
Summer College	2005	2006
Summer College: Classroom Sessions – May/June	May 10-28.....	May
Summer College: Non-Classroom Sessions – May-August.....	May 10-Aug 13.....	May Aug

Summer College Notes: Last Day to Register and Last Day to Add/Drop Courses is the end of the second day of classes for that session; some course assignments, independent studies, practicums and internships may extend through August; see applicable course schedule for exact dates

SPIRITUAL LIFE

As a Christian institution, Northwest 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 College.

It is the purpose of Campus Ministries to provide opportunities for students to KNOW GOD, to have FELLOWSHIP within the BODY and to REACH the WORLD. There are many opportunities for students to become involved in Discipleship, Ministry, Fellowship, Worship and Evangelism. These opportunities include: Chapel, Ministry Teams, Small Groups, Student Outreach Ministries and Church Attendance.

Chapel

Chapel events are the largest community expression of corporate worship on campus. Therefore, chapel attendance and participation are vital components of the development process. Three times a week, student's, faculty, and staff, come together in a corporate time of worship to integrate faith, learning and living. These times together challenge, motivate and encourage the Northwest community through dynamic worship, inspirational messages and fellowship within the body. A variety of guests, faculty, administrators and student speakers, musicians, dramatists, etc., provide opportunities for students to be involved in praise, prayer and preaching/teaching of God's Word. All behavior and attitudes 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. Pursuit is an additional service on Monday Evening with a time of prayer and intercession that is an ongoing encouragement in the weekly lives of students. *This service is our chapels only make up policy.*

Chapel attendance is a requirement for students and is therefore recorded as one academic credit each semester on the student's transcript. It is part of the Assemblies of God Division of Higher Education endorsement. Committee meetings, practices, student gatherings, advising, counseling, etc. are to be conducted at times other than the chapel hour.

Chapel Hours

Regular and Bonus Chapel Hours:

11:10 a.m. to 12:10 p.m. - **Tuesday, Wednesday and Friday –Regular Hours**

9:30 p.m. to 10:30 p.m. – **All Monday Night PURSUITS- Bonus Chapel Hours**

Chapel Attendance Policy

- All students are required to attend Chapel on Tuesday, Wednesday, and Friday.
- Monday Night Pursuit will be the ONLY way a student is able to make up chapel skips.
- Each student is allowed 6 absences a semester for the required chapel dates.
- If a student has met the required chapel attendance for the semester, then he/she will be given 1 more additional chapel skip for the following semester. However, if this same student fails the next semester, all the chapel skips accumulated each semester will be wiped out, and that student will start over with 6 absences.
- Attendance is taken as each student electronically scans her/his ID card prior to the Chapel hour between 10:45 a.m. and 11:15 a.m. (9:05 p.m. - 9:35 p.m. for PURSUIT).
- If an ID card is lost, it is the responsibility of the student to obtain a new ID card from the Information Services Office. There is a \$10 replacement fee.
- A student is allowed 2 days to sign into the Chapel if their ID card is lost or forgotten.

- Any student needing to leave the Chapel after scanning her/his ID card for attendance must notify the Campus Ministry Office.
- If a student scans their card for attendance and proceeds to leave the Chapel, they will receive an immediate failure for the semester.
- Students are expected to keep track of their chapel attendance records online at <http://eagle.ncag.edu/campusministries/>
- Questions regarding attendance can be submitted to campusministries@ncag.edu.
- The Campus Ministries office will remind students by mail to check their attendance each month.

Chapel Attendance Exemption

Students are expected to arrange their schedule to meet the required days of Chapel attendance. Exemptions are not available for homework, busy schedules, lunch, on/off campus employment, and/or study purposes.

Exemptions are granted to students who complete the Chapel Exemption Petition in the Campus Ministries Office and who meet one of the following requirements:

- Students who do not have classes on a given Chapel day.
- Off-campus students who do not have classes ANYTIME before and/or immediately following the Chapel hour. That means if you have an 8am class, it is expected for you to be in chapel on that same day.
- Student-parents who are responsible for caring for their child(ren) during the Chapel hour.
- Students involved in student teaching, nursing clinicals, and practicum assignments that conflict with the Chapel hour. In these cases, the Exemption Petition must also be signed by their approving faculty.
- Exemptions may be granted in part or in whole of the Chapel Attendance Requirements.

Chapel Failure Disciplinary Action

Because Chapel attendance and participation is vital to a Christian community, the following corrective disciplinary measures are in place:

All students participating in leadership, music ministries, debate teams, drama, athletic teams, ministry teams and/or any extra-curricular activities must maintain a passing Chapel grade during the semester of participation and the semester immediately prior to participation. Failure to do so will immediately suspend participation.

All Chapel Failures will be recorded on the students Official Northwest College Transcript as a pass/fail grade for citizenship.

A student should contact the Student Accounts Office to learn the kind of scholarship and/or discount he/she may currently have.

- ***First Chapel Failure: Letter from the Dean of the Chapel (1st Warning)***
- ***Second Chapel Failure: Citizenship Probation (Final Warning)***
- ***Third Chapel Failure: Meeting with Dean of Chapel/Scholarship Revoked.***

If you fail chapel more than 2 consecutive or cumulative times, you will lose any scholarship given to you. You are exempt from ever getting a scholarship in the future.

Student Tithes and Offerings

Students are instructed to tithe and give offerings regularly and consistently support the work of Christ and His Church. It is proper for students to contribute to the area church where they worship and minister or to their home church. Offerings are received throughout the year from students, staff and faculty and are used to support Campus Ministries, projects and Outreaches. Offerings may be given in chapel or to the Cashier anytime during office hours. If a Giving Receipt is required for tax purposes, a Giving Envelope is available from the Cashier in the Davis Administrative Center, the Campus Ministries Office, or in the Chapel.

Church Attendance

Students are required to choose a home church and attend faithfully while a student at Northwest College. Students are also expected to find a place of service within the church body. If help is needed in locating and choosing a local church in which to worship, fellowship and serve, the Campus Ministry Office is pleased to assist you.

Christian Service and Ministry

One of the most important components of student expected to faithfully and consistently participate in some aspect of Christian service either through a Northwest College Outreach Ministry Team or a local church. The primary purpose of the Student Outreach Ministry program is to provide opportunities and encouragement for each student to give practical, hands-on experience in living out their faith in God and applying their knowledge of God and His Word to real-life situations. A quality record of Christian Service can be a vital component in obtaining a career position prior to and following graduation.

The Dean of the Chapel and ASB Outreach Ministry officers are committed to helping students get involved in outreach ministries*. Current opportunities are listed below.

- **The Intercessory Prayer Team** – meets every morning at 7 am to intercede on behalf of students, faculty and staff of Northwest. In addition, this team of students has been dedicated to praying for the world around us.
- **Lighthouse** – a ministry to the people of Seattle's University District. Each Friday night students commute to the University District to build relationships with people on the streets, occasionally bringing food and clothes.
- **Bread of Life** – a ministry to a shelter on Seattle's Capitol Hill. Once a month this team of students participates in a church service and feed the homeless.
- **Good Neighbor Day** – an ongoing ministry of ASB Student Ministries. This ministry blesses local senior citizens with much needed assistance around their homes; landscaping, cleaning, yard work and more.
- **Prison Ministry** – a new addition to outreach teams this year. Students minister to inmates in the local prison system.
- **Pursuit** – Monday night outreach to the students of Northwest. This time of prayer, intercession and worship has been an ongoing encouragement in the weekly lives of students. Pursuit is now a part of the weekly chapel schedule and is counted as chapel credit.
- **High School Outreach** – During the academic year there are several nights designated to attending local high school sporting events. These events provide an opportunity for our students to support the local high schools and create bonds with the community.

- **Spring Break Missions Trip** – Students will have the opportunity to spend Spring Break or a week of Summer Vacation teamed up with Sun City Missions to minister in places like Mexico and the inner cities of Florida.

To get involved in any of these ministry opportunities, contact the Campus ministries office at ext. 5307, or the ASB Outreach Ministry Officer at ext. 5280.

Non-Student Ministry Guests/Groups

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 services; provided they are not competitive with, nor antagonistic to an Assemblies of God program; provided they have an established positive and wholesome reputation; and provided that their coming will be complimentary to the vision, mission, and objectives of the College. The scheduling of such ministries requires prior administrative approval obtained from the Dean of the Chapel and the Vice President for Student Development.

New Ministries

Students are encouraged to launch new outreach ministries as the Lord leads them. The ASB Outreach Ministry officers (ext. 5280) and the Dean of the Chapel (ext. 5307) are available to help students suggest and/or begin new ministries. Northwest College is willing to sponsor as many outreach ministries as students can efficiently organize and spread the Gospel with excellence for the glory of God.

STUDENT GOVERNMENT

ASB Mission

- **Advocacy**

The ASB is the Student voice to the entire community. Working in cooperation with the Vice President for Student Development, the ASB is especially able to effectively represent student interests to the Administration. Student concerns and issues are heard at regularly scheduled Student Council Meetings. To submit topics for discussion please contact your class officer or the ASB office.

- **Community**

We seek to create events and opportunities that will help us grow, laugh and live together. We have a full schedule! So, be looking for information throughout the year that keeps you informed. To make suggestions, praise or complain about student events planned by the ASB, please bring the issue to a Student Council Meeting.

- **Budget Management**

The Board of Trustees has authorized the ASB to manage and distribute the Student Activities Fee. The ASB uses this fund to cover the cost of all ASB scholarships; class/gender representations and club budgets, student activities, outreach ministries, student admittance to all athletic events, the Karisma Yearbook and the Talon Newspaper, supplies and cost of administration. This budget is managed by the ASB treasurer and is a matter of public information.

Contact Information

Phone: 425.889.5280

E-mail: asb@ncag.edu

The ASB office is located at north entrance to the Pecota Student Center.

STUDENT LEADERS 2004/2005

Associated Student Body Officers (ASB)

ASB President..... Lindsay Fosner
 ASB Vice President for Student Activities..... Jesse Bryan
 ASB Secretary for Student Activities..... Kristin Hingtgen
 ASB Vice President for Outreach Ministries..... Justin Winterhalter
 ASB Outreach Ministries Secretary..... Melissa Steinert
 ASB Secretary..... Jenilee LeFors
 ASB Treasurer..... Kylie Brady
 Intramural Coordinator..... Caleb Gerig
 Advisor..... Christian Lindbeck, Vice President for Student Development

Associated Family Students (AFS)

President..... TBA
 Vice President/Off-campus Representative..... TBA
 Secretary/Treasurer..... TBA
 Hospitality Representatives..... TBA
 Advisor..... TBA

Associated International Students (AIS)

President..... TBA
 Vice President..... TBA
 Secretary/Treasurer..... TBA
 Advisor..... Professor Suzan Kobashigawa

Associated Men Students (AMS)

President..... Trevor Millar
 Vice President..... Brent Colby
 Secretary/Treasurer..... TBA
 Advisors..... Resident Dean, Nathan Moser

Associated Women Students (AWS)

President..... Olga Gayvoronskaya
 Vice President..... Raina McMillan
 Secretary/Treasurer..... Tanya Fleming
 Advisor..... Resident Dean, Andrea Ide

Senior Class Officers

President..... TBA
 Vice President..... TBA
 Secretary/Treasurer..... TBA
 Class Advisor..... Student Development Coordinator, Jan Hicks

Junior Class Officers

President..... TBA
 Vice President..... TBA
 Secretary/Treasurer..... TBA
 Class Advisor..... Director for Student Success, Amy Poort

Sophomore Class

President..... Bethany Woll
 Vice President..... Kelsey Harris
 Secretary/Treasurer..... Jana Nims

Class Advisor Professor Chris Corbett

Freshmen Class Officers are elected during the fall semester.

Freshman Class Advisor Resident Dean, Andrea Ide

Karisma Yearbook Staff

Editor Desha Givens

Copy Editor..... Tiffany Zulkosky

Layout Editor Tricia Burt

Photo Editor Brittney Pence

Advisor Vice President for Student Development, Christian Lindbeck

The Talon Student Newspaper

Editor Noelle Bonds

Assistant Editor TBA

Resident Assistants for 2004/05

Ashley Aberle

Stephanie Bergeron

Angela Brenhaug

Julie Gee

Chad Gerchak

Kevin Hacke

Talitha Hansen

Kelsey Harris

Josua Hurd

Ian McFarland

Charly Nicholai

Mark Paulson

Dulcy Scigliabaglio-Trujillo

Melissa Steinert

Extra-curricular Activity and Student Leader GPA Requirements

All students participating in any extra-curricular activity (e.g. sports, music, debate, leadership, etc.) at Northwest College must have a cumulative GPA of at least 2.0 the semester prior to participation.

The elected Associated Student Body officers must have a personal relationship with Jesus Christ and a lifestyle that exemplifies Christ to their peers and community. They must have exemplary citizenship and acceptable financial records at Northwest College. All ASB officers must have at least a cumulative GPA of 2.75 the semester prior to participating. All interested students must be making progress toward a Northwest College degree by successfully completing at least 60 academic credit hours and two consecutive semesters at Northwest College immediately prior to the time their term begins.

BEHAVIORAL EXPECTATIONS

The Northwest community chooses, freely and willingly, to impose upon itself rules for behavior which serve both the long range interests of the institution and the immediate good of its individual members. While we do not view these expectations as an index to maturity in Christ, we do regard violations as a serious breach of integrity within the community because each member has voluntarily chosen to associate with it and to accept its standards.

The college establishes the following specific expectations for the trustees, administration, faculty, staff, and students of the Northwest community:

- The college will not condone practices that Scripture forbids. Such activities including occult practices, sexual relations outside of marriage, homosexual practice, drunkenness, theft, profanity, and dishonesty.
- Northwest also recognizes that Scripture condemns "sins of the spirit" such as covetousness, jealousy, pride, and lust. Because they lie at the heart of the relationship between the individual and God they are of central concern to the Northwest community.
- The college upholds integrity as a core value of the 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 college is committed to providing a learning and work environment free of harassment of all types.
- The college upholds the laws of the local community, the nation, and the state of Washington.
- The college expects our members who choose to marry to abide by the commitment to lifelong heterosexual marriage, and, whether single or married, to strive to maintain healthy family relationships.
- The college recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. It condemns their abuse, and raises serious questions about the use of tobacco and alcohol at all. Under no circumstances shall any member of the community use or possess these products at any time during their involvement with Northwest College.
- Northwest will establish other rules and regulations necessary for orderly community life and will list them in appropriate handbooks. **You will find information which further explains the specifics of the Behavioral Expectations in the following alphabetic material and/or in the Policies and Procedures section of the Community Handbook.**
- Each year, all students are expected to verify that they have read, understood, and agreed to abide by these expectations.

Appearance/Dress

Students are expected to exercise moderation regarding the wearing of body jewelry and body art. Individual departments may have specific standards that apply to student appearance while completing practicums and internships. Body jewelry and body art may have an adverse affect on a student's access to jobs and/or ministry opportunities. Any student representing the College in *any* manner is required to meet the standards of no facial jewelry and/or body art on men and no facial jewelry and/or body art on women with the only exception of small petite earrings. Northwest College retains the right to maintain standards of appearance for all students.

