

Northwestern College

2019-2020 Student Handbook

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August 2019

NORTHWESTERN COLLEGE

Dear Northwestern Student:

The start of every academic year brings new opportunities and challenges for the entire Northwestern community. There may be no other time in your life when you have so many opportunities to grow, to learn, and to change. You will find that your education happens inside and outside the classroom, reshaping all areas of your life - academic, spiritual, social, and physical. It is our hope that you will embrace this education by becoming an active member of the community.

I urge you to read through the entire student handbook. It contains a wealth of information concerning academics, spiritual formation, residence life, campus policies, and student services. Each student is responsible for reading, understanding, and following all policies contained in this handbook. If there are sections that you do not fully understand, please stop by the Student Life Office and we will be happy to answer your questions.

I speak for the entire Student Life division when I say that we are honored to be a part of your education. Please take advantage of the support we offer to meet the challenges you face. Make efforts to get to know the members of the NWC family – faculty, staff and other students. The benefits and rewards you receive will go far beyond what you could ever imagine. May God bless you with a wonderful year!

Sincerely,

Julie Vermeer Elliott
Vice President for Student Life

MISSION OF NORTHWESTERN COLLEGE

MISSION STATEMENT

Northwestern College is a Christian academic community engaging students in courageous and faithful learning and living that empowers them to follow Christ and pursue God's redeeming work in the world.

IDENTITY STATEMENT

Northwestern College is a Christian college in the Reformed tradition, founded in 1882 and affiliated with the Reformed Church in America. We are committed to providing a Christian liberal arts education in the context of community among learners on campus and online. We offer bachelor's degrees in a variety of traditional and professional programs as well as graduate degrees and certificate programs.

VISION FOR LEARNING

Northwestern College is a community rooted in Scripture and the confessions of Reformed theology and thus shaped by a robust integrative and transformative vision of the Triune God who creates, redeems and sustains. This theological background supports a framework within which students, staff and faculty of various Christian traditions take up the task of loving, understanding and serving the world whose Savior and Lord is Jesus Christ. We see the pursuit of liberal arts education as worship experienced in community and offered to the glory of God. Embracing this calling with a freedom that arises from confidence in God's saving grace and sovereignty, we are committed to cultivating virtues of heart and mind that will enable us to live out our shared vocation as participants in God's redemptive work. We respond to God's call to proclaim the message of the gospel, be stewards of creation, serve Christ in all persons, and bring all things under his lordship.

In keeping with this commitment, we intend Northwestern graduates to be persons who:

TRUST, LOVE AND WORSHIP GOD

- Understanding that God is the center of life, learning about God through careful and rigorous study, and aspiring to trust, love and worship God as the sovereign Lord of the universe.
- Recognizing that to love God is also to live joyfully as participants in a variety of communities, valuing the diversity of the human family, and seeking opportunities for learning, growth and transformation through intercultural relationships.

ENGAGE IDEAS

- Demonstrating competence in navigating and contributing to the world of ideas and information, having learned to listen, read, question, evaluate, speak, write, create and perform with a disciplined imagination.
- Gaining a comprehensive understanding of the theoretical foundations, methods and products of the humanities, the social and natural sciences, and the fine arts.
- Pursuing truth faithfully in all aspects of life; developing, articulating and supporting their own beliefs; and seeking meaningful dialogue with those holding different convictions.
- Desiring to continue a life of learning and contemplation.

CONNECT KNOWLEDGE AND EXPERIENCE

- Completing academic majors that enable acquisition of the narrower but deeper knowledge and skills that serve as the basis for mastery of a particular discipline and as preparation for meaningful life and work.
- Exhibiting a broad understanding of the current and historical interplay of different realms of knowledge and experience.
- Seeking opportunities for growth and reflection that integrate faith, learning and living in community.
- Seeing beauty and finding joy in all pursuits.

RESPOND TO GOD'S CALL

- Discerning and developing their unique gifts in service to Christ, the church and the world Christ loves and redeems.
- Regarding all persons as made in the image of God and thus deserving of understanding, love and justice.
- Living a balanced and whole life in obedience to God.

ACADEMIC AFFAIRS

DEGREE REQUIREMENTS

The Bachelor of Arts or Bachelor of Science in Nursing degree is granted to students who:

1. Complete the general education requirements as listed in the Northwestern Core section of the catalog.
2. Complete an academic major as described in the catalog.
3. Complete a minimum of 124 semester credits.
4. Achieve a minimum cumulative GPA of 2.00 in all course work attempted at Northwestern College and a minimum of 2.00 in the courses comprising the major. Exceptions to the cumulative 2.00 grade point average are in programs where outside accrediting organizations mandate higher GPA's (i.e., Education, Nursing, etc.)
5. Fulfill the residence requirement as described in the catalog.
6. Fulfill the chapel attendance requirement.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Northwestern College seeks to operate in compliance with Section 504 of the Rehabilitation Act of 1973. A student will be eligible for protection under Section 504 if he/she has a mental or physical impairment that "substantially limits one or more major life functions and has a history of such impairment." If the student has met the academic standards required for admission to the college, then he/she will be ensured equal educational opportunity. In the case of students with disabilities, it is the responsibility of the academic support staff, working closely with faculty and students' academic advisors, to provide appropriate academic accommodations. Because these accommodations are based upon the student's diagnostic evaluations and past educational experiences, he/she will be expected to provide recent documentation (within three years) verifying the disability. Students should submit this documentation to the Director of Academic Support in the DeWitt Learning Commons.

WRITING CENTER

Northwestern's writing center offers services designed to help all students become better writers. Using highly trained peer tutors, the center offers tutorial services to students who voluntarily drop in or are referred to the center by faculty. The Writing Center is located on the first floor of the DeWitt Learning Commons.

CHANGE IN ACADEMIC REQUIREMENTS OR POLICIES

Northwestern College reserves the right to change academic requirements or policies, as stated in the catalog, at the beginning of each semester, with proper notification of such changes to be distributed to all students and faculty.

ACADEMIC APPEALS

Students who wish to appeal academic program decisions or the decisions of a faculty member or an academic department concerning their academic progress must submit to the Vice President for Academic Affairs a written appeal of the decision within 30 days following their notification of the decision. The Vice President for Academic Affairs will provide a written acknowledgement of the appeal within 7 days. The Vice President for Academic Affairs will investigate the appeal and provide a decision which will be communicated in writing to the student within 15 days of this acknowledgement. This decision will be final.

ACADEMIC ADVISORS

Students have faculty advisors who will assist them in identifying and developing their educational goals, in executing their educational plans while at Northwestern, and in making them aware of available resources that relate to the execution of their educational and career plans. Students may also request a change in academic advisor by completing a form available in the Registrar's Office or online under the Academics tab in MyNorthwestern.

While the faculty advisor participates actively in the student's academic planning and monitors his/her progress, final responsibility for recognizing and fulfilling graduation requirements rests with the students. Students should acquaint themselves with the various requirements set forth in the catalog and, beginning with their freshman year, should plan their college courses to fulfill graduation requirements.

COURSE LOAD

Northwestern's academic calendar consists of two 16-week semesters. The normal course load for a student is 15-16 credits per semester. The maximum number of credits that a student may take during a given semester is 18*. First year students accepted conditionally will be allowed to take no more than 16 hours in their first semester. Adjustments to their schedules at midterm may be done at the discretion of the advisor or registrar. Exceptions for an overload are granted if the student has the following cumulative GPA: 3.30 when registering for the sophomore year; 3.15 when registering for the junior year; or 3.00 when registering for the senior year. Freshmen are not eligible for an academic overload. *Audit credits are not included when determining course overloads beyond 18 credits; however, an overload fee will apply.

PASS/NO PASS COURSES

Several off-campus courses (e.g., department internships, field experiences, practicum, and student teaching) are graded on a pass/no pass basis. This information is included in the course description in the catalog.

PASS/NO PASS OPTION FOR ELECTIVE COURSES

To encourage students to explore academic areas outside their major strengths and specializations, each student has the option of taking a maximum of 12 credit hours of elective courses on a pass/no pass basis. This option may not be used for the Northwestern Core requirements or any requirements for a major, minor, or career concentration. Freshmen may not take courses on a pass/no pass basis; sophomores and juniors may take one course per semester; seniors may take two courses per semester.

Courses taken on a pass/no pass basis will count toward the 124 credit hour graduation requirement, but will not affect the student's grade point average. Students are advised to avoid electives on a pass/no pass basis in areas in which they intend to do graduate work because graduate school admissions officers will be interested in such grades. For example, premedical students should avoid the pass/no pass option in science courses; social work students should avoid the pass/no pass option in sociology and psychology.

Students wishing to choose the pass/no pass option in electives must make application with the Registrar prior to the deadline for adding courses, 5 days after the start of the term. Pass/no pass status will not be changed after the deadline for the pass/no pass option. No grades will be available in the future for courses taken on a pass/no pass basis.

The instructor will not be informed if a student is taking the course on a pass/no pass basis. The instructor will turn in a letter grade for all students. At midterm, the letter grade shall appear on the student's grade report. For the final grade report, the Registrar's Office will translate the grades of C and above into P and C- and below will be recorded as NP.

CLASSIFICATION

Freshman	0-23 Credits
Sophomore	24-54 Credits
Junior	55-88 Credits
Senior	89 & Above

ADDING AND DROPPING COURSES

Deadlines for adding: 1st half, 2nd half, and full semester courses--5th day of school of each respective term at 5 PM. Completion of an "add slip" is meant to be an acknowledgment of the student being admitted to the class. It is not an agreement for the instructor to tutor the student so that he/she can cover the material presented in the classes missed. It is the responsibility of the student to make up coursework already covered. Students should be aware of the fact that there are certain courses (especially "skills courses") which pose particular difficulties in this regard.

To enhance the learning process it is important for the student to finalize his or her academic program as early in the semester as possible. As soon as it is apparent to the student that satisfactory progress is not being made and that the likelihood of adequate improvement is remote, the "drop" procedure should be initiated in consultation with the advisor and course instructor.

Deadline for dropping: 1st half, 2nd half courses--25th day of each respective term at 5 PM, full semester courses--50th day of term at 5 PM. Forms for adding and dropping courses are available in the Registrar's Office or online. See the academic calendar for deadlines for adding and dropping courses.

ACADEMIC ALERT SYSTEM

At any point in the semester, a student who is not meeting the professor's expectations for learning may receive an Academic Alert that explains the professor's concerns as well as suggestions for improvement.

The professor gives a copy of the alert to the student and sends two additional copies to the Academic Support Department. One copy is sent to the student's academic advisor and the other remains on file in the Academic Support Office.

Students should take Academic Alerts seriously and strive to improve their academic performance with assistance from professors, advisors, and tutors.

CLASS ATTENDANCE

Since a student generally benefits from regular class attendance and suffers if class is missed often, it is incumbent upon the student to attend regularly and to finalize their academic program as early in the term as possible. Regular class attendance is essential to scholarship. No system of cuts shall be recognized. Each faculty member establishes their own attendance policy. Students shall inform instructors of any anticipated class absences. Penalties or makeup privileges shall be left to the discretion of the instructor. Instructors may reduce grades for absences, particularly if the nature of the class procedure depends on student participation. If such a reduction may be made, it shall be so stated in the course syllabus. Faculty are required to certify their class lists by the 5th day of classes. Students who have not been attending class will be contacted by the Registrar's Office. Students who have not officially dropped the class by the 7th day of classes will be administratively removed by the Registrar's Office.

Only registered students may attend class sessions, including on site and online. A student who allows another student to establish or maintain attendance, participate in course activities, or complete coursework in their stead is subject to the college's Academic Dishonesty policy.

ABSENCES FOR FIELD TRIPS OR COLLEGE ACTIVITIES

A class absence shall be authorized if and only if the following three conditions are satisfied:

1. The absence shall be due to the student's participation in an approved field trip for another class or an approved co-curricular activity.
2. The student shall have given prior notification to the faculty member whose class will be missed and will have made arrangements for makeup work.
3. The absence shall not cause the missing of more than two consecutive class sessions.

MEDