

NORTHWEST COLLEGE  
KIRKLAND, WASHINGTON 98C

# NORTHWEST COLLEGE



## CITIZENSHIP MANUAL

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NORTHWEST COLLEGE  
KIRKLAND, WASHINGTON 98033

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Student Citizenship Manual

PREFACE

I. PHILOSOPHY AND PURPOSE

Northwest College of the Assemblies of God is dedicated to the task of educating young men and women for effective ministries. We seek to develop the social, intellectual, and spiritual potentials of the student. The student will conduct himself in a manner conducive to the college's mission. The student will conduct himself regarding the conduct of his life in accordance with the purpose of the college. The student will conduct himself as a member of the academic community. It is expected that students will obey the civil law, comply with the standards of the College, will maintain a high standard of Christian character, and will respect the rights, privileges, and property of others. The student affirms this when he signs the student affirmation on the college application form.

Students are responsible for their conduct. In order to provide students a full understanding of the standards that will enable the college to maintain conditions conducive to the effective performance of its goals and functions, the following code of student conduct will be administered by the College. When violation of civil law is involved the College may refer such matters to proper civil authorities.

II. GENERAL GUIDELINES

A. Terms

1. "Meeting" shall mean any gathering for the purpose of conducting business, establishing an organization, or communicating information or ideas.
2. "Board" shall mean the Board of Trustees of Northwest College.
3. "College" shall mean Northwest College of the Assemblies of God.
4. "College Facilities" shall mean and include any or all real property owned or operated by the Board of Trustees of Northwest College of the Assemblies of God and shall include all buildings and appurtenances affixed thereon or attached thereto.
5. "College Personnel" refers to any person,

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# NORTHWEST COLLEGE

## Student Citizenship Manual

### I. PHILOSOPHY AND PURPOSE

Northwest College of the Assemblies of God is dedicated to the task of preparing young men and women for effective service in the church and in the world. Therefore, the objectives of the College are to develop the social, physical, intellectual, and spiritual areas of life.

Like any other social institution having its own special purpose, a college must maintain conditions conducive to the effective performance of its function; therefore, the College does have special expectations regarding the conduct of the various participants in the academic community. Conduct which distracts from or interferes with the purpose of the College is not acceptable.

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

Students are responsible for their conduct. In order to provide students a full understanding of the standards that will enable the College to maintain conditions conducive to the effective performance of its goals and functions, the following code of student conduct will be administered by the College. When violation of civil law is involved the College may refer such matters to proper civil authorities.

### II. GENERAL GUIDELINES

#### A. Terms

1. "Meeting" shall mean any gathering for the purpose of conducting business, establishing an organization, or communicating information or ideas.
2. "Board" shall mean the Board of Trustees of Northwest College.
3. "College" shall mean Northwest College of the Assemblies of God.
4. "College Facilities" shall mean and include any or all real property owned or operated by the Board of Trustees of Northwest College of the Assemblies of God and shall include all buildings and appurtenances affixed thereon or attached thereto.
5. "College Personnel" refers to any person,

Administrator, faculty and staff employed on a full or part-time basis by Northwest College.

6. "Disciplinary Action" shall mean any disciplinary measures taken by designated personnel for violation of student conduct as listed in the citizenship manual.
7. "President" shall mean the duly appointed President of Northwest College.
8. "Citizenship Manual" or "Standards" shall mean those rules regulating student conduct as stated herein.
9. "Student" shall mean and include any person who is enrolled in Northwest College.
10. "Guest" - the campus is private property. Persons other than Administration, Faculty, Staff, Students and authorized guests are trespassers. Guest privileges may be terminated for cause by the Administration.

#### B. Jurisdiction

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

#### C. Grievances

1. Northwest College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the big "college family" can live harmoniously and with consideration for one another, and for the ongoing purposes of the College.
2. The College desires to deal fairly with all persons, whether students, staff, faculty, administration, business associates, or guests.
3. Should a student have a complaint (or grievance), the College is interested. The student is urged to follow scriptural patterns for the solutions of problems (Matt. 18: 15-17). This should become a part of their educational experience and spiritual development.
4. The following guidelines are considered appropriate:
  - a. If a student has a grievance against a teacher, the student should first speak to the particular teacher concerning the matter.

If no satisfactory agreement is reached, he should take the matter to the Academic Affairs Office (Matt. 18: 15-17).

- b. If a student has a grievance against another student, or in matters of student life, he should try to settle the matter privately. If no satisfactory agreement is reached, the student may take the complaint to the Resident Director and/or the Dean of Students.
- c. If a student has a grievance against the College, he/she has elected class or student officers to represent him/her to the administration, but students are free to voice their own grievances to the proper Administrator.

#### D. Campus Communications

Students are encouraged to use their privileges and to follow proper procedures in communicating thoughts, opinions, or information regarding any College issue that concerns them. Student officers, student representatives to the Campus Council (see page 2 of the Student Handbook; College Council), the Resident Directors, the Director of Student Life, the Vice President for Student Development and other College Administrators are available to hear recommendations, opinions, or complaints. Northwest College seeks to maintain a family atmosphere and work toward peaceful understanding in the important area of communication.

#### E. Violations

The following violations are contrary to Northwest College philosophy and the expectation of spiritual maturity. Any student engaged in such activities is subject to disciplinary action.

1. Immoral behavior.
2. Use/possession of alcoholic beverages.
3. Use/possession of drugs and/or tobacco products.
4. Assault of any form.
5. Theft
6. Forgery
7. Alteration of records.
8. Duplication of keys to college facility.
9. Use of profanity/abusive language.
10. Damage/destruction of other's property.
11. Disruptive behavior on college campus.
12. Disruptive behavior at any public meeting hosted by Northwest College.
13. Cheating
14. Delinquency in chapel attendance.
15. Violation of campus dress code.
16. Violation of Northwest College traffic code.
17. Any other violation of student conduct as listed in student's Citizenship Manual and/or the Student

## Handbook.

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

1. The Use of Drugs: Being in possession of, under the influence of, or selling any narcotic or dangerous drug except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.
2. Cheating: The act of fraudulently representing another person's work as his/her own to a faculty member for the purpose of fulfilling or partially fulfilling an academic requirement.
3. Disruptive Conduct: The disruption of any college activity or class that renders it difficult or impossible to maintain the decorum of the activity or class.

## F. Right of Meeting

1. Students shall have the right of "meeting" upon college facilities provided such assembly shall
  - a. Be conducted in an orderly manner; and has been called with the knowledge and approval of the appropriate administrator or advisor.
  - b. Not interfere with vehicular or pedestrian traffic; or
  - c. Not interfere with classes, scheduled meetings or ceremonies, or with the educational functions of the college; and
  - d. Not interfere with College functions; and
  - e. That the purpose of such a meeting not be in conflict with the stated purpose and philosophy of the college.
2. A student who conducts or participates in a meeting violative of any provision of this regulation shall be subject to disciplinary action.
3. Non-students who participate in or aid or abet any meeting or meetings in violation of this section shall be subject to prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the College.

## G. Commercial Activities

1. College facilities will not be used for commercial solicitation, advertising or promotional activities without the permission of the College Administration.
2. Students may sell services on campus (fix hair, shine shoes, etc.), but they are not allowed to solicit sales of products on campus.
3. Non-students are not allowed to solicit sales in

any form on campus except by special permission of the College Administration.

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

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

#### I. Trespass

1. The President of the College, or the acting president, is authorized in the instance of any event that the President deems to be disruptive of order or which the President deems impedes the movement of persons or vehicles or which the President deems to disrupt or threatens to disrupt the ingress and/or egress of persons from College facilities, or the Dean of Students or such other person designated by the President, shall have power and authority to:

- a. Prohibit the entry of, withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a College facility; or
- b. To give notice against trespass to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of College facility; or
- c. To order any person, persons or group of persons to leave or vacate all or any portion of a College facility.

2. Any student who shall disobey a lawful order given by the President or his designee pursuant to the requirements as herein stated shall be subject to disciplinary action.

#### J. Distribution of Materials

1. The Administration at Northwest College encourages pastors to advertise their church activities and services by submitting "blurbs" (short publicity notices) to the Student Development Office for inclusion in the Student Bulletin. This bulletin is prepared and provided for all students weekly for current activities and announcements. An annual Church Directory of the greater Seattle area is also provided each student at the beginning of the fall semester.

2. Handbills, leaflets, newspapers, and other such materials may not be distributed by students or non-students on the college campus or in college facilities without the expressed permission of the College Administration.
3. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. All posters must be submitted to the Vice President for Student Development Office for clearance. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the college and needs of its students.
4. Any student who violates this provision relating to the distribution of sale of handbills, leaflets, newspaper or related materials shall be subject to disciplinary action.

K. Right to Demand Identification

1. Any faculty member or other college personnel expressly authorized by the President may demand that any person on college facilities, whose conduct is in violation of any section of the Student Citizenship Manual, produce evidence of student enrollment with Northwest College.
2. Refusal to produce evidence of student enrollment in the College shall be cause for disciplinary action, or civil action.
3. If it is determined that the individual is not a student at Northwest College, the faculty member or designated person shall have the right to inform the individual to leave the Northwest College premises. The campus is identified as "private property".
4. The process of identification will be through the student picture identification card.

L. Purpose of Disciplinary Action

Disciplinary action, up to and including dismissal from the College, may be imposed upon a student for failure in action or spirit to abide by the statement of student conduct herein outlined or the standards of the College even though they are not herein stated. The form of disciplinary action will determine whether and under what conditions the violator may continue as a student at the College.

M. Principles of Discipline

1. All discipline exercised at Northwest College is based in scriptural principle and precedent and is redemptive in purpose.
2. Developing self-discipline (wise self-guidance), is the goal of all imposed discipline. Out of that principle, it would be assumed that less imposed discipline will be exercised regarding students as they move along in their college experience.
3. In the exercise of discipline, a student is always considered innocent unless it is clearly shown otherwise. Discipline should be based on the student's previous knowledge and personal accountability. Therefore, early orientation and communication is primary.
4. The student shall always have the right of restitution, redemption, restoration (the recovery of full student status), and the ministry of discipline will be exercised in this direction.
5. All ministry to the student, including the ministry of discipline, will be positive, flexible, preventative and based in principle, having Christ as it's standard and maturity in Him as it's goal. The development of the spiritual life and relationships of the student is paramount in the cultivation and administration of the total student life on Northwest College campus.

### III. THE RIGHT OF INITIATION OF DISCIPLINE

- A. Director of Student Life  
The Director of Student Life shall have authority to invoke disciplinary proceedings concerning resident hall students who are in violation of minor student conduct rules. All major violations are referred to the Vice President for Student Development.
- B. Resident Director  
The Resident Director shall have authority to invoke disciplinary proceedings concerning resident hall students who are in violation of minor student conduct rules. All major violations are referred to the Vice President for Student Development.
- C. The Vice President for Student Development shall have authority to invoke disciplinary action for all violations (minor or major) of student conduct, both resident (on campus) and non-resident (off campus).

- D. The President of Northwest College shall have authority to invoke disciplinary action for all violations of student conduct, both resident (on campus) and non-resident (off campus).
- E. Faculty Members shall have the authority to take such action as is necessary to maintain order and proper conduct in the classroom in order to assume the effective cooperation of students in accomplishing course objectives. Faculty members taking disciplinary action in a classroom must notify the Vice President for Academic Affairs and the Vice President for Student Development of action taken.
- F. Any specific individual, designated by the President, also carries the right of initiation of disciplinary action. Said person shall notify the Vice President for Student Development and the President, of disciplinary action taken.

IV. PROCEDURES FOR MINOR VIOLATIONS OF STUDENT CONDUCT

- A. Discipline process for minor violations of single Resident Hall Students
  - 1. FIRST OFFENSE - Verbal notice by supervisor on duty (RA, RD, etc.) with name of student and offense recorded for Resident Director's records.
  - 2. SECOND OFFENSE - Written notice with copy of report to Resident Director who shall call the student in for counseling and guidance. The Resident Director will use discretion regarding the decision of discipline.
  - 3. THIRD OFFENSE - The Director of Student Life shall be notified and shall then summon the student to appear for disciplinary action. A report of the violation and disciplinary action by the Director of Student Life shall be sent to the Vice President for Student Development Office for evaluation after which the student may be called before the Vice President for Student Development for counsel and/or further disciplinary action.
  - 4. FOURTH OFFENSE - The student committing the infraction will be referred to the Vice President for Student Development Office with the complete report in written form concerning the series of infractions.
  - 5. Incident Reports - A final report of all disciplinary actions will be submitted by the



Resident Director to the Vice President for Student Development at the end of each semester.

6. Further Action - If other complications such as extreme disrespect to authorities, sever resistance in attitude and behavior appear at any time from the above offenses the Resident Director 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 overall conduct and attitude).

B. Discipline Process for Minor Violations of 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 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 arranged for a conference with the student and the Vice President for Student Development. Further discipline may result. (See Section IV, Article C. - disciplinary Action for Minor Violations.)

C. Disciplinary Action for Minor 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. RESIDENCE PROBATION - (The student will not have visiting privileges to other campus residences. This penalty may also have work detail\*, or fines, subject to the Resident Directors discretion after student conference assessments.
  - b. CAMPUS PROBATION - Student will not be allowed to leave the campus for any

activity for a duration of time. The work detail penalty may also be placed against the student by the action of the Resident Director. This action must be reported to the Vice President for Student Development immediately.

- c. FINES - Circumstances of violation (including student attitude) will determine fine. Student offender will be assessed damage cost to school and/or student.
- d. PROVISIONAL CITIZENSHIP PROBATION - Notice to a student in writing, that he has been in violation of the rules of student conduct or has otherwise failed to satisfy the College's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in major disciplinary actions. Provisional citizenship disciplinary action that is initiated by the Director of Student Life and will be in prior consultation with the Vice President for Student Development.
- e. RIGHT OF CONFISCATION - At any time when a violation involves such items as a stereo, musical instrument, VCR, TV, etc., the Resident Directors have the authority to confiscate the items and place them in locked storage.

D. General Guidelines for Minor Violation Actions

- 1. A student's failure to fulfill discipline responsibility will be referred to the Vice President for Student Development and may affect a student's citizenship standing. The fulfillment of responsibilities must be completed within time specified by the Vice President for Student Development. Failure to do so automatically doubles the responsibility.
- 2. The failure of a student to appear before the Resident Director as requested will be accepted as admission of guilt and a more severe discipline assignment may be given.
- 3. Continued violations will be referred to the Vice President for Student Development and may affect a student's citizenship standing.
- 4. A student accused of violating any provision of the rules of student conduct shall be given written notification shall be sent to the parents or guardians of the student except when that student has become independent. Disciplinary action taken is final unless the student exercises his right of appeal.

## E. The Right of Appeal for Minor Disciplinary Actions

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

## F. Minor Violations

1. Noise infractions on campus or in College facilities;
2. Having unauthorized guest in room overnight;
3. Late-ins, unexcused;
4. Having unwholesome and inappropriate literature and/or posters on rooms, walls, doors, ceiling, etc.;
5. Having unauthorized appliances in room;
6. Having unauthorized storage in room (weights, bicycles, etc.);
7. Having 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 dress code;
13. Other infractions of similar nature.

## V. PROCEDURES FOR MAJOR VIOLATIONS OF STUDENT CONDUCT

### A. Discipline Process for Major Violations

1. All major citizenship disciplinary proceedings will be initiated by the Vice President for Student Development or, in his absence, the President, or his/her designee.
2. Any student accused of violating any provision of the rules of student conduct will be called for initial conference with the Vice President for Student Development. Witnesses may be presented. The student accused will be informed about what provision or provisions of the rules of student conduct he is charged with violating, and what appear to be maximum penalties which might result

from consideration of the disciplinary proceedings. It is understood that a disciplinary decision may be altered at any point of the procedure if new evidence becomes known.

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

#### B. Disciplinary Action for Major Violations

1. Terminate the proceedings based on evidence exonerating the student/students.
2. Dismiss the case after whatever counseling and advice may be appropriate.
3. Impose one or more of the following penalties:
  - a. Provisional Citizenship Probation: Notice to a student in writing, that he/she has been in violation of the rules 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 placing conditions upon the student's continued attendance for violation of rules of student conduct. 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 which may extend to graduation. Students under citizenship probation are not allowed to participate in Outreach Ministries, either as a member of a college gospel team, or public relations team, choir ensemble, or as an individual. Such students may participate with non-college groups, but such groups will not be invited to participate at College functions. 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 which must be met before readmission. For board and room refunds and tuition refunds affected by suspension see the college refund policy.
  - d. 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 readmission without the express permission of the President. For board and room tuition refunds affected by dismissal see the college refund policies.

- e. **Assessment of Fines:** The office of the Vice President for Student Development may assign work detail or make monetary assessments against individual students for violation of the rules of student conduct. All fines thus imposed are payable immediately. Breakage or damage assessments will be determined by repair and replacement costs.

C. General Guidelines for Major Violation Actions

1. The failure of a student to appear before the Vice President for Student Development as requested will be accepted as admission of guilt and a more severe discipline assignment may be given.
2. Continued violations will affect a student's citizenship standing.
3. All Discipline Council proceedings and records will be treated in a strictly professional and confidential manner.

D. The Right of Appeal for Major Disciplinary Action

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

E. Major Violations

1. Disobeying Civil Law (includes stealing, vandalism, possession and/or use of fireworks, etc.);
2. Failing to respect the rights, privileges, and property of others (intentional assault and/or damage of person or property);
3. Unacceptable and inappropriate behavior;
  - a. use of profane, vulgar language,
  - b. immoral conduct,
  - c. cheating,
  - d. repeated infraction regarding pornographic

- material,  
e. other unacceptable moral conduct.
4. Gambling;
  5. Possession and/or use of alcohol, drugs or tobacco;
  6. Appearance and dress consistently contrary to standards of College dress code;
  7. Open disrespect and/or rebellion;
  8. Violation of marriage policy;
  9. Unauthorized possession or use of a College key or keys;
  10. Damage to school property - plus attitude and intention of student involved, etc.;
  11. Removal of furniture from lounges or rooms without College authorization;
  12. Visiting a room of the opposite sex without permission or authorization;
  13. Propping doors of residence open, breaking security and safety;
  14. Using windows or unauthorized (emergency only) entrances for ingress/egress;
  15. Other related offenses of student behavior and misconduct will be considered;
  16. Continued failure to meet college code of conduct, lifestyle, and Christian Service expectations (including church attendance).

## VI. CITIZENSHIP COMMITTEE PROCESS AND PROCEDURES

### A. Citizenship Committee Membership

1. The membership of the Citizenship Committee shall consist of:
  - a. Three faculty members appointed by the President for a one-year term.
  - b. The Vice President for Student Development.
  - c. One student may be appointed by the President of the College for a one-year term.
  - d. Director of Student Life shall act in an advisory capacity.
  - e. The Resident Director shall act in an advisory capacity.
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 council in which the chairman is absent or may not participate. 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 violations or traffic citations.

B. Procedures for Hearing Before the Citizenship Committee

1. The student has a right to a fair and impartial hearing before the Citizenship Committee on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures herein outlined, however, shall not preclude the Citizenship Committee from making its finding of fact, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.
2. The student shall be given written notice of the time and place of his/her hearing before the Citizenship Committee. Said notice shall contain:
  - a. A statement of the time, place and nature of the disciplinary proceeding.
  - b. A statement of the charges against him/her including reference to the particular sections of the rules of student conduct involved.
  - c. A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.
3. The student shall be entitled to hear and examine the evidence, and he/she shall be entitled to present evidence and witnesses in his/her own behalf.
4. An adequate 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.
5. The vice-chairman of the Citizenship Committee shall preside at the hearing, and make rulings on all evidentiary procedural matters heard in the course of the disciplinary hearing.

C. Conduct of Disciplinary Hearings

The Citizenship Committee is subject to immediate call at the request of the Chairman. Business of the Council shall be official if all members have been notified and a simple majority are 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 council may exclude 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 therefrom, he/she shall be subject to disciplinary action.

D. Evidence Admissible in Hearings

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

E. Decision by the Council

1. Upon conclusion of the disciplinary appeal hearing, the Citizenship Committee shall consider all the evidence therein presented and decide by majority vote to uphold or alter the previous disciplinary action.
2. The 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.

F. Final Decision Regarding Disciplinary Action

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

VII. RETROACTIVE DISCIPLINARY PROCEDURE

- A. A student whose behavior was in violation of the College's standards of conduct and was concealed during his/her tenure of enrollment will be subject to disciplinary action when such behavior becomes known.
- B. All retroactive disciplinary procedure will be conducted by the Citizenship Committee.
- C. The student has a right to a fair and impartial hearing before the Citizenship Committee on any charge of violating the rules of student conduct.
- D. The student shall be given written notice of the time and place of his/her hearing before the Citizenship Committee. Said notice shall contain:
  1. A statement of the time, place and nature of the disciplinary proceeding.
  2. A statement of the charges against him/her including reference to the particular sections of the rules of student conduct involved.
  3. A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the College at the hearing.
- E. The student shall be entitled to hear and examine the evidence, and he/she shall be entitled to present evidence and witnesses in his/her own behalf.
- F. An adequate 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 President's Office and the Office of the Vice President for Student Development.
- G. 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.
  - H. It shall be the prerogative of the Citizenship Committee to set a hearing date and to invite the student to appear without waiting for his re-enrollment. The Committee is authorized to make a decision on the charge whether or not the student appears. Any disciplinary action may be retroactive to the student's last enrollment in the College.
  - I. The Right of Appeals process is available to the student.

## VIII. DISCIPLINARY RECORDS PROCESS AND PROCEDURES

### A. Minor Violation Incident Report

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

### B. Provisional Citizenship Probation

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

6. If the student is under the age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct.
7. Notification of Disciplinary action will be placed in the student's file using only Form 1A (see forms).
8. This form will be removed from the student's file at the end of the semester following conference between the student, Director of Student Life and/or the Vice President for Student Development.

#### C. Citizenship Probation

1. Citizenship probation is action taken by the Vice President for Student Development for major violations of student conduct policies.
2. The student will be summoned for consultation with the Vice President for Student Development.
3. 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.
4. Copies of letter of notification will be retained by the following people:
  - a. Vice President for Student Development
  - b. The Student
5. Placed in the student's file will be the following:
  - a. Form 1A. This is a notice to the Registrar's Office of disciplinary action.
  - b. A copy of the letter sent to the student from the 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.
6. 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.
7. Citizenship probation action taken after November 1<sup>st</sup> will be carried over to the following semester. Any student who is placed on citizenship probation will automatically forfeit any Northwest College self funded Scholarship or discount for that semester.
8. If student is under age of 18 years, provision is made for notifying parents/legal guardians of specific violation of student conduct.

#### D. Suspension

1. Suspension is disciplinary action taken by Vice President for Student Development for major

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

E. Dismissal

1. Termination of student status for violation of student conduct.
2. All students dismissed from Northwest College will be called in for a conference with the Vice President for Student Development.
3. After the conference student will receive letter from the Vice President for Student Development containing the specific details relating to the major violation of student conduct and disciplinary action.
4. Copies of this letter will be retained by the following:
  - a. Vice President for Student Development
  - b. The Student
5. Placed in student's file will be the following:
  - a. Form 1A. This is a notice to the Registrar's Office of disciplinary action.
  - b. A copy of the letter received by student from the 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 office.

6. This letter will remain in the student's file and can only be removed by student's direct appeal to the President of Northwest College.
7. If student is under the age of 18 years, provision is made for notifying parents/legal guardian of specific violation of student conduct.
8. Board and Room refunds and tuition refunds will be prorated from the point of dismissal from the College.

#### IX. READMISSION

##### A. Following Suspension

1. Clearance from the Student Development Office.
2. Submitting of new application.
3. Submitting of new references.

##### B. Following Dismissal

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

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

#### X. CONFIDENTIALITY

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

#### XI. APPLICATION OF CITIZENSHIP REGULATIONS

Northwest College desires that its students develop lifestyles characterized by increasing freedom, built upon self-discipline, moderation, and adherence to Biblical principles. In the application and enforcement of rules affecting student appearance, it is desirable to match the degree of discipline to the student's culpability in terms of knowledge,

recalcitrance, and malice. Enforcement will necessarily be selective, aimed at correction of obvious deviations in order to maintain reasonable adherence to standards. Individual responsibility is not abrogated by failure to punish all offenses. A civil and law-abiding community is the object.

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

XII. INVOLUNTARY WITHDRAWAL

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

A student will be subject to involuntary administrative withdrawal from Northwest College, or from Northwest College housing, if it appears that the student (a) engages, or threatens to engage, in behavior which would cause property damage, or impede the lawful activities of others. Additionally, a student accused of violating other College disciplinary regulations may be diverted from the disciplinary process stated in the current edition of the Student Citizenship Manual and withdrawn in accordance with these standards, if the student, (a) lacks the capacity or fails to respond to pending disciplinary charges, or (b) did not know or does not recognize the nature of wrongfulness of the conduct. (For procedures see full policy statement in the Vice President for Student Development Office)

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

Remarks bearing on this case, if any:

Vice President  
Student Development



## NOTICE TO THE REGISTRAR OF ACTION BEARING ON STUDENT CITIZENSHIP RECORD

STUDENT \_\_\_\_\_ ID # \_\_\_\_\_

Effective Date

Nature of action affecting record/standing

Month/Day/Year

- |  |       |
|--|-------|
| 1. _____ Provisional Citizenship             | _____ |
| 2. _____ Citizenship Probation               | _____ |
| 3. _____ Suspension                          | _____ |
| 4. _____ Dismissal                           | _____ |
| 5. _____ Reinstatement: Regular Status       | _____ |
| 6. _____ Reinstatement: Special Status       | _____ |
| 7. _____ Readmitted on Citizenship Probation | _____ |
| 8. _____ Request to withdraw                 | _____ |
| 9. _____ Other _____                         | _____ |

Ordered by \_\_\_\_\_ Date \_\_\_\_\_

Instructions: To Registrar

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

Remarks bearing on this case, if any:

\_\_\_\_\_  
Vice President  
Student Development

# NOTICE TO THE REGISTRAR OF ACTION BEARING ON STUDENT CITIZENSHIP RECORD

STUDENT ID # \_\_\_\_\_

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

Ordered by \_\_\_\_\_ Date \_\_\_\_\_

Instructions: To Registrar

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

Remarks bearing on this case, if any:

Vice President  
Student Development