Answers to possible questions:

- Exposed stomachs, swimsuits, sports bras, etc., are not allowed on the Northwest College campus.
- All head coverings of men and women are not allowed in the Chapel.
- Men must wear shirts at all times including sporting activities.
- The Dean of The Chapel will communicate the Chapel dress code for all participants.

A glossary . . .

- **Moderation** avoids trends that are considered extreme by the College culture.
- **Modesty** avoids bringing undue attention to the body including the length and fit of clothes, and drawing attention to various anatomical features.
- **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.

Computer/Internet

The College encourages the use of computers and the Internet for educational purposes. The use of computers and the Internet for inappropriate material (e.g., pornography) is not permitted. The College holds the owner of the computer equipment responsible for how the equipment is used. The owner of computer equipment used to view inappropriate material may lose the privileges of having a computer in his/her room and/or Internet access. Northwest College computers used to view inappropriate material may be removed from the residence halls or other locations on campus. The College has the ability to monitor the entire College community to assure Internet users access appropriate Internet addresses. Modem use on campus is prohibited.

Entertainment and Social Dancing

Members of the College community are expected to exercise good judgment by choosing entertainment (e.g. television, video, movies, Internet, computer, music, conversation, etc.) that contributes to the spiritual, intellectual, social, and physical development of everyone. It is expected that activities and questionable entertainment that may diminish moral sensitivity be avoided and rejected.

Because a significant number of evangelical Christians view social dancing as a questionable activity, dancing is not permitted. This standard is maintained in the spirit of Romans 14:19-23 and 1 Corinthians 10:31-33. Some forms of choreographed movements in academic or collegiate activities, under the advisement and supervision of College personnel, however, may be acceptable.

Harassment and Assault

The College 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, or race. It is the policy of the College to prohibit any harassment of any person by any of its employees or students. This includes hazing, rights of initiation, and harassing acts of prank and "horseplay". Any violation of this policy must be immediately reported to one of the Vice Presidents (see Procedures, below) for corrective action and may result in discipline, up to and including immediate termination/withdrawal. The College is committed to providing substantive training for employees in the prevention of harassment.

Definition of 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.

Definition of Sexual Harassment

It is illegal and against the College's policy for any employee or student, male or female, to engage in actions which sexually harass another person by:

1. making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of the individual's continued employment or student status;
2. making submission to, or rejection of, such conduct the basis for employment or student status decisions affecting the employee/student;
3. stating or implying that a particular individual's advances in employment or student status have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship;
4. stating or implying that a particular person's deficiencies in performance are attributable in whole or in part to the gender of that person;
5. commenting on particular characteristics associated with a particular sex; or
6. engaging in conduct that has the purpose or effect of unreasonably interfering with an individual's work or study, or creating an intimidating, hostile, or offensive work or study environment by such conduct or comments.

Examples of Sexual Harassment

Unwelcome sexual conduct can include a wide range of verbal, written, or physical conduct of a sexual nature. Sexual harassment does not mean occasional compliments which are socially acceptable. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

1. unwanted sexual advances or propositions;
2. offering employment or student benefits in exchange for sexual favors;
3. making or threatening reprisals after a negative response to sexual advances;
4. conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, and inappropriate comments or questions about one's own or another's sexual behaviors and preferences;
6. verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. physical conduct such as touching, assaulting, impeding or blocking movements.

Other Harassing Acts

The College has and enforces a strict, no-tolerance policy regarding hazing and harassing comments and behaviors with respect to gender, age, religion, or disability.

Pornography

The possession or viewing of pornographic materials in any form, including via the Internet, is strictly prohibited. Northwest College does filter and monitor all inappropriate internet activity on campus.

Public Displays of Affection

As members of the College community and participants in a Christ-centered environment, everyone is expected to exercise moderation regarding public displays of affection.

STUDENT / RESIDENT LIFE POLICIES AND PROCEDURES

Bicycles

1. Bicycles may be stored in the designated bicycle rack located on campus. Northwest College is not responsible for lost, damaged, or stolen bicycles. It is up to the student to provide his/her own lock.
 - a. Apartment residents will need to obtain a Bicycle Permit from the College Housing Office.
2. No bicycles are permitted at any time in the entryways, residence hall lounges or hallways, stairwells or closets in any of the residence halls or campus buildings. Any bicycles found in these areas will be confiscated.
3. Students may keep bicycles in their own rooms under the following conditions:
 - a. All bicycles will be pushed to and from the student's room. At no time is any bicycle to be ridden in the residence hall.
 - b. Students must notify the Resident Dean when they are storing a bicycle in their rooms. This notification must include the specific residence hall, the student's room number, bicycle color, and name brand.
 - c. Storage of bicycles in dorm rooms is only permitted for students who occupy the room and have received permission from the Resident Life Staff and from their roommate.
 - d. Any damage resulting from storage of bicycles in residence hall rooms will be assessed to occupants of that room.

Distribution of Materials and Posting Bulletins & Advertisements

Advertisements, leaflets, newspapers, and/or other materials may not be distributed or posted by students or non-students on the College campus or in the College facilities without the expressed permission of the Student Development Office. 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 College community and be complimentary to the Vision and Mission of the College. Students who violate any policy relating to the distribution or posting of leaflets, newspaper or related materials may be subject to disciplinary action.

The Student Development Office must approve all bulletins and announcements to be posted. The Campus Ministries Office must approve Student Ministry bulletins and announcements.

The posting by student organizations of posters, signs, or announcements are allowed only on designated bulletin boards. If permission is granted to post signs on glass or walls, double-sided tape must be used and is available in the Printing Services Office, Campus Ministries Office, or the Student Development Office.

Students may post advertisements for services offered and for used merchandise, but not for new merchandise for which the student may or may not be an agent or sales representative. Permission to post such an ad is not an endorsement by the College.

Drug, Alcohol, Tobacco Policy

Northwest College prohibits the purchase, possession, and/or consumption of any type of alcoholic beverage or illegal drug at anytime during your college career. Any student who is found in possession of an alcoholic beverage and/or illegal drugs may be suspended. Residential students found to have alcoholic beverages and/or illegal drugs in their room may be suspended from the resident hall and subject to further disciplinary measures. Any guest on Northwest College campus found in possession of alcoholic beverages and/or illegal drugs will be asked to leave the campus immediately.

Northwest College is a tobacco-free environment. Possession or use of tobacco products is in violation of Northwest College standards and policy.

Violations of city, county, state and federal laws regarding the use of illegal drugs and/or alcoholic beverages may result in charges being filed with the proper law enforcement authorities as well as College disciplinary action.

Northwest College of the Assemblies of God (the "College") is required by the Drug Free Schools and Communities Act Amendment of 1989 to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually in conjunction with registration for classes and every employee of the College shall receive a copy of the program annually through the campus mail.

1. Policy

The unlawful possession, use, or distribution of illicit drugs is prohibited on College property and in conjunction with College activities. The possession, use, or distribution of alcohol is prohibited on College property and in conjunction with College activities.

Student organizations are under the same legal requirements as individuals concerning local, state, and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College recognition of the organization.

Students and employees are reminded that the College is owned and operated by member districts of the Northwest region of the Assemblies of God, and that they are expected to abide by the highest standards of Christian ethics. The College, and the Assemblies of God, interprets the Bible to condemn illicit alcoholic beverage consumption, and the possession or distribution of illicit drugs.

2. Definitions

- "College activities" are defined as those activities that are sponsored by a College department or are sponsored by a recognized student organization.
- "College property" is defined as College-owned or leased grounds, facilities, or vehicles.

3. Description of Local, State, and Federal Legal Sanctions

Local sanctions

Kirkland Municipal Code (KMC) prohibits the following acts:

Alcohol offenses:

Consumption of liquor. It is unlawful for any person under the age of twenty-one years to acquire in any manner, consume, or have in his possession any intoxicating liquor, provided that the foregoing shall not apply in the case of liquor given or permitted to be given to such persons under the age of twenty-one years, by his parents or guardian for beverage or medical purposes and which shall be consumed in the presence or premises of said parent or guardian, or administered to him by his physician or dentist for medicinal purposes. (KMC 11.44.070)

Intoxicating liquors and drugs prohibited. It is unlawful for any person to possess a container of any alcoholic beverage, whether opened or unopened, while in any city park. Any person having a container with one's immediate reach or control, (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park, may be considered to be in possession of the container for the purposes of this section. (KMC 11.80.210)

Liquor in public. It is unlawful for any person to open a container or possess an opened container of intoxicating liquor or to consume intoxicating liquor in a way open to the public or a public place other than a public place specifically identified and posted as a place where intoxicating liquor may be consumed. (KMC 11.84A.050)

Intoxication. (a) It is unlawful for any person who is under the influence of intoxicating liquor or narcotic or habit forming drugs to operate or be in actual physical control of any vessel or watercraft. (b) It is unlawful for the owner of any vessel or watercraft or any person having such in charge or in control to authorize or knowingly permit the same to be operated by any person who is under the influence of intoxicating liquor, narcotic or habit-forming drugs. (KMC 14.24.050)

Illicit drug offenses:

The following sections of RCW Chapter 69.50 relating to drugs and other controlled substances, defining crimes and prescribing penalties, are adopted by this reference: (KMC 11.77.010)

RCW 69.50.101 RCW 69.50.212 RCW 69.50.403 RCW 69.50.102 RCW 69.50.302
RCW 69.50.404 RCW 69.50.201 RCW 69.50.306 RCW 69.50.405 RCW 69.50.202
RCW 69.50.307 RCW 69.50.407 RCW 69.50.204 RCW 69.50.308 RCW 69.50.412
RCW 69.50.206 RCW 69.50.309 RCW 69.50.505 RCW 69.50.208 RCW 69.50.401
RCW 69.50.506 RCW 69.50.210 RCW 69.50.402 RCW 69.50.509

Any person convicted under this chapter of violation of any of the provisions adopted in Section 11.77.010 is guilty of a serious crime as designated in Section 1.04.010. (KMC 11.77.020)

4. State Sanctions

Washington statutes prohibit the following acts:

Alcohol offenses:

Purchase or possession by a minor. This offense is punishable as provided under the Juvenile Justice Act. (RCW 13.40.0534)

Illicit drug offenses:

A description of the applicable legal sanctions under state law is set forth in Appendix A. (RCW 69.50.401 to 69.50.435)

5. Federal sanctions

Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in state and local law.

Legal sanctions under federal law for the unlawful possession of illicit drugs include the following:

21 U.S.C. 844(a):

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceeds 5 grams; (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams; (3) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7):

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment.

21 U.S.C. 881(a)(4):

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a:

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a:

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g):

Ineligible to receive or purchase a firearm.

Miscellaneous:

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, are vested within the authority of individual federal agencies.

6. Health Risks Associated with the Use of Drugs and Alcohol

The use of any mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develops, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help.

Drugs such as cocaine, amphetamines, barbiturates, marijuana, and alcohol alter emotional, cognition, perception, physiology, and behavior in a variety of ways. Health risks include but are not limited to depression, apathy, hallucination, paranoia, and impaired judgment. All substances can have adverse effects on pregnancy. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

It is impossible to accurately predict how an individual will react to a specific drug or alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the history of use, and

whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to variability in dosage and purity. Further, the overall potency of street drugs has increased dramatically making users increasingly susceptible to negative effects.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage, and eventually death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma and death. Even low doses of alcohol significantly impair the judgment and coordination required to safely drive a motor vehicle, increasing the likelihood the driver will cause an accident. Low to moderate use of alcohol increase one's risk towards involvement in a variety of violent acts, including rape and domestic violence. Moderate to high use of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Women who drink alcohol while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physiological, mental and emotional impairments. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

7. Description of Available Services

On Campus

Counseling Services

Counseling appointments are made with the Director of Counseling Services at 889-5282. The Counseling Center provides information on drug and alcohol prevention and recovery treatment. Counseling services provided to students are **confidential**. The Counseling Center abides by Washington State Administrative Code protecting confidentiality as the legal right of students seeking counseling services.

Students with needs beyond the scope of services the Counseling Center staff are able to provide will be referred to an off-campus service provider. If a student is referred to a counseling agency apart from Northwest College, all fee schedules are between the student and the service provider.

Health Services, Crowder Lobby 889-5284.

Health Services is staffed by a registered nurse and is able to provide limited health care to students. Health Services also provides information on drug and alcohol related problems and provides referral information.

Community services

Off-campus community counseling and treatment services are available from the following organizations:

Al-Anon/Alateen

206-625-0000

Alcoholics Anonymous

425-454-9192

Alcohol/Drug 24-Hour Help Line

206-722-3700

1-800-562-1240

Alpha Center For Treatment, Inc. - Bothell (ACT)

10614 Beardslee Boulevard, Suite D

Bothell, WA 98011

425-483-4664

Associated Behavioral Health Care

1621 114th Ave SE, Suite 111

Bellevue, WA 98004

425-646-7279

Catholic Community Services

206-325-5162

Eastside Recovery Center

425-454-1505

King County Extended Care Unit
16200 227th SE, Maple Valley, WA
425- 392-9467

Lakeside-Milam Recovery Center
10322 Northeast 132nd Street
Kirkland, WA 98034
425-823-3116

Narcotics Anonymous
425-451-1516

**Washington State Council on
Alcoholism**
1882 136th Place NE, Bellevue, WA
425- 643-2244

8. Penalties of Violations

Violations of these Northwest College policies may result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution.

9. Program Review

Approved by the College Executive Board of Directors on September 28, 1990.

Fire Hazards

Due to fire danger and/or property damage, students in all residence halls are allowed to use only light appliances in their rooms, i.e., razors, radios, TV's, VCR's, tape/CD players, hair dryers, sewing machines, and self-contained appliances such as automatic coffee makers, popcorn poppers and toasters (toaster ovens are not approved) provided they are approved by Underwriter's Laboratories. Food must be stored in appropriate containers. Report of careless or improper use of these appliances will result in their removal from the room. Halogen lamps are not allowed in the residence halls, due to the fire hazard they pose. Owners of appliances that are not approved for the residence halls will be held responsible for any damage caused by their use.

The use of candles, incense or any open flame in the residence halls is viewed as a fire hazard and is therefore prohibited. Microwaves are allowed in Perks Hall only. Guy, Crowder, Gray and Beatty are not capable of handling the electrical load. Due to extreme fire hazards, irons are to be used only in laundry areas.

Harassment Complaint Procedure

1. *Complaint and investigation.* Any person who believes he/she has been the subject of harassment or has observed conduct of a harassing nature must report the alleged act immediately to the appropriate Vice President.
 - a. Students report to the Vice President for Student Development
 - b. Faculty report to the Senior Vice President for Academic Affairs
 - c. Staff report to the Senior Vice President for Administrative Services
 - d. The College will undertake an impartial investigation upon presentation of an individual's complaint. If the harassment continues to occur, the individual must contact the Director for Human Resources.
2. *Corrective Action.* After an appropriate investigation by the College, any person who was found to have harassed or discriminated against another will be subject to corrective action and appropriate discipline, up to and including immediate termination/withdrawal.
3. *Confidentiality.* The College will use special safeguards in handling harassment complaints. However, in order to act on behalf of all persons, the College cannot guarantee the anonymity of an individual making a complaint. The College reserves the right to fully investigate every complaint, and to notify appropriate officials as the circumstances warrant.
4. *Protection against retaliation.* It is contrary to College's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment. Any person 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 termination/withdrawal.

5. *False claims.* The College recognizes that false allegations of harassment can have serious effects on parties, given the serious nature of this type of accusation. Therefore, the College may take disciplinary action, up to and including immediate termination/withdrawal, in cases where one submits false, frivolous, or vexatious complaints. The College will not take disciplinary action against an individual who submits a complaint in good faith.

Mental Disorder Policy

A student challenged with a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent is encouraged to seek appropriate professional treatment so they may meet and maintain the academic and behavioral standards of Northwest College. A student who violates the academic and/or behavioral standards of the College will be subject to disciplinary action (The Ministry of Discipline section of the Student Handbook). In the judgment of the Vice President for Student Development and the Student Development staff, a student challenged with a mental disorder who is believed to be in violation of the academic and/or behavioral standards of the College will not be diverted from the normal disciplinary process unless, as a result of the mental disorder, they do not understand the severity of the identified violations and/or do not have the capacity to respond to the resulting consequences of the violations.

Motor-Vehicle Policy

Philosophy:

It is the responsibility of Northwest College to provide and maintain a safe campus environment for pedestrian and vehicular traffic. It is considered a privilege 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. Citations may be issued for violating campus driving and parking regulations; the citations demand a monetary fine. The Vice President for Student Development may suspend one's campus driving and parking privileges should said person fail to comply with the regulations. The Northwest College Campus will include the following properties: the main campus facility located at 5520 108th Ave. N.E. Kirkland, WA, the Firs and single student apartments located at 113th Pl. and 114th Ave. in Kirkland, WA and the property located at 6710 108th Ave N.E. Kirkland, WA.

General Regulations:

1. All motorized vehicles, including motorcycles, owned and operated on the college campus by students, faculty and staff must be registered with Northwest College and display a parking permit. The sticker permit must be affixed to the inside lower right hand portion of the vehicle windshield. The sticker should be located in such a manner as to be easily read from outside the vehicle. Permits should be obtained and installed no later than one week after the first day of class. Student vehicles should be registered with the college at the time of student registration.
2. All vehicles that operate and park on the campus, must have current registration from the State in which the vehicle is registered, be insured and operable.
3. Vehicles, driving on campus, will be operated in a safe manner. Drivers will observe the campus speed limit (15 mph.), regulatory signs and yield to pedestrian traffic.
4. Drivers will not operate a vehicle while under the influence of alcohol, drugs or any medication which would impair their driving ability.
5. Vehicles operated on campus must be mechanically equipped and maintained as specified in the Washington State Vehicle code.
6. Vehicles operated on campus during the hours of darkness, will do so with the head and tail lamps lighted.

7. Vehicle repairs can only be accomplished in campus parking spaces which are not on campus streets. A vehicle repair permit must be obtained from Security and placed on the dashboard of the vehicle so that it can be read from outside the vehicle. The repairs must be completed in 14 days; extensions can be authorized in hardship situations. The repair area must be kept free of hazards, vehicle parts, and junk, debris and vehicle fluids. Repair areas that are not cleaned by the student, may be cleaned by maintenance at the student's expense. Non compliance may result in the vehicle being towed from the campus.

Parking Regulations:

1. Parking is based on a first come basis.
2. Parking is limited to one vehicle per space, motorcycles excluded.
3. Overnight parking for guests should be cleared through Campus Security; (425) 889-5500 or (425) 864-1552.
4. Handicapped parking spaces are limited to those possessing and displaying a valid handicapped parking permit.
5. Vehicles must not be parked within 15 feet of a fire hydrant.
6. Parking marked "reserved" is assigned to faculty and/or staff and is not for student use.
7. Visitor parking spaces are reserved for those visiting the campus and not for those who are regularly at the college.
8. Vehicles must not be parked in a fire lane. A red curb designates a fire lane. Vehicles may be cited or towed at the owner's expense, if parked in a fire lane.
9. Loading zones are provided for loading and unloading and are not to be used for general parking.
10. Firs residents will park only in spaces assigned to Firs parking. Firs residents will not park in the single student apt. house parking spaces. Vehicles will display a parking permit as specified in "section 1" under Regulations.
11. No Fir's tenant is allowed more than two vehicles parked in the Fir's parking lot at any one time. All tenant's vehicles parked in the Fir's parking lot must display a college parking permit. Motorcycles should be parked in the Fir's parking lot as assigned by the Fir's management.
12. Single student apt. residents will park only in the spaces allocated for single student parking. Vehicles will display a parking permit as specified in "section 1" under General Regulations
13. Vehicles are not to be stored in the Firs or single student parking lots. Stored vehicles may be towed at the owner's expense.
14. Firs and unmarried student apt. house residents, will **not** park on any neighborhood surface streets surrounding the Firs and Apt. areas, including **114th, 110th and 53rd**; additional parking is provided in the Pavilion parking lot. The Pavilion lot is well-lit and secure.

Citations and Fines:

Security officers may issue citations for violations of the above listed regulations. The spirit behind the citation process promotes safety and a personal regard for others. Two types of citations are issued, a warning citation and a citation that demands a monetary payment. The warning citation clearly states "Warning". The warning citation is generally used each school year, only during the first two weeks of the fall semester. The citation demanding a fine does not have the word warning on the citation and is used throughout the school year. One who receives multiple citations, or commits violations of a serious nature, may be referred to the office of the Vice President for Student Development for further counsel. Citations will list the date, time, location and violation but not the fine amount. Citations are processed, the fine assessed as driven by the fine schedule listed below. The fine amount is then sent to the College Accounting office to be added to the student's bill or the employee's 1010 account.

Fine Schedule:

- | | |
|-----------------------------------|---------|
| 1. First and second citations | \$10.00 |
| 2. Third and fourth citations | \$15.00 |
| 3. Fifth and subsequent citations | \$25.00 |

Parking Permits and Fees:

Vehicles operated and parked on campus must obtain and display a Northwest College vehicle permit. The permit fee is \$25.00 per semester; Firs residents are exempt as the fee is included in their rental agreement. Transferring a parking permit, issued for one vehicle to another vehicle, is a violation. If a parking permit is lost, it can be replaced for a fee of \$2.00.

With the parking permit style change a color has been added specifying the area in which the permit is valid; as follows:

- Red, Students residing in residence halls
- Blue, Students who reside off campus (commuter students)
- Green, Students residing in the Single student apartments
- Yellow, Students residing in the Firs apartments
- Black, Staff/faculty parking

Storing of Vehicles:

1. Persons are not permitted to store their vehicles on campus except as follows. Persons will be allowed 14 days to have vehicles operational before the vehicle is towed at the owner's expense. Extensions can be given by Security in special cases. Should the vehicle be towed from the campus, towing and storage charges may be added to the student's Northwest College billing account.
2. If you are a returning student, your vehicle may remain on campus during non school months if you have received authorization from Security. A permit to park/store your vehicle on campus must be obtained from Security and posted in the vehicle so as to be read from outside the vehicle. Failure to comply may result in the vehicle being towed from the campus. It is suggested that the vehicle keys be left with Security in event the vehicle needs moving. If you are not returning to the college for the next semester, the vehicle cannot be stored on the campus. Vehicles in this category risk being towed from the campus at the owner's expense.

Towing Policy

Vehicles are subject to being towed from the Northwest College campus at the owner's expense, as follows:

1. The vehicle creates a safety hazard
2. The vehicle is abandoned (*see definition*) on the campus grounds
3. The vehicle is parked improperly or in a restricted location
4. The owner has been notified to move the vehicle and after a reasonable length of time (14 days) the vehicle remains on campus.
5. The vehicle is parked on the campus, the owner is unknown and security cannot determine if the vehicle is connected with Northwest College.
6. Moving the vehicle is necessary to facilitate a college related activity. Owner contact attempts are negative and a parking permit is not displayed on the vehicle.

Towing Process

1. Towing signs posted on the campus will be kept current and readable listing the name of the towing agency and telephone number.
2. Security will leave a towing notice on the windshield of the vehicle.

3. Security will attempt notification of the owner and ask to have the vehicle moved from the campus; this will be documented.
4. Mac's towing will be contacted to tow the vehicle. Their phone number is (425)822-2800.

Definition of Abandoned Vehicles

1. A vehicle owned by a student or employee who no longer attends or works at Northwest College and leaves the vehicle on campus without permission to do so
2. Vehicle is inoperable and left on the campus for longer than 14 days without permission to do so

For questions and clarification, feel free to contact Campus Security at (425) 889-5500 or (425) 864-1552.

Network and Computer Resource "Acceptable Use" Policy

1. Purpose:

This document defines the campus policy for the acceptable use of Northwest University's computing resources by faculty, staff and students. Modifications and corrections, exceptions, and or changes to this policy may only be made by the Board of Directors, University administration, or the Information Services Oversight Team (ISOT). The following guidelines are intended to supplement existing laws, agreements and regulations.

2. Privacy:

All Northwest University users will preserve the privacy information belonging to other individuals that is stored using Northwest University computing resources. Users agree not to acquire, modify, distribute or delete any information belonging to another individual without explicit permission. All users recognize that Northwest University is subject to the Family Educational Rights and Protection Act (FERPA) Buckley Amendment regulations regarding student records.

3. Private Gain:

Northwest University users agree not to utilize computing resources owned, leased, or maintained by Northwest University for private financial gain, except for personal compensation from Northwest University or with authorization by the Northwest University Board of Directors, University Administration, or ISOT team.

4. Damage:

All Northwest University users agree to exercise careful and responsible actions when handling computing devices and assume full responsibility for any loss, damage or destruction of such devices that is caused by negligence, misuse, abuse or carelessness. Users will not cause intentional damage to computer systems including altering software configurations, records or accounts.

5. Inappropriate Behavior:

Northwest University users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

- a. Utilizing another user's account and password
- b. Create, access, or transmit material considered sexually-explicit or pornographic.
- c. Intentionally infecting the network servers or other computers with a virus.
- d. Connecting networking equipment including but not limited to servers, routers, hubs, switches, and wireless access points to the campus network without written authorization from Information Services.
- e. Inappropriate, offensive, harassing or abusive language to other users in or outside Northwest University.

- f. Tampering with or modifying accessed equipment made available for use.
- g. Obtaining additional resources not authorized to the individual user or unauthorized access to systems.

All illegal activities will be reported to the proper authorities and pursued under the laws of the state of Washington.

6. Termination:

All electronic access accounts remain the property of Northwest University and are subject to termination upon graduation, withdrawal from courses, leaving the University's employ or as directed by the Board of Directors, University Administration or ISOT team. Primary data backup is the user's responsibility as Northwest University assumes no liability for loss via intentional or unintentional means.

7. Licenses and Restrictions:

Northwest University users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any computing resources belonging Northwest University for the purpose of violating any software license agreement or any applicable local, state or federal laws.

All privately-owned software loaded on any Northwest University system must be installed by the Information Services department and a copy of the licensing agreement placed on file.

I have read, do understand, and will comply with the above stipulations. I accept the fact that a violation of this policy by me may result in termination of my employment or student status with Northwest University.

Non-Discrimination Policy

Northwest College does not discriminate on the basis of race, sex, color, age, veteran status, national or ethnic origin, or disability in its educational programs, admissions, activities, or employment practices. More complete policies regarding ADA compliance and policies can be found in the office of the Vice President for Student Development or the Director for Student Success. Also refer to the Reconciliation Statement in the College Catalog.

Resident Policies

Check in/Check out Procedure

When checking-in, each student must sign a form verifying the furniture in the room and the condition of the room and the furniture.

When checking-out, each student must vacuum and thoroughly clean his/her room and put all original furniture in place. Defacing, removal of mounted furniture, or destruction of property will result in an assessed cost of repairs and appropriate discipline. A \$50.00 per occupant fee will be charged if the proper checkout procedures are not followed.

All residents must vacate their rooms on or before the Sunday following Commencement. The only exceptions are those who have been approved for Summer Interim Housing. Exceptions to this policy must be approved by the College Housing. If the checkout procedure is not followed, the cleaning/damage deposit will be forfeited.

When checking out, follow these steps:

1. Clean the room.
 - i. Remove all personal belongings from the room.
 - ii. Vacuum, dust, and thoroughly clean the room.
 - iii. Clean and put in place all original furniture.

- iv. Remove everything from the walls, including tape, wallpaper, contact paper, pictures, etc. and repair all holes.
2. After the room is thoroughly clean, contact the Resident Life staff.
3. The Room Check-in/Check-out form, completed when the student moved in, will be reviewed and signed by the Resident Life staff.

If properly checked out and approved by the Resident Assistant and the Resident Dean, refunds of the cleaning/damage deposit will be applied to account balances.

Curfew Policy for Residence Halls

All students are expected to follow the sign-out and sign-in procedure for the sake of good communication when leaving overnight.

All outside residence hall doors will be locked at 12:00 midnight Sunday through Thursday, and 2:00 a.m. Friday and Saturday. Residence hall lounges will remain open until corresponding times. (No loitering is permitted on campus after 12:00 midnight.)

A curfew of 2:00 a.m. is applied for all students.

All students returning to campus after 2:00 a.m. must contact the Security Officer on duty for entry to the residence hall. Students must record their name, residence hall room number, time of return, from what destination, and the date.

The curfew policy is as follows:

- Curfew is 2:00 a.m.
- Students are allowed five "late-ins" per semester beyond the 2:00 a.m. time before the disciplinary policy takes affect.
- Once a student has used five allotted "late-ins" he/she will be contacted by the Resident Dean regarding possible disciplinary action.
- Any student involved in the propping doors open, letting students in after lock-up, and/or allowing student access through a window, will be subject to disciplinary action.
- Non-registered guests and visitors are not allowed to remain past the lock-up of the residence halls.
- Work excused late-ins must be registered with the Resident Dean before the student comes in late. Exceptions to the above policy depend upon the responsible initiative taken by the student to inform their Resident Dean of the late-in, the legitimacy of the excuse, and/or the Resident Dean's judgment in the matter.

Guests

Students may invite a relative, friend, or current off-campus students to be their guest in the residence hall for 3 nights each semester without charge. Previous arrangements must be made with the Resident Dean by registering a completed Guest Registration form. If the guest is to stay more than three nights, a \$10.00 charge per night will be assessed. A guest may be allowed to stay a maximum of 7 nights per semester, room permitting. Students having unregistered guests will forfeit their 3 nights (without charge) and will be assessed \$20.00 (double the guest rate) per night for each unregistered guest. Failure to comply will result in disciplinary action. Any guests not complying with Northwest College policies will be asked to leave immediately. No guests are allowed in rooms or hallways of the opposite sex without prior approval. No overnight guest of the opposite sex is permitted at any time in student housing. Guests must be registered by using a Guest Registration Form available from one of the following persons: Resident Assistant, Resident Dean, or Director of Community Life.

All guests not registered for an overnight stay must leave the campus by 12:00 midnight Sunday through Thursday, and 1:00 a.m. Friday and Saturday. Violation of this policy will prohibit the guest from being on campus at any time.

Individual Room Guidelines

Students are expected to keep their rooms clean and orderly to avoid potential health problems. Walls must not be defaced by nails, paste or markings. Any posters or commercial product posters that portray Christian values in a negative light or are suggestive in nature are not allowed inside residence hall rooms. Any signs, posters etc., which portray Christian values in a negative light and/or are suggestive in nature that are placed on the outside of residence hall doors or in any other residence hall location will be removed by the Residence Life staff.

All trash must be disposed of in dumpsters located outside each residence hall. Trash and/or garbage from residence hall rooms are not to be placed in bathroom trash receptacles, in hallways, etc. Students may be fined up to \$25.00 per offense in this regard.

When a student leaves the residence room, lights should be off and windows should be closed so that the blinds will not be damaged by rain or wind.

Students should use every precaution to safeguard their personal property. College authorities assist in every way possible to locate lost or missing articles, but cannot assume responsibility in this matter.

Special arrangements for moving after a room is assigned must be pre-approved by the Resident Dean.

Interim Housing

On campus interim housing is available on a per month basis separate from the regular semester charges. Rent payment is due in advance. Interim housing is divided into two time frames: Winter interim housing between Fall and Spring semesters, and summer interim housing. Interim housing is only available to those students pre-registered and returning for the next semester. Students who use their room as a residence between semesters are charged at the interim rate. Students registered for the Spring semester who would like to leave personal affects in their room may do so at no charge. An Interim Housing Form must be completed, returned and approved by the Housing Office prior to dates needed. Students who have been placed on Citizenship Probation during a semester may forfeit interim housing privileges.

Kitchenettes

Two kitchenettes with a microwave and a stove are available for light cooking. One is located in the basement of Guy Hall; the other in the basement of Beatty Hall. No refrigerators are provided. Students who use the kitchenettes are responsible to keep the area clean. Any utensils left in the kitchenettes will be removed each night.

Lounges

The lounge of each residence hall serves many functions: a lobby, communication center and visitor area. All behavior in the residence hall lobbies must comply with the guidelines and policies of Northwest College.

The lounges in the residence halls are provided as places where students may come for social fellowship and relaxation.

Students appearing in the lounge of their residence halls during open house hours must be dressed in acceptable general campus attire.

The College encourages a variety of social and cultural opportunities that contribute to students' spiritual, intellectual, social, and physical development. These interactions help students toward responsible maturity in public and private relationships while remembering the importance of a Christ-centered environment.

Crowder Hall Lobby is not to be used as a lounge. Students are asked not to remain in this area for more than 15 minutes.

Visitation in Lounges

Gray/Beatty, Perks:

Sunday - Thursday 8:00 a.m. - midnight

Friday - Saturday 8:00 a.m. - 1:00 a.m.

No visitors of the opposite sex are permitted to go beyond the lounges. A given lounge may be closed on special occasions. Conduct in the residence hall lounges must be in keeping with Christian principles of modesty and good taste. Activities that can be embarrassing to participants and observers will not be permitted.

Overnight Absences

Northwest College expects all students spending the night away from campus to abide by the philosophies and policies of Northwest College. All students must sign out with their Resident Assistant and leave the necessary information *before* students leave for the night. For security and emergency purposes the following information is critical:

1. Name
2. Address
3. Phone Number
4. City & State
5. Relationship (roommate, relative, friend, etc.).
6. Any student under age 18 intending to spend the night away from campus must inform their Resident Dean before leaving.

Pets

Students are not permitted to keep pets of any kind in residence hall rooms or student apartments. The only exemption to this policy is fish contained in a fish tank of no more than twenty-five gallons per room.

Privacy

A student's room is private and is to be respected so by others. Entering another room or borrowing possessions without permission is wrong, as is damaging the property of a fellow student. Borrowing and/or loaning money or possessions is strongly discouraged. Students must learn to become one of a family group without infringing on the rights of others. The student's room, however, is subject to inspection at any time by the Resident Deans or College Administration.

Quiet Hours

Realizing the necessity for studies and sleep, quiet hours from 9:00 p.m. to 8:00 a.m. have been established. All students are expected to intentionally contribute to an atmosphere of study and quietness. Out of respect for other students, unnecessary noise in rooms or hallways, such as loud playing of musical instruments or stereos, radios, TV, etc., is not permitted.

All musical instruments are to be played at room level. Residence Life staff reserves the right to define room level volume and to determine instruments that cannot be played at room level. Electrically amplified instruments should be played quietly during the day, and with headphones during quiet hours. This standard is in place for the sake of respecting other students and maintaining a community where different tastes and schedules can be maintained. Failure to abide by these standards may result in loss of privileges.

Students should not linger outside residence facilities or cause unnecessary noise between 9:00 p.m. and 8:00 a.m.

Students are encouraged to listen to radio programs and recordings that are in harmony with Christian standards. Out of consideration for others, all music should be played only at room level volume.

Resident Personnel

The Mission of Northwest College Resident Life is to provide a Christ-centered community where students grow spiritually, intellectually, and socially through personal development and servant leadership.

In pursuit of this mission, Resident Life is dedicated to a partnership with students, faculty, staff, and students' families.

Resident Life Goals

- **Collaborative learning environment:** Resident Life will work with college staff and faculty to facilitate a campus-wide environment of collaboration to enhance the learning experience of all students.
- **Student orientation & success:** Resident Life will participate in programs designed to help students develop the skills necessary to enjoy a successful college career.
- **Spiritual, intellectual, social & physical development:** Resident Life will provide students strategic opportunities to mature in Christ and develop a clear Christian worldview.
- **Leadership education:** Resident Life will provide students opportunities to acquire the skills needed to be effective leaders both on and off campus.
- **Learning communities:** Resident Life will enhance the dorm experience by offering a living-learning environment for development.
- **Service learning:** Resident Life will provide opportunities for students to serve others, following Christ's example, while increasing their awareness of social, cultural, commercial and political issues.

Boyer's Six Principals of Community:

1. **Educationally Purposeful** – a place where faculty, staff and students share academic goals and strengthen teaching and learning on campus.
2. **Open** – a place where free speech is protected and civility powerfully affirmed.
3. **Just** – a place where the sacredness of each person is honored and where diversity is aggressively pursued.
4. **Disciplined** – a place where individuals accept their obligations to the group and where well defined governance procedure guide behavior for the common good.
5. **Caring** – a place where the well being of each member is sensitively supported and where service to others is encouraged.
6. **Celebrative** – a place where the heritage of the institution is remembered and where rituals affirming tradition and change are shared.

Room Damage

Breakage or damage to College property should be reported immediately to the Resident Dean or Resident Assistant. The cost of unreported damage may be assessed to all of the students on the floor or room where the damage took place. All College furniture must remain in each lounge and in each individual room; removal of furniture may result in a fine and/or disciplinary action.

Any property damage occurring in the residence halls may result in the cost of the repair of the damage being dispersed among the residents on the floor or building where the damage occurred.

Schedule of Damage Charges

The following is a schedule of charges that may be assessed for general and miscellaneous damage to carpet, closets, doors, beds, lights, windows, desks, chairs, etc. The actual cost of repairs including materials and time are estimated as follows:

- **Rooms Requiring Repairs/Painting:**
 - Ceiling -\$50.00
 - Walls - \$25.00 per wall.
 - Total Room - \$200.00 for rooms requiring repairs and painting.
- **Furniture removal and/or dismantling of built-in furnishings including beds, bolsters, desks and closets, etc.**
 - Per items: \$100.00
 - Removal of personal furniture left behind: \$100.00
- **Carpet:**
 - Damage \$100.00 or cost of replacement.
- **Heaters:**
 - Heater covers which require replacing or repair - \$100.00
- **Custodial Charges:**
 - Room not cleaned - \$100.00
 - Improper Check-in/Check-out- \$50.00
- **Phones:**
 - Missing or demolished - \$100.00
 - Parts missing or damaged -\$25.00 per part
- **Fixtures** – \$100.00

Television/VCR

Television sets in resident facilities are a privilege and must be utilized as such, and as with all activities must take place under the banner of a Christ-like environment. Many programs now shown on TV and movie's are not conducive to spiritual strength, growth, and edification and whereas time is a God-given commodity especially significant to the Christian college student, it is encouraged that each student will assume the responsibility of self-discipline in the use of television viewing time in reference to the quality of programs, the rights of others, and the total time spent watching. The Residence Life staff has the responsibility and reserves the right to regulate the use of television and VCR's and determine the hours they are used. Television and VCR's are permitted in rooms under the following conditions:

- All TV sets and VCR's must be registered with Residence Life staff.
- Any room containing a TV or VCR must have roommate approval including all viewed material.

The Northwest College residence halls are a shared community. Because of the shared community environment and that the residence hall students are diverse in age, maturity level (emotional/spiritual), and culture background, all material viewed in the residence halls and student lounges must compatible with a Christ-centered environment. Consequently, there is a preliminary PG-13 threshold on all movie viewing. Movies with redeeming quality may be reviewed by Resident Life Staff for acceptance. This policy is based on the biblical principle that the freedoms of some should not cause the "weaker person" to stumble (1 Corinthians 8:13; Luke 17: 1-2).

Violations of any of the Television/VCR polices may result in disciplinary action.

Visitation

No student is permitted to be in the Resident Hall living area of the opposite sex. This includes both the hallways and individual residence hall rooms. Anyone found in violation of the policy will

be subject to disciplinary action. A guest found in violation of the policy may not be allowed to return to Northwest College. The Residence Life staff will post open visitation hours during which students may visit other residence halls.

The **single student apartments** do allow open-house visitation hours from noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday. Visitors of the opposite sex are to confine their visits to the living/dining room areas after 10 p.m. Room doors must be completely open at all times when visitors of the opposite sex are present. Those found in violation may be held accountable through the college disciplinary system.

Showing Movies or Videos on Campus

If you plan to show a movie or video on campus, please read the following information.

What the Law Says:

The Federal Copyright Act (Title 17 of the United States Code) is clear that neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside your residence.

Clubs, prisons, camps, public libraries, churches and **non-classroom use at schools and universities** are all examples of situations where a public performance license must be obtained. This legal requirement applies **regardless of whether an admission fee is charged**, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

There is a narrowly defined face-to-face teaching exemption. See below

Penalties for Copyright Infringement

"Willful" infringement is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

Copyright Infringers **are** Prosecuted.

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated.

If you are uncertain about your responsibilities under the copyright law, contact the Student Development office or MPAA, firms that handle public performance licenses or the studios directly. Avoid the possibility of punitive action.

The following are examples of public screenings and are illegal unless the film title being shown is a copy which was obtained with "Public Performance Rights":

- **in residence hall floor lounges**
- **in the cafeteria/Aerie**
- **in the Chapel**
- **anywhere outside on campus**

Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call.

Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

The major firms that handle these licenses include:

1. **Films, Inc., 1-800-323-4222**
2. **Swank Motion Pictures, Inc., 1-800-876-5577**
3. **Motion Picture Licensing Corp. (MPLC) 1-800-338-3870**

The Face-to-Face Teaching Exemption:

Use of a copyrighted film in classroom teaching, other than educational broadcasting, is a public performance which is exempt from the licensing requirement if **all** of the following conditions are met:

- The "performance" (showing of the film) must be by the instructor or pupils.
- The performance must be a part of **face-to-face** teaching activities. The teacher and students need not actually be able to see each other, but they must be present simultaneously in the same general area. Although one needs to be flexible about indirect delivery of a film to a single classroom, in general, the exemption does not include remote transmission of any sort, including closed circuit or cable originating from another part of the school. (An educational broadcasting exemption exists, but does not apply to movies.)
- The performance must be a part of the teaching activities of a non-profit educational institution. The teaching activities must involve systematic instruction rather than recreation or entertainment (regardless of the cultural value or intellectual appeal of "high-concept" pictures). The presenting location must be a non-profit school of some sort. Foundations or associations or other non-profit "educational" institutions are not exempted.
- The performance must occur in a classroom or similar place devoted to instruction. The exemption is for classroom, not school performances. Performances during school assembly, graduation ceremony or other general school event are not exempt.
- The performance must not use a film copy which was illegally made and which the person responsible knew or had reason to believe was not lawfully made.
- Please remember that showing a film without first obtaining the copyright puts the university, college, your organization and yourself at risk of liability which can include fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse.

Theft and Vandalism

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

Under Age 18 Guests

All guests under age 18 must have verbal or written permission from their parent/guardian submitted to the Director of Community Life prior to the requested stay. An "Under Age 18" form must be filled out by the student making the request and approved by the Resident Life staff prior to the guest's stay. Forms are available from the Resident Dean and/or the Director of Community Life.

Weapons, Fireworks and Explosives

Items such as handguns, rifles, shotguns, flare guns, starter guns, stun guns, B.B. guns, pellet guns or any other device which propels a projectile, including explosive devices, and 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, ninchackas, 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 Washington Weapons Title Code, 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 bodily harm.

THE MINISTRY OF DISCIPLINE

Principles and Purpose of Discipline

All discipline exercised at Northwest College strives to be based on biblical principles. Christian discipline seeks to maintain the integrity of the community and to be redemptive for everyone. Development of self-discipline (wise self-guidance) is the goal of all discipline.

Discipline will be based on the student's previous knowledge, personal accountability, and the failure, in action or in spirit, to abide by the principles and standards of the College. Students who voluntarily confess their difficulty and/or failure to act in accordance with the expectations of the College community with a humble and repentant attitude will usually be disciplined less stringently than those who must be confronted and are arrogant and defensive. When violation of civil law is involved, the College may refer such matters to proper civil authorities. The "ministry" of discipline is designed to be positive, flexible and preventative in nature with restitution, redemption and restoration as its goal. The Vision and Mission statements of the College are documents that guide the ministry of discipline.

Jurisdiction

All regulations concerning student conduct and discipline shall apply to all students attending Northwest College. It is expected that students will abide by the standards of conduct of the College during the interim and vacation periods. The College reserves the right to invoke retroactive discipline or refuse continued student status to and student who becomes involved in moral and/or other major violations of the standards of conduct.

Right of Initiation of Discipline

The disciplinary process may be initiated as a result of a complaint against a student by another member of the community or as a result of concerns regarding a student's behavior by Student Development staff, faculty, administration and/or any other specific individual designated by the President.

Student Rights

Students are considered to be innocent unless it is clearly demonstrated they are not innocent. When a student is accused of wrongdoing, he/she will be treated fairly in accordance with the policies and standards of the College. Witnesses may speak on the behalf of the student if requested. A student may appeal a disciplinary decision.

Disciplinary Procedures and Actions

Violations of behavioral expectations of the College community will be processed according to the potential impact of the violations on an individual community member, a group of community members, or the College community as a whole including the Christian witness of the community as persons who have committed themselves to follow the example of Jesus Christ. Repetitious violations, disrespect of authority and/or a resistant attitude or behavior may result in a minor violation becoming a major violation with a corresponding increase in the severity of disciplinary action.

Available disciplinary actions are:

- **Verbal Warning** – A verbal warning is recorded in the daily Resident Life log. If a student does not comply with a verbal warning as evidenced by repetitious violations, disrespect, and/or a resistant attitude, a verbal warning can become a written warning.

- **Written Warning** – A written warning is recorded in the daily Resident Life log, forwarded to a Resident Dean and/or the Director of Community Life for counseling/guidance with the student, and placed in the Resident Life file.

- **Provisional Citizenship Probation** – The Director of Community Life and/or the Vice President for Student Development will provide a written notice to any student placed on Provisional Citizenship Probation as a result of a violation of the behavioral and/or attitudinal standards of the College. A disciplinary contract that may include but is not limited to regular meetings with a Resident Dean, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Community Life and accepted by the student. A student's refusal to accept and perform the prescribed discipline or continued violation of student conduct policies while on Provisional Citizenship Probation will make the student subject to Citizenship Probation. A student may be subject to Provisional Citizenship Probation at the discretion of a Resident Dean and the Director of Community Life.

- **Citizenship Probation** - A written report will be submitted to the Vice President for Student Development by the Director of Community Life describing the violation(s) committed by the student including disciplinary action, if any, that has already been administered. The Director of Community Life and/or the Vice President for Student Development will provide a written notice to any student placed on Citizenship Probation as a result of a violating the behavioral and/or attitudinal standards of the College. Disciplinary action will place conditions upon the student's continued attendance at the College for violation of conduct standards. A disciplinary contract that may include but is not limited to regular meetings with a Resident Dean, monetary restitution, work assignments, community service, and/or other measures deemed necessary by the Resident Life staff will be designed and approved by the Director of Community Life, the Vice President for Student Development, and accepted by the student. The disciplinary contract may specify the period of non-participation in extra-curricular activities including but not limited to student leadership, athletic teams, intramural sports, summer ministry teams, debate teams, musical groups, etc. Being placed on citizenship probation during a semester may jeopardize the student privilege of interim housing. Citizenship Probation may be for a specific term or for an indefinite period, which may extend to graduation. Violation of citizenship probation shall be cause for further disciplinary action. Any student who is placed on citizenship probation may forfeit any Northwest College self-funded scholarship or discount for the following semester. A student may be subject to Citizenship Probation at the discretion of the Vice President for Student Development.

- **Suspension** - A written report will be submitted to the Vice President for Student Development by the Director of Community Life describing the violation(s) committed by the student including disciplinary action, if any that has already been administered. The Vice President for Student Development will present the evidence to the Citizenship Council made up of select members of the Student Development Committee, (three faculty members and two students appointed by the President for a one-year term). The Citizenship Council will determine if suspension is an appropriate discipline for the violation. Suspension may be for an indefinite or specified period of time. A written notification of suspension will indicate the term of the suspension and any special conditions, which must be met prior to re-admission.

- **Dismissal** - Termination of student status for violation of the standard of student conduct is considered permanent and final. Students dismissed from the College will not be allowed to apply for re-admission without the express written permission of the Vice President for Student Development.

Appeals

A student may appeal any disciplinary action. All student appeals must be made in writing to the Student Development Office within seven calendar days following notification of disciplinary

action. The student may appeal to the Director of Community Life any disciplinary action taken by a Resident Dean. Disciplinary action taken by the Director of Community Life may be appealed to the Vice President for Student Development. Disciplinary action taken by the Vice President for Student Development may be appealed to the Citizenship Council. The Vice President for Student Development, the Director of Community Life and the Resident Dean will act as advisors to the citizenship Committee in the case of an appeal. A full description of the appeals process is found in the Citizenship Manual.

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 (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or (b) engages, or threatens to engage, in behavior which would cause property damage or impede the lawful activities of others.

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 and standards of behavior. In the application and enforcement of regulations, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge, recalcitrance, and malice. Enforcement will be aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. The standards and regulations of Northwest College are intended to assist the entire College community to establish and maintain a Christ-centered environment, where the commitment to Carry the Call with servant leadership is a reality.

Grievances

Should any person, including students, staff, faculty, administration, business associates, or guests have a complaint (or grievance); the College is interested and concerned. In accordance with Matthew 18:15, if there is a dispute between two individuals the matter should be handled privately and promptly. If the issue is not resolved, the person with the grievance should discuss the matter with the appropriate authority as soon as possible. An honest effort will be made to resolve the matter to the mutual satisfaction of all concerned as quickly as possible.

While individuals are encouraged to discuss problems first with the person with whom they are in dispute in accordance with biblical guidelines, it is understood that under some circumstances an individual might believe it to be unsafe for them to do so. In that instance the person with the grievance should ask for the help of the appropriate authority in bringing the issue to the attention of the other person involved in the dispute and to mediate a solution to the problem. There will be no reprisal for pursuing a grievance.

The following guidelines are considered appropriate for students with a grievance:

1. If a student has a grievance against a professor, the student should first speak to the particular professor concerning the matter. If no satisfactory agreement is reached, they should take the matter to the Senior Vice President's Office.
2. If a student has a grievance against another student or in matters of student life, they should try to settle the matter privately between themselves and the other student or staff person. If this cannot be done, the student may take the complaint to their respective Resident Dean, the Director of Community Life, and/or the Vice President for Student Development.
3. If a student has a grievance against the College, the student is urged to present their concerns to the Vice President for Student Development. They may ask an elected class

or ASB officer, a faculty member, or a staff member to assist them in addressing the Administration about the grievance.

College personnel cannot always work instant solutions to all problems, but the NC student is among friends who care and will take all reasonable steps toward the solution of legitimate problems he/she may encounter. All grievances are processed in the spirit of Christ and with the understanding that all staff, students, faculty, and administrators are members of a Christ-centered community.

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
 - i. knowledge and approval of the appropriate administrator, advisor, or
 - ii. faculty member.
 - b. Not interfere with vehicular or pedestrian traffic.
 - c. Not interfere with any classes, scheduled meetings or ceremonies, or with
 - i. 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
 - i. philosophy of the Northwest College.
2. A student who conducts or participates in a meeting that violates any provision of
 - a. 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
 - a. violation of this section shall be subject to prosecution under the state criminal
 - b. trespass law and/or any other possible civil or criminal remedies available to the
 - c. College

Trespass

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:

1. 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.
2. 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.
3. Order any person, persons or group of persons to leave or vacate all or any portion of a College facility.
4. 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.

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.

Minor Violations include but are not limited to:

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.

Major Violations include but are not limited to:

1. Disobeying any city, state or federal Law
2. Alteration of records.
3. Assault or any forms of Harassment as described in "Living in Community"
4. Cheating/Plagiarism
5. Forgery
6. Gambling;
7. Open disrespect and/or rebellion;
8. Possession and/or use of alcohol, drugs, tobacco or illegal substances;
9. Theft
10. Unacceptable and inappropriate behavior, such as:
 - a. use of profane, vulgar language,
 - b. sexually immoral conduct,
 - c. repeated infraction regarding pornographic material,
11. Unauthorized possession or use of a College key or keys;
12. Use/possession of alcoholic beverages and/or tobacco products.
13. Use/possession of non-prescribed, non-over-the-counter, and/or illegal substances
14. Willful damage to school property, including the attitude and intention of the student involved, etc.

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.
4. 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.

Procedures for Minor Violations of Student Conduct

For Resident Students:

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

2. **Second Offense** - Written notice with copy of report to Resident Dean who shall meet with the student in for counseling and guidance. The Resident Dean will use discretion regarding the decision of discipline.
3. **Third Offense:** The Director of Community Life will be notified and may summon the student to appear for disciplinary action. A report of the violation and disciplinary action will be sent to the Vice President for Student Development for evaluation after which the student may be called before the Vice President for Student Development for counsel and/or further disciplinary action.
5. **Fourth Offense:** The student committing the infraction will be referred to the Vice President for Student Development Office with the complete written report concerning the series of infractions and the imposed disciplinary process.

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 Community Life to the Vice President for Student Development at the end of the semester in which the violations occurred.

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 Community Life will be notified and in turn notify the Vice President for Student Development. A minor infraction can lead to a major disciplinary action due to the student's conduct and attitude.

For Off-Campus Students:

1. **First Offense:** A conference will be held with the Vice President for Student Development.
2. **Second Offense:** 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 Vice President for Student Development.
3. **Third Offense:** 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 Vice President for Student Development at which time disciplinary action may be taken.

Possible Disciplinary Outcomes 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 may 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 Community Life will impose this disciplinary action.

- e. Confiscation - At any time when a violation of conduct standards involves personal items such as a stereo, musical instrument, VCR, TV, etc., the Resident Deans in consultation with the Director of Community Life have the authority to confiscate the items and place them in locked storage.

The Right of Appeal for Minor Disciplinary Actions

1. Any disciplinary action taken by the Director of Community 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.

Procedures for Major Violations of Student Conduct

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 Community 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 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 Vice President for Student Development may impose any of the actions listed in disciplinary actions for major violations.

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 may not be 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.

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.

Citizenship Committee Process and Procedures

- 1. Citizenship Committee Membership
 - a. The membership of the Citizenship Committee shall consist of:
 - i. Three faculty members appointed by the President for a one-year term.
 - ii. The Vice President for Student Development.
 - iii. The ASB President, the ASB Vice President for Student Activities, and the ASB Vice President for Outreach Ministries.
 - iv. Director of Community Life for consultation.
- 2. The Chairman of the Citizenship Committee shall be the Vice President for Student Development. If the 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 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.
 - a. Procedures for Hearing Before the Citizenship Committee
 - i. 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.
- ii. The student shall be given written notice of the time and place of his/her hearing before the Citizenship Committee. Said notice shall contain:
 - iii. A statement of the time, place and nature of the disciplinary proceeding.
 - iv. A statement of the charges against him/her including reference to the particular sections of the rules of student conduct involved.
 - v. A list of witnesses who will appear and a summary description of any
 1. documentary or other physical evidence that will be presented by the College at the hearing.
 - vi. 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.
 - vii. 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.
 - viii. 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.
3. The Citizenship Committee is subject to immediate call at the request of the 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.
- a. Evidence Admissible in Hearings
 - i. 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.
 - b. Decision by the Council
 - i. 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.
 - ii. 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.
 - c. Final Decision Regarding Disciplinary Action
 - i. 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.

Retroactive Disciplinary Procedure

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.

1. All retroactive disciplinary procedure will be conducted by the Citizenship Committee.

2. 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.
3. 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 the student including reference to the particular sections of the standards of student conduct involved.
4. 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.
5. 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.
6. 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 Vice President for Student Development and the student's permanent record in a sealed envelope to be only by the Vice President for Student Development or the President.
7. The vice-chairperson of the Citizenship Committee shall preside at the hearing, make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing if the Chairperson, and the Vice President for Student Development cannot serve due to a conflict of interest.
8. 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.
9. The Right of Appeals process is available to the student.

Disciplinary Records Process and Procedures

Minor Violation Incident Report

1. A minor violation of student conduct will be written on an incident report form and processed through the Resident Deans Office.
2. At the end of each semester, each respective Resident Dean will submit a list of minor incident reports to the Director of Community 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.

Provisional Citizenship Probation

1. Any student placed on Provisional Citizenship Probation, will receive a letter signed by both the Vice President for Student Development.
2. This letter will contain all information relating to the violation of student conduct and disciplinary action.
3. Copies of the letter will be retained by only the following people:
 - a. Associate Vice President for Student Development
 - b. The Student
4. If the student is under the age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct.
5. Notification of Disciplinary action will be placed in the student's file using only Form 1A (see forms).
6. This form will be removed from the student's file at the end of the semester following conference between the student, the Director of Community Life and/or the Vice President for Student Development.

Citizenship Probation

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

Dismissal

1. All students dismissed from Northwest College will be summoned for a conference with the Vice President for Student Development.
2. After the conference the student will receive a letter from the Vice President for Student Development containing the specific details relating to the major violation of student conduct standards and disciplinary action.
3. Copies of this letter will be retained by the following:
 - a. Associate Vice President for Student Development
 - b. The Student
4. 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 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.
5. 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.
6. If the student is under the age of 18 years, provision is made for notifying parents/legal guardian of specific violation of student conduct.
7. Board, room and tuition refunds will be prorated from the point of dismissal from the College.

Readmission

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.

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.

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 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 Vice President for Student Development before it is granted.

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 Vice President for Student Development.

STUDENT SERVICES

Academic Computing Center (ACC)

The Academic Computing Center, located in the basement of the Hurst Library building (entrance from outside the library only), offers Pentium-class computers with free laser printing. All stations are equipped with Windows XP and Office 2003 software and are connected to the Internet via a T1 line. E-mail is provided for every student and is accessible on every computer. Many courses are taught in the ACC, by a variety of departments, with curriculum covering a wide range of applications. The ACC offers staffed assistance during all open hours.

Bookstore

The College Bookstore is located in the Pecota Student Center. The bookstore carries textbooks, Bibles, commentaries, concordances, dictionaries, etc. The bookstore also sells stationery supplies, Christian music, sportswear, recordings, books, and Northwest College souvenirs. The bookstore is open Monday, Tuesday and Thursday from 8:15 a.m. to 5:00 p.m. and Wednesday and Friday from 8:15 a.m. to 4:00 p.m.

Bulletin

The Student Development office publishes the Student Bulletin weekly on the NC web site. Student activity announcements can be emailed to bulletin@ncag.edu

Campus Communications

The Northwest College email system with student and employee email addresses is critical when the College communicates with students and students communicate with College employees. Therefore, EVERY student is expected to use his/her NC email address throughout the college year. 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 College issue that concerns them. Student officers, Residence Life staff, Director of Student Success, the Vice President for Student Development, other College Administrators, and faculty are available to hear recommendations, opinions, or constructive criticism.

Clubs and Organizations

Membership in student organizations is open to all students without regard to racial origin or social status. People wishing to form an official college club or organization are expected to:

1. Submit a written proposal to the Director of Community Life. Proposals should include the rationale for organizing and at least ten signatures of students committed to support the organization.
2. Secure preliminary approval from the Director of Community Life. Such approval will be based on the purpose and need for such an organization and the degree to which it may be in harmony with the Vision and Mission of the College.
2. Submit to the Director of Community Life and the Vice President for Student Development a written Constitution and Bylaws of the organization.

College Facilities

The campus of Northwest College is for the use of the college community. Reserving the use of all facilities is made by: filling out the "Facilities Request" form, obtaining the signature approval from the department head, and submitting the form for final approval to the Administrative Services Office.

Future use of a Northwest College facility is determined by the clean and properly used condition of the facility after each use. All use reports including mileage and incidents must be completed and submitted to the Maintenance Department immediately upon return of the van(s).

College Vans

Northwest College has a limited number of vans available for approved College use only. To reserve a College van a completed "Van Request Form" with the approval and signature of the appropriate department head must be submitted to the Administrative Services Office. A seven (7) day advance notice is required, and all drivers must be pre-approved. All use reports including mileage and incidents must be completed and submitted to the Maintenance Department upon return of the vans(s).

Counseling

The purpose of Northwest College Counseling Services is to support and encourage students in their spiritual, psychological, social, vocational and academic development. Counseling services are both preventive and redemptive. We believe that God is fulfilling a redemptive story in our lives, and at times we need help as our stories unfold. Counseling is available to help students in this process. Integrating counseling practice with Biblical faith, we endeavor to assist students to be better equipped to live Christ-centered lives in service, vocation, and community.

Services provided include: individual counseling, family counseling, pre-engagement and pre-marital counseling, crisis intervention, career counseling, referrals to community resources, and workshops and seminars. Some of the common concerns students bring to the Counseling Center include: depression and anxiety, relationship issues, family concerns, grief and loss, recovery from trauma and abuse, eating disorders, challenges with life transitions, and decision making regarding a major/career track. The Director of Counseling Services may determine that a student's concern or need is beyond the scope of services provided by the Counseling Center. The Counseling Center will assist the student with referrals to off-campus service providers.

Confidentiality: Confidentiality is the legal right of students seeking counseling. Students receiving counseling for any reason will receive confidential treatment. Included in this are students whose behavior violates community standards as described in the Student Handbook. Adhering to confidentiality does not imply that the Counseling Center personnel endorse or approve of such behavior; however it does mean that students can safely share their struggles and concerns with a counselor and trust the professional will handle the information without disclosures or breach of confidentiality.

In the following exceptional situations the counselee's right to confidentiality is waived with or without the consent of the counselee:

- Contemplation or commission of a harmful act, including threat of harm to the counselee or another person;
- Suspected abuse or neglect of a child, dependent adult, or developmentally delayed individual;
- A counselor or the Counseling Center receives a subpoena or court order;
- The counselee brings charges against a counselor or the Counseling Center.

Fees: Counseling services provided by NC Counseling Center are offered at no cost to currently enrolled students. Alumni may use the counseling services for a fee. Students may be responsible for the expense of some test materials and other consumable resources they use. This cost will be discussed with the student prior to the expense being incurred. Students are financially responsible for services provided by off-campus providers.

Appointments: Appointments can be scheduled by contacting the Counseling Center at ext. 5282.

Location: The Counseling Center is located to the north of the entrance to Perks Lounge.

Career Counseling

The Counseling Center assists students with career decisions and planning by offering individual counseling, personal development and career planning groups, career testing, and computerized career exploration.

Careerway.com is a career exploration web tool that provides six assessments, automatic self to job matching, matching jobs to college majors, online career research tools, and a guided career decision making process. Students may access careerway.com by logging on to www.careerway.com/partners/ncag and registering using their NC email address. Within minutes the student will receive their access password in their NC email box. It is prohibited to let any other individual log on to Career Way using your access code. To do so will place the college at risk of losing our license and the student will be held responsible.

Employment

Employment opportunities in the Northwest College community are excellent. On-campus employment for students is coordinated through the Human Resources Office in the 6710 North-Campus building. Applications are also available or at the reception desk of Davis Administrative Center.

For information on part or full-time employment off-campus please visit the current student section of the website at www.nwcollege.edu/current, and follow the link to "Job databases." You can also find it on <http://eagle.ncag.edu/jobsearch/>. You can also find Job Search on all Kiosks throughout campus.

International students are generally not legible to work off-campus while studying in the United States.

Students are expected to represent Northwest College at all times, on and off campus, with positive Christian characteristics and appropriate professional behavior.

Family Student Housing

The College has 114 apartments available for married students or single parent students. Thirty-six of these are one-bedroom units designed for married students without children. Forty-two are two bedroom units designed for married students with children or single parents. In addition the college has 2 and 3 bedroom apartments available in the latest housing development. All apartments are under the College jurisdiction and management. Information concerning Family Student Housing may be obtained from the College Housing Office at (425) 889-5334.

Food Service

The Dining Hall offers a wide variety of quality food choices appealing to differing preferences. Listed below are the various meals' service focuses, although various Deli, Salad, and Specialty Bars are also open during these times.

Dining Hall Hours, Monday through Friday:

7:00 am - 9:00 am Hot Breakfast
9:00 am - 10:00 am Continental Breakfast
10:00 am - 11:00 am Light Lunch
11:00 am - 2:00 pm Full Lunch
2:00 pm - 5:00 pm Light Lunch
5:00 pm - 7:00 pm Dinner

Dining Hall Hours, Weekends:

	Saturday	Sunday
Breakfast		7:30 - 8:30 am
Lunch/Brunch	12:30 - 2:00 pm	10:30 - 12:30 pm
Dinner	5:00 - 6:00 pm	8:00 - 8:45 pm

When, because of medical or health conditions, students are required to have a special diet, they should submit a written notice from their doctor to the Student Development office. The doctor's statement should provide all information regarding restrictions and requirements of diet when health is a factor. The College reserves the right to charge for special diet provisions if necessary. All students must present their current I.D. Card with the meal ticket number to be able to eat any meal, or pay cash upon entry. Lost I.D. Cards must be replaced by the Information Services Office at the 6710 north Campus building in order for the student to eat in the Dining Hall. The charge for the replacement of a lost I.D. Card is \$10.00. Dishes, tableware, glasses, related items, and food must remain in the Dining Hall. The only exception is for students who are ill and who have received permission.

Options are available to students who wish to purchase a meal ticket for food services. Meal ticket purchases can be made from the Cashier in the Davis Administrative Center.

The food service at Northwest College is operated by Pioneer College Caterers.

Northwest Java @ the Aerie is located in Pecota Student Center. This comfortable, inviting café features premium espresso and coffee, as well as, light food items.

Health Services

The services of a registered nurse are available to all students. Office hours are Monday through Friday; 10:00 a.m. to 3:30 p.m. Special appointments may be made if the student has a scheduling difficulty. The nurse will consult with students concerning health matters and render certain health services as needed.

While the College does not maintain a staff physician, the Director of Health Services will provide referrals to students needing the services of a physician. Health Services is supervised by Eastside Family Health Center, P.S.

ID Cards

Each student must have his/her current Northwest College ID card for admission to the NC Dining Hall, checking out library material in Hurst Library, recording of Chapel attendance, and for admission to NC athletic events held in the Pavilion. Enforcing this policy consistently helps to ensure that students are getting the most for their investment. Replacement ID cards may be obtained from the Information Services Office at a cost of \$10.00.

Insurance

All students should carry medical insurance and continue existing policies because family policy protection generally offers more comprehensive coverage for the student.

Information is available regarding the purchase of student medical insurance through an outside agency. Brochures are available during registration, from the Human Resources Office, and the Health Center. Students are responsible for reading the brochure and implementing their own coverage. Questions regarding this insurance may be answered by the Human Resources Office (ext. 4203) or by calling the insurance broker directly. Students not covered under an existing policy should purchase student medical insurance.

International students must have proof of health insurance upon enrollment at Northwest College.

Intercollegiate and Intramural Sports

Northwest College participates competitively in Men's Basketball, Women's Basketball, Men's and Women's Cross Country, Men's Soccer, Men's and Women's Track and Field, and Women's Volleyball. Northwest College is a member of the National Christian College Athletic Association (NCCAA), the National Association of Intercollegiate Athletics (NAIA) and the Cascade Collegiate Conference. Intramural sports include basketball, flag football, volleyball, etc. Information will be available in the Athletic Department Office located in the Northwest Pavilion

Internet Connections

The College provides high-speed Internet connections through the campus network. To find out about our agreement with Microsoft go to <http://eagle.ncag.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/>.

The College has the capacity to monitor the entire College community to assure Internet users access appropriate Internet addresses.

Library

The D.V. Hurst Library is the information center on campus. The Library contains over 170,000 cataloged items, including approximately 7000 periodical titles, most of them available as full-text electronic documents. The Library web page (<http://library.ncag.edu>) provides easy access to Voyager, the local catalog of Northwest College's library holdings. The web page also provides 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 disk. 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, citation and style guides for term papers, and Research Guides for specific departments and majors, such as Education and Nursing.

College ID is required to check out materials in the Library. Library collections, services, policies and facilities are described on the library's web page. Students are responsible to know the library's lending and fine policies. To avoid fines, or the loss of borrowing privileges, materials must be renewed or returned by the due date.

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

In addition to the resources of the D.V. Hurst Library, all Northwest College students have borrowing privileges to a group of local academic libraries, known as the PSAIL (Puget Sound Academic Independent Libraries) Consortium. They include:

- Pacific Lutheran University (Tacoma)
- Saint Martin's College (Lacey)
- Seattle Pacific University (Seattle)
- Seattle University (Seattle)
- University of Puget Sound (Tacoma)

You can search their holdings from the Library's web page. Please be aware of their borrowing policies and be sure to return materials to the lending library on or before the due date.

Library Hours:

(when classes are in session Fall & Spring semesters)

- Monday: 7:30 AM – 11:30 PM
- Tuesday: 7:30 AM – 11:30 PM
- Wednesday: 7:30 AM – 11:30 PM
- Thursday: 7:30 AM – 11:30 PM
- Friday: 7:30 AM – 6:00 PM
- Saturday: 9:00 AM – 5:00 PM
- Sunday: 3:00 PM – 11:30 PM

For other times, such as the last weeks of the semester including finals week, breaks, holidays, Summer College and summer, the hours will vary. Please watch the student bulletin or the NC web site for updates, or check the Library's web page.

Mail

Mailboxes are assigned at New Student Orientation in the fall and spring semesters. A student will maintain the same mailbox throughout her/his time at Northwest College. Mailboxes should be checked regularly for announcements, exam papers, and mail.

All student mailboxes are located in the Pecota Student Center. **The following example should be followed for addressing mail to NC students:**

**John Doe - (NC mail box number here)
Northwest College
PO Box 97085
Kirkland, WA 98083-9785**

The campus Mail Services office is located adjacent to the College cashier in the lobby of the Davis Administrative Building. Their office phone number is 425.889.5223. Office hours are 8:15am to 5:00pm, Monday through Friday.

Security

Northwest College has security personnel who are available for assistance 24 hours a day. Students and guests are expected to fully cooperate with security personnel. The following phone numbers may be used when security assistance is needed:

- **222** for immediate service;
- **5500** from a campus phone;
- **(425) 864-1552** from an off-campus phone; and
- **911** from any phone for emergency service.

Use of these numbers helps keep the campus safe and is for security purposes only. Campus Security is automatically alerted when a call is made to 911 from a campus phone.

Shuttle

Northwest College operates a campus shuttle year round from dusk to dawn. Staffed by full-time Security personnel, the shuttles first priority is the safe transport of students between the single student apartments and campus shuttle stops. Shuttle contact phones are located in well-lit, secure and convenient locations.

Social/Cultural Program

The Associated Student Body, in cooperation with the Faculty and Administration, sponsors spiritual, cultural, and social-life programs to expand the cultural awareness of each student. These include but are not limited to films, lectures, musical presentations, and guests.

A social-cultural committee, composed of all ASB organization Vice Presidents, develops and promotes the student body social-cultural programs and calendar for the year. All organizations must clear their calendars through the social-cultural committee and the Director for Community Life for coordination and to make the events official. The social-cultural committee is chaired by the ASB Vice President for Student Activities and is responsible for all student-organized social-cultural events.

Storage

Students who are interested in the limited storage space available may contact the Cashier in the Davis Administrative Center at extension 5241 for further information. Students' personal property stored in the storage facility is not covered by College insurance. The College is not responsible to insure against the loss of, or damage to, personal equipment and affects of the students.

Student Associations

The College provides activities, which give opportunities for campus involvement. Examples of these organizations are:

- Associated Family Students (AFS) = All family students;
- Associated International Students (AIS) = All international students;
- Associated Men Students (AMS) = All single men students;
- Associated Student Body Officers (ASB) = All student-elected ASB officers;
- Associated Women Students (AWS) = All single women students.

These organizations have regular meetings, times of praise & prayer, and opportunities to enjoy speakers and musical guests.

Student Clubs

Current student organizations include:

- Drama Club
- Environmental Stewardship Club
- KCNC Radio
- PSI CHI Honor Society (psychology)
- Students In Free Enterprise (business)

Telephones/Long Distance

Phones are available for students' personal use and can be picked up from the Resident Deans. Any student needing a phone may check one out when moving into the residence hall.

The student and his/her (if applicable) are jointly liable for the equipment, including loss or damage as a result of theft or any other action. Students may purchase or bring their own phone from home. The phone must be a single, not multi-line set. Also the phone should always be set to tone, not pulse.

Each student in the residence halls receives a phone number that can be dialed directly (i.e. extension 6401 would be dialed directly by dialing 425-889-6401). This residence hall telephone number is the one given to family, friends, employers, etc., instead of the main Northwest College telephone number, 425-822-8266. When calling from room to room, use only the extension number and omit the 425-889. 6401.

To place a collect call, use any of the 800 numbers of the major long distance carriers. The residence hall telephone system will not accept incoming collect calls. Therefore, outside operators are directed not to allow these calls. Persons attempting to receive incoming collect calls will be responsible for any charges incurred and are subject to disciplinary action. Placing calls to 900 numbers or other tolls calls is unauthorized. A "toll call" is a call where there is an additional charge for the call, beyond the cost of long distance. Persons attempting to make these calls will be responsible for all charges and are subject to disciplinary action.

The use of the telephone system for prank phone calls is against federal laws and Christian principles. Any violation will result in disciplinary action.

Voice Mail

All dorm rooms are issued a phone number, which is shared between the roommates at no cost. One voicemail box per room. You can opt of having voicemail by using the form on <http://eagle.ncag.edu/is/voicemail>. Commuter students will also be able to request voicemail for on campus communication.

It is your responsibility as a student of Northwest College to fully comply with the principles outlined in the student handbook. Inappropriate or illegal use of the voice mail system (tampering with the system, your personal voice mail box, or other boxes) will be referred to the Student Development Office and/or other appropriate authorities for disciplinary/legal action. Tampering of any kind will also result in immediate termination of voice mail service without any refund. This agreement in no way represents a guarantee of service from Northwest College to the student.

Students should expect that at times the voice mail system would be down and plan accordingly. Northwest College will not reimburse users for the time that the voicemail system is not available. Failure to pay your bill in a timely manner will result in immediate termination of your voice mail privileges.

Voter Registration

As members of the Northwest College community we are all encouraged to vote. Therefore a voter registration form is included in the information packet given to new students during New Student Orientation.

Voter registration forms are also available throughout the year in the Student Development Office, Hurst Library and the LEAP Office.

Weight Room

A weight room is provided for students under the Gray/Beatty lounge. Hours will be posted for appropriate use time.

FINANCIAL INFORMATION

Costs

Northwest College is a private, church-related college. The College receives no taxes or public funds to support its operation. Each student is charged tuition and fees, which cover about eighty-five percent of the cost of his/her education. The remainder of the costs is provided by gifts from friends of the College, supporting districts, endowment income, and other earnings.

Financial Policy

Recognizing the necessity for the prompt payment of all financial obligations, as a good business principle and for the sake of character development, the Department of Education of the Assemblies of God has established the following financial policy:

In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the college 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 college obligations.

Payment of Accounts

The regular college year is divided into two semesters of approximately four months each, with a third, condensed summer semester. Tuition and fees are charged on semester basis. The College's policy is that there can be no past due account at registration. All past due and old accounts must be paid-in-full prior to registering for the following semester. Any other arrangements must also be cleared with the Student Account Office prior to registering.

Pay In Full Plan: Tuition, fees and room and board charges are to be paid-in-full before the first day of classes each semester unless payment arrangements are made with Tuition Management Systems (TMS) prior to July 1st. All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester. For the summer semester, tuition and fees are to be paid in full prior to the first day of the semester. Monthly payments are not offered for the summer semester.

Tuition Management Systems (TMS): Those students who wish to make monthly payments based on the annual cost of tuition & fees will enroll with Tuition Management Systems. TMS is a budgeting service that let's the students pay an entire year's education costs with monthly installments. TMS provides an annual 10 or 9 month payment plan to help students manage the cost of education. (A single semester plan is also available.) To enroll with Tuition Management Systems, you may contact them via the web at www.afford.com or by telephone at 1.800.722.4867.

A budget is set up with TMS based on estimated charges less estimated financial aid (including loans) for the entire school year/semester. The first payment must be received by TMS not later than June 1st (10 pay plan) or July 1st (9 pay plan) of each year to enroll for this option. Those who enroll after July 1 will be responsible for missed payments at the time of enrollment in the plan. Although there is an annual enrollment fee for this plan, there is no finance charge to non-delinquent participants.

Finance Charge

A finance charge of 12% (APR) will be assessed on Fall semester Student Account balances at the end of October, November, December, and each subsequent month. A finance charge of 12% (APR) will be assessed on Student Account balances at the end of February, March, April, and each subsequent month. Finance charges will be added to the next scheduled payment. For those paying with TMS, finance charges will be waived for the budgeted amount as long as the account is current and active.

Late Fees

Missing Financial Aid: A grace period is given to allow pending financial aid to be posted to the student's account. For the Fall semester, a \$50.00 late fee will be assessed on any financial aid still missing on the last business day of October, and any month following. For the Spring semester, a \$50.00 late fee will be assessed on any financial aid still missing on the last business day of February, and any month following.

Missing Payments: For those who have not paid in full, nor have enrolled for the payment plan through *Tuition Management Systems* (TMS), a late fee not to exceed \$50.00 will be assessed if payment in full (not counting financial aid) is not received by 5:00 p.m. on the last business day of the first week that classes are offered. An additional late fee may be added at the end of each subsequent month for which payment in full is not made.

Tuition Management Systems: TMS will assess a \$50.00 late fee for each late payment made on the monthly plan established at the beginning of the school year/semester the student is attending. Please contact them for further details.

Financial Aid

The Financial Aid Services Office is open during regular campus business hours. 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 College Catalog.

Once a student has been awarded financial aid and his/her file is complete, the financial aid that has been awarded will be disbursed to the student's account. **Scholarships and grants** will automatically be applied to a student account once the financial aid file is complete and the student is making satisfactory academic progress for financial aid. The amount that will be disbursed each semester is indicated in the award letter. Most often an award is disbursed in two equal payments, half each semester at the beginning of the term. For example a \$1,000 grant will be disbursed \$500 for the Fall semester and \$500 for the Spring semester. The Washington State Need Grant funds are available for pick-up by the student in the Financial Aid Services Office after the start of each semester.

If a student has been awarded, accepted, and applied for a **Federal Stafford Student Loan**, Electronic Funds Transfer (EFT) will send the loan proceeds to the college from the lenders. EFT funds will be credited directly to the student's account. The student will be notified by letter of the date and amount of funds applied to their account. The student borrower must sign any loan funds sent by check at the Cashier's window in the Davis Administration Building. First-time borrowers must complete the entrance exam on Edfund.org (EdTest), which explains issues of rights and responsibilities before receipt of loan funds. For students attending one semester, their loan will be disbursed in two payments: one payment after add/drop and the second payment halfway through the semester.

The **Federal Perkins Loan** is a need based loan administrated by the Perkins Loan Office from start to finish as Northwest College is the lender. Each loan recipient is required to attend a loan entrance session and sign a promissory note before funds are disbursed directly to the student's account. Students are contacted by the Perkins Office after the first week of each semester and a loan session is scheduled. An exit session is also required once the student drops below half time attendance, graduates, or for any other reason, does not return the following semester.

Refund of Title IV Funds apply when a student receives Title IV funds and totally withdraws, drops out, is expelled/dismissed, or otherwise fails to complete the period of enrollment for which funds were received and charges applied. Please refer to the Northwest College Catalog for a more detailed description or contact the Financial Aid Services Office for a copy of the policy.

Northwest College Scholarship/Tuition Credit Recipients

These awards are funded from donations of friends of the College for general award or are allocated from the general scholarship or discount pool in the general fund budget. Based on the sources of these funds, certain expectations of the recipient are attached to the award and

acceptance of these funds. Please refer to the Northwest College Catalog for a list of Northwest College scholarships and tuition credits.

1. Any student who fails chapel attendance may forfeit any Northwest College self-funded scholarship or discounts for the following semester.
2. Any student who goes on academic probation two semesters in a row may forfeit any Northwest College self-funded scholarship or discount for the following semester.

Students receiving Northwest College scholarship/tuition credits must maintain satisfactory academic progress (SAP as detailed in the SAP policy available from the Financial Aid Services Office). Specific awards may have higher academic requirements than the SAP policy. Refer to the College Catalog for specific requirements for NC scholarships, talent awarding and endowed scholarships.

Students who receive a Northwest College funded scholarship or discount, agree that as part of the acceptance of these funds they will attend church regularly, and follow all guidelines for dress code, appearance, and general behavior as outlined in the Student Handbook. In addition, they understand that the preceding four requirements will apply and be enforced if required. Certain scholarships require additional standards.

Satisfactory Academic Progress Policy for Financial Aid

Students who receive financial aid at Northwest College must maintain satisfactory academic progress (SAP) and be enrolled in an eligible degree or certificate program. Financial aid recipients are required to meet the standards of the Northwest College Satisfactory Academic Progress Policy in the College Catalog. In short, Freshmen must maintain a G.P.A. of a 1.7; Sophomores 1.9; Juniors and Seniors 2.0. All students must maintain a completion rate of 67% of all attempted credits to remain eligible for financial aid. For more detailed information a copy of the policy can be found in the College Catalog or obtained from the Financial Aid Services Office.

Student/Spouse Policy

A student with a spouse who has any unpaid balance will be responsible for the amount due by the spouse. Neither student will be allowed to register for classes, participate in graduation ceremonies, or receive any other benefits excluded from a student with a delinquent or unpaid balance. Credit balances in a student's account can be transferred to the spouse's account upon request.

ASB Fees

A Student Activity Fee is charged on a semester basis at the time of registration. Fees vary semester-by-semester as established by the ASB and approved by the Board of Directors. The Associated Student Body Officers budget the use of these fees. Fees cover the cost of the College yearbook or its equivalent, admission to the all-college socials, cultural events, student-sponsored recreational and athletic activities, and class dues. Students who are registered for less than 8 credit hours will not be charged the student activity fee unless they request it. See the Cashier or the Student Accounts Office to request this fee. Married couples that are both students are charged a reduced ASB fee and are given one yearbook or its equivalent. All students (with the exception of LEAP students) are required to pay these fees unless they are taking less than 8 credit hours.

Snack Bar Plus Account

The Snack Bar Plus Account is available for purchase to all Northwest College students, faculty and staff, from the Cashier in the Davis Administrative Center. The Snack Bar Plus Account enables an individual to make purchases at the Dining Hall. Unused balances at the end of the semester do not transfer to the next semester.

The Snack Bar Plus Account options are:

- \$25.00 (\$27.50 buying power)
- \$50.00 (\$55.00 buying power)
- \$75.00 (\$82.50 buying power)

Residence Hall Deposit Refunds and Forfeits

Residence Hall students must inform their Resident Dean *in writing* of their intentions not to live in the Residence Halls by August 1st for the Fall semester or December 15th for the Spring semester in order to receive a refund of the housing deposit. Refund of the housing deposit is credited to the student's account. If this results in an overpayment on the student's account, a refund check will be issued. Failure to notify the Resident Dean by these dates will result in the housing deposit being forfeited.

Cancellation of Registration

A student who registers for classes but decides not to attend must notify the Registrar's Office in writing before the first day of class and will be charged the \$25 registration fee. If the notification is not received prior to the first day and no classes are attended, all tuition charges, except the \$25.00 registration fee, will be reversed and a \$100 administrative fee will be assessed on the account. This applies to all semesters, including summer.

Withdrawal from College

Adjustments will be made on the accounts of students who withdraw during the semester subject to the following conditions:

1. The student must have officially withdrawn from college.
2. NC Award/Scholarship credit will not apply during the semester of withdrawal.
3. Exit clearance from Resident Life Personnel is required for resident hall and single student apartment residents.
 - A. Room and board charges are pro-rated by the day from the official opening of the Residence Halls and Single Student Apartments.
 - B. Residence Hall and Single Student Apartment deposits are not refundable.
4. Fees are non-refundable.
5. Tuition will be charged as follows from the first day of classes:

Per day during first week	2.5%
During second week	25.0%
During third week	37.5%
During fourth week	50.0%
During fifth week	62.5%
During sixth week	75.0%
During seventh week	87.5%
After seventh week	100.0%
6. Withdrawals from college (withdrawing from all courses and leaving college) may be made by obtaining the proper form from the Registrar's Office, completing it, securing appropriate signatures, and filling it out with the Registrar. If it is impossible to follow this procedure because of illness or emergency, the student must notify the Registrar within one week after leaving the College. The College reserves the right to require a letter of consent of parents or guardians for students under the age of twenty-one.
7. A student who is absent from all classes for more than two consecutive weeks without contacting the College to explain the reason for his/her absences may be administratively withdrawn from the College with grades of "F" for the term. In this case, the official withdrawal date will be two (2) weeks after the last date of class attendance as verified by faculty attendance records.

8. When a student changes his or her schedule by dropping a course but does not withdraw from the College, tuition and fees will be adjusted through the first Friday of classes. After that, there is no reduction of tuition for classes.

Students who do not complete course work and/or who fail to officially withdraw from class through the Registrar's Office, assume responsibility for all costs associated with that work.

Withdrawal from Summer College

Students withdrawing from college during summer session will be charged tuition as described below. Course fees are not refundable. Adding or dropping of classes during Summer College must be made prior to 5:00 p.m. of the second day of the respective class session.

For Summer College sessions of three weeks or less:

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

For Summer College 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.

Withdrawing from a Course

When a student changes his/her course schedule by dropping a course, but does not withdraw from college, tuition and fees will be adjusted through the Last Day to Add/Drop Courses. After that, courses can only be withdrawn, and there is no reduction to tuition or course fees. During Summer College, adding or dropping of course must be made prior to the end of the second day of the respective class session

CAMPUS EMERGENCIES

(See Appendix for Complete Emergency Response Procedure)

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 College. Report incidents immediately to Security at extensions 5500, 222 or (425) 864-1552.
2. **Major Emergency:** Any incident, potential or actual, which affects an entire building(s), and will disrupt the overall operations of the College. 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 College administration during times of crisis. Report incident to Security personnel.
3. **Disaster:** Any event that seriously impairs or halts the operations of the College. 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 Vice President for Administrative Services, the Vice President for Student Development and the Director of Campus Security.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President, his designate, or representative, as follows:

During the period of any major campus emergency the Security Department, 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 Plant Manager and the Director of Campus Security shall immediately consult with the President or his designate 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 by the Campus Security Department will be allowed to enter the immediate disaster site. In the event of fires, storms, major disasters occurring (about the campus) or which involve College property; Security Officers may be dispatched to determine the extent of any damage to College property.

Emergency Closure Notification Procedures

When the daily class schedule is jeopardized by weather or natural disasters, the Senior Vice President for Academic Affairs shall confer with the President for the purpose of deciding the course of action. If the Senior Vice President for Academic Affairs is not available for conference, the Registrar shall be responsible for emergency decision-making on behalf of the Senior Vice President.

If the final decision is to cancel the daily class schedule, the Senior Vice President for Academic Affairs or his representative, will contact the following local radio and television stations in order to communicate the intent to cancel classes:

1. KCIS 630 AM
2. KCMS 105.3 FM
3. KING 1090 AM - KING Channel 5

4. KIRO 710 AM - KIRO Channel 7
5. KOMO 1000 AM - KOMO Channel 4

The Senior Vice President for Academic Affairs will activate the Faculty Emergency Phone Chain for the purpose of contacting all faculty regarding the cancellation of the daily class schedule. The Senior Vice President will contact the Vice President for Administrative Services regarding the cancellation of the daily class schedule.

Students will be notified via voice-mail, e-mail, the Residence Life staff, and/or the Student Development Office. At that time, the Vice President for Administrative Services will confer with the President regarding the staff and administration working day. If the final decision is to cancel a working day, the Vice President for Administrative Services will activate the Administrative Personnel Emergency Phone Chain.

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

Emergency Services

- Campus Security:
 - On-campus 5500
 - Off-campus (425) 864-1552
- Emergency **911**
- Kirkland Fire Department 828-1143
- Kirkland Police Department 828-1183
- Evergreen Hospital (Kirkland) 899-1000
- Overlake Hospital (Bellevue) 688-5000

Fire and Fire Drills

Fire drills will be conducted in all of the College 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 building.
3. Move to designated evacuation areas 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:
 - a. Activate the fire alarm.
 - b. Call **911**.
 - c. Notify security as to the location of the fire.
6. **Use stairs only!** Do not use elevators.

Liability

The College 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 College cannot and does not insure against or assume responsibility for loss due to fire, theft, vandalism, loss of life, personal injury or vehicle damage.

The following table shows the results of the experiments conducted on the reaction of the various substances with the reagent. The results are given in terms of the amount of the reagent consumed and the amount of the product formed. The results are given in terms of the amount of the reagent consumed and the amount of the product formed.

Substance	Amount of reagent consumed	Amount of product formed
1. Substance A	0.100 g	0.150 g
2. Substance B	0.200 g	0.300 g
3. Substance C	0.300 g	0.450 g
4. Substance D	0.400 g	0.600 g
5. Substance E	0.500 g	0.750 g

The results of the experiments show that the reaction of the various substances with the reagent is a quantitative reaction. The amount of the reagent consumed is directly proportional to the amount of the product formed. The results are given in terms of the amount of the reagent consumed and the amount of the product formed.

The following table shows the results of the experiments conducted on the reaction of the various substances with the reagent. The results are given in terms of the amount of the reagent consumed and the amount of the product formed. The results are given in terms of the amount of the reagent consumed and the amount of the product formed.

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APPDENDIX

APPENDIX

EMERGENCY RESPONSE PROCEDURES 2004/2005

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EMERGENCY PROCEDURES GUIDE/ CAMPUS EMERGENCY GUIDELINES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should be followed in sequence, unless conditions dictate otherwise.

Specific emergency procedures listed are:

- A. Reporting Emergencies
- B. Building Evacuation
- C. Civil Disturbance or Demonstrations
- D. Explosion On Campus
- E. Earthquake/Severe Weather
- F. Medical and First Aid
- G. Chemical Spill
- H. Bomb Threat
- I. Fire
- J. Violent or Criminal Behavior
- K. Utility Failure
- L. Media Relations
- M. Psychological Cases

A. Reporting Emergencies - Campus Emergency Services

1. All emergencies dial 911. Security will be notified via 911 computer system.
2. When calling 911, stay calm and carefully explain the problem and location to the Police Dispatcher. Do not hang up until told to do so.
3. This manual states that the alarm pull switches only sound in the building where they are located. Presently the pull switches and smoke detector alarms also notify a monitoring station and the Kirkland 911 system in the below listed buildings:
 - a. Dennis A. Davis Administration Building
 - b. 6710 Building
 - c. D.V. Hurst Library
 - d. Beatty/Gray Resident Halls
 - e. Crowder/Guy and Perks Residence Halls
 - f. New NC Student Apartments
 - g. Firs Apartments
 1. Middle Apartments
 2. North Apartments
 3. Storage next to south laundry

B. Building Evacuation

1. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING. Remember elevators are reserved for the disabled. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

5. If requested, assist emergency crews as necessary.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless told by a College official.

C. Civil Disturbance or Demonstrations

1. Most demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
 - a. Interference with the normal operations of the College.
 - b. Prevention of access to office, buildings or other college facilities.
 - c. Threat of physical harm to persons or damage to college facilities.

If any of these conditions exist, the Safety/Security Department should be notified and will be responsible for contacting and informing the President and the Vice President for Student Development. Depending on the nature of the demonstration the appropriate procedures listed below should be followed.

2. Peaceful, non-obstructive demonstrations.
 - a. Generally speaking, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
 - b. If demonstrators are asked to leave but refuse to leave by normal facility closing time.
 1. Arrangements will be made by the Safety/Security Director to monitor the situation during non-business hours, or
 2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.
3. Non-violent, disruptive demonstrations
 - a. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
 1. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Development or his/her designated representative.
 2. The Vice President for Student Development will consider having a photographer available.
 3. Key college personnel and student leaders will be asked by the Vice President for Student Development to go to the area and persuade the demonstrators to desist.
 4. The Vice President for Student Development or his designated representative will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 5. If the demonstrators persist in the disruptive activity they will be informed that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities. Except in extreme emergencies the President will be consulted before such disciplinary actions are taken.
 6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
 7. After consultation with the President, the Safety/Security Director and the Vice President for Student Development, the need for an injunction and intervention of civil authorities will be determined.
 8. If determination is made to seek the intervention of civil authorities the demonstrators should be so informed. Upon arrival of the Kirkland Police Department the remaining demonstrators will be warned of the intention to arrest.
4. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Vice President for Student Development will be notified:

A. During business hours

1. In coordination with the Vice President for Student Development, the Safety/Security personnel will contact the Kirkland Police Department.
2. If advisable the Vice President for Student Development will alert the President.
3. The Vice President for Student Development may call a photographer to report to an advantageous location for photographing the demonstrators.
4. The President, in consultation with the Vice President for Student Development and the Safety/Security Director, will determine the possible need for an injunction.
5. Security will provide an officer for communication between the College and the Kirkland Police Department as required.

B. After Business hours

1. The Safety/Security Department should be immediately notified of the disturbance.
2. The Officer on duty will investigate the disruption, report and notify the Safety/Security Director and the Vice President for Student Development.
3. The Vice President for Student Development will:
 - a. Report the circumstances to the President.
 - b. Notify key administrators and if appropriate the administrator responsible for the building or area.
 - c. Arrange for a photographer, if necessary.
 - d. If necessary the President or the Vice President for Student Development will call the Kirkland Police Department for assistance.

NOTE: The Safety/Security Director reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

C. Directive To Immediately Terminate Demonstration: "This assembly and the conduct of each participant is seriously disrupting operations of the College and is in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the College. In no event will the administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under authority of the Board of Directors, take whatever measures are necessary to restore order, including calling for police assistance. Any student who continues participation in this demonstration is subject to possible arrest and will also be subject to suspension."

D. Directive to immediately terminate demonstration with the assistance of the Police: "You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest."

D. Explosion On Campus

1. If an explosion takes place on campus, the building alarm should be activated by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! REMEMBER, DO NOT USE THE ELEVATORS. DO NOT PANIC.

4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. Safety/Security Departments will be dispatched to the affected building immediately upon report of the fire alarm. They will proceed to the location of an alarm to determine whether or not there is a real fire. Once determined, the Officer will contact the proper authorities and evacuate the building.
6. RLS and Supervisors will determine if everyone is out of their respective buildings.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

E. Earthquake/Severe Weather

1. Earthquake:
 - a. If civil defense sirens sound, walk quickly to the shelter areas. DO NOT SET OFF THE FIRE ALARM. DO NOT USE THE ELEVATORS.
 - b. The following is a list of shelter areas for each building:
 Library: The first floor hallway away from all exterior windows.
 Millard: The first floor auditorium.
 Ness: The faculty lounge or bathrooms.
 Gym: Main room.
 - c. In shelter areas, get down on your knees and cover your head.
 - d. Remain in shelter areas until civil defense sirens have ceased and you are told you can leave by a College official.
2. Severe Weather:
 - a. If straight-line winds, or other life threatening weather is reported, Security will contact the Resident Life Staff.
 - b. Resident Life Staff will inform students to walk quickly to the shelter areas, while Security does the same for faculty and staff members. DO NOT SET OFF THE FIRE ALARM. DO NOT USE THE ELEVATORS.
 - c. In shelter areas, get down on your knees and cover your head.
 - d. Remain in shelter areas until you are told you can leave by a College official.

EARTHQUAKE PREPAREDNESS

We are aware of the potential of an earthquake creating damage and creating dangerous conditions. So, if we don't properly prepare, the next earthquake may cause greater personal damage than necessary. Each item listed below won't stop the next earthquake, but it may help you survive in a better way.

- A. What to do during an earthquake.
 1. Stay calm.
 2. Inside: Drop under a table or desk, cover your head, and hold on. Stay away from windows or glass dividers.
 3. Outside: Stand away from building, trees, telephone and electric lines. Do not go inside.
 4. On the road: Drive away from underpasses/overpasses; stop in safe area; stay in vehicle.
- B. What to do after an earthquake.
 1. Check for injuries. Provide first aid.

2. Check for safety. Check for gas, water, sewer breaks; check for downed electric lines and shorts; turn off utilities, if appropriate; check for building damage such as cracks around chimney and foundation that may pose safety problems during aftershocks.
 3. Clean up dangerous spills.
 4. Wear shoes.
 5. Turn on the radio and listen for instructions from public safety agencies.
 6. Don't use the telephone except for emergency use.
- C. Survival items to keep on hand.
1. Portable radio with extra batteries.
 2. Flashlight with extra batteries.
 3. First-aid kit, including specific medications for members of your family.
 4. First-aid book.
 5. Fire extinguisher.
 6. Adjustable wrench for turning off gas and water.
 7. Smoke detector properly installed.
 8. Portable fire ladder for upper floors.
 9. Bottled water.
 10. Canned and dried foods sufficient for a week for each member of your household.
 11. Non-electric can opener.
 12. Portable butane or charcoal stove. Use only after it is determined there is no gas leak.
 13. Matches.
 14. Telephone numbers of police, fire and doctor.

F. Medical and First Aid

Call the Safety/Security Department if you need assistance - EMERGENCY TELEPHONE NUMBER: 222, OFF CAMPUS DIAL (206) 228-9101. OFF CAMPUS EMERGENCIES DIAL 911.

1. If serious injury or illness occurs on campus, immediately dial 222. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.
2. In the case of minor injury or illness provide first aid care. Use only sterile first aid materials, which are located in each building.
3. In case of serious injury or illness, CPR/First Aid trained personnel should quickly perform the following steps:
 - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
 - b. Ask the victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical ID and question witness. Give all information to the paramedics.

4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross and Fire Department. Only trained personnel should provide first aid treatment; i.e.: first aid, CPR.

G. Chemical Spill

1. Any spillage of a hazardous chemical should be reported immediately to the campus Security, who will notify the Kirkland Fire Department.
2. When reporting, be specific about the nature of the involved material and the exact location. Security personnel will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area immediately and seal it off to prevent further contamination of other areas until the arrival of Security personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible. The supervisor shall remain in the vicinity and give the names of the contaminated person(s) to the Safety/Security Department personnel on duty. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that the elevators are reserved for the use of disabled. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.
8. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

H. Bomb Threat

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT** Clear the area and immediately call Security on extension 222, off campus dial (206) 228-9101.
2. Any person receiving a bomb threat phone call should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Age and sex of caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noise.

4. Immediately notify Security, extension 222, off campus dial (206) 228-9101, and report the incident.
5. Safety/Security Department personnel will aid, if needed, the Kirkland Police Department, in conducting a detailed bomb search.

Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the Security. Employees should not touch or handle the suspicious object.

DO NOT TOUCH THE OBJECT!!! Do not open drawers, cabinets, or turn lights on or off.

6. If an emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE! DO NOT PANIC.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. DO NOT return to an evacuated building unless told to do so by a College official.

I. Fire

1. If smoke or fire is sighted in the building, immediately activate the alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY AFFECTED BUILDING, you must report the incident by phone, to Security at extension 222, off campus dial (206) 228-9101.
2. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! REMEMBER DO NOT USE THE ELEVATORS. DO NOT PANIC.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
5. Safety/Security Departments will be dispatched to the affected building immediately upon report of the fire alarm. They will proceed to the location of an alarm and then determine whether or not there is a real fire. Once determined, the Officer will contact the proper authorities.
6. Resident Life Staff will determine if everyone is out of the residence halls, Supervisors will determine if Staff and Faculty are evacuated.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by College officials.

IMPORTANT: Our fire alarm system is designed to wake a person under normal circumstances. If a student is an unusually heavy sleeper, or under medication, it is important that they notify their RD's either in their first floor meeting or at the time medication is prescribed. The RLS will then know to wake that student during emergencies. It is the responsibility of the all students, staff, and faculty to respond to the fire alarm.

J. VIOLENT OR CRIMINAL BEHAVIOR

- IN AN EMERGENCY DIAL: 222, off campus dial (206) 228-9101.
 - Campus security is located in Crowder Hall, first floor, and provides you with 24 hour assistance. This service is provided seven days a week on a year-round basis.
 - On Campus Emergencies, Dial: 222.
 - Off Campus Emergencies, Dial 911 or (206) 228-9101.
1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
 2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS!**
 3. Promptly notify Security at extension 222, off campus dial (206) 228-9101 and report the incident, including the following:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of person(s)/vehicles involved.
 - d. Description of property involved.
 4. If you observe a criminal act or you observe a suspicious person on campus, immediately notify the Safety/Security Department and report the incident.
 5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
 6. Should gunfire or discharged explosives hazard the campus, you should take cover, immediately using all available cover/concealment. After the disturbance seek emergency first aid if necessary.
 7. **WHAT TO DO IF TAKEN HOSTAGE:**
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally unstable. Don't make mistakes which could hazard your well-being.
 - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory. Memorize the captor's physical description and clothing, his/her manner of speech etc.
 - f. Be prepared to answer the police on the phone. Be patient and wait! Attempt to establish rapport with the captor. If medications, first aid, or rest room privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held captive. Such direct action further implicates the captor in additional offenses.

K. UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 am through 5:00 p.m., Monday through Friday) immediately notify the Maintenance Department (ext. 5274) and Security (ext. 222), off campus dial (206) 228-9101.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Security ext. 222, off campus dial (206) 228-9101.

3. If a fire related emergency exists, activate the building alarm by pulling down on a red pull station. CAUTION: THE BUILDING ALARM RINGS ONLY IN AFFECTED BUILDING, you must report the incident by phone to Security at extension 222, off campus dial (206) 228-9101.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that the elevators are reserved for disabled persons. DO NOT USE ELEVATORS IN CASE OF FIRE.
6. Once outside move to a clear area at least 500 feet away from the affected building. Keep walkways, fire lanes, and hydrants clear for emergency crews.
7. If requested, assist the emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "1" and "2" above whenever the following utility emergencies arise.

1. ELECTRICAL / LIGHT FAILURE:

All buildings on campus are provided with security lighting. However, there may not be enough light in corridors and stairs for safe exiting. It is therefore advisable to have flashlights and portable radios available for emergencies.

2. ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify the Safety/Security Department. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

3. PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify Maintenance at ext. 5274 or the Safety/Security Department ext. 5500 or 222, off campus dial (206) 228-9101. If necessary, vacate the area.

4. SERIOUS GAS LEAK:

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion. Notify the Safety/Security Department at extension 5500, 222 or dial (206) 228-9101 immediately.

5. COMPUTER AND PHONE SERVICES:

In case of a power outage which occurs outside of the normal work hours (Mon.-Fri. 8a-5p) it is important that you immediately make contact with personnel from the Information Services Office. The names of the people to contact are in the policy and procedure manual of Security.

A. If a power outage occurs anywhere on campus, call them **immediately**, attempting to reach them in the order indicated. It is **imperative** they be called as soon as possible, since some of the equipment is on battery backup, with a backup time of 15 minutes or less. If the equipment loses power we may lose valuable data.

B. If you see some other situation concerning phone equipment, try the phone technician first, then the computer technician, then the Information Services Supervisor.

C. If you are leaving a message on voice mail, simply leave it on the voice mail of the first person notified. If you call them at home, please try each of them in the specified order until you, hopefully, contact someone.

D. If you are calling them at home and do not get an answer, please **DO** always leave a message, giving the time and problem. Try once more, in case the person in question was just asleep, etc. On the second call, please again leave a message,

saying that you are now going to try calling the next person on the list, saying who you will call next, and then leave a number of where you can be reached. If you have not reached anyone by the time you call the Information Services Supervisor for the second time, then drop the matter.

6. MEDIA RELATIONS:

Only the Senior Vice President for College Advancement will meet or talk with the media.

OTHER GUIDELINES:

1. All executive and supervisory personnel are asked to report emergencies to the President or his designate. Do not speak to outsiders, especially to the media, on behalf of the College.
2. The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help has been called, etc.
3. The President and any other person involved shall confer and decide on the appropriate action.

L. PSYCHOLOGICAL CASES

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or the person could be a State Hospital Walk-Away.

If a Psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous, on your own.
2. Notify the Safety/Security Department of the situation by dialing extension 222, off campus dial (206) 228-9101. Clearly state that you need immediate assistance, give your name, your location and the area involved. They will contact the RLS.
3. In extreme emergencies contact the County-Wide Emergency Number by dialing 911.

1. The first part of the document is a letter from the Secretary of the State to the Governor, dated 10th March 1870. It contains a report on the state of the State and the progress of the various departments.

2. The second part of the document is a report from the Board of Education, dated 15th March 1870. It contains a detailed account of the state of the schools and the progress of the various departments.

3. The third part of the document is a report from the Board of Agriculture, dated 20th March 1870. It contains a detailed account of the state of the farms and the progress of the various departments.

4. The fourth part of the document is a report from the Board of Commerce, dated 25th March 1870. It contains a detailed account of the state of the trade and the progress of the various departments.

5. The fifth part of the document is a report from the Board of Finance, dated 30th March 1870. It contains a detailed account of the state of the finances and the progress of the various departments.

6. The sixth part of the document is a report from the Board of Health, dated 5th April 1870. It contains a detailed account of the state of the health and the progress of the various departments.

7. The seventh part of the document is a report from the Board of Education, dated 10th April 1870. It contains a detailed account of the state of the schools and the progress of the various departments.

8. The eighth part of the document is a report from the Board of Agriculture, dated 15th April 1870. It contains a detailed account of the state of the farms and the progress of the various departments.

9. The ninth part of the document is a report from the Board of Commerce, dated 20th April 1870. It contains a detailed account of the state of the trade and the progress of the various departments.

10. The tenth part of the document is a report from the Board of Finance, dated 25th April 1870. It contains a detailed account of the state of the finances and the progress of the various departments.

11. The eleventh part of the document is a report from the Board of Health, dated 30th April 1870. It contains a detailed account of the state of the health and the progress of the various departments.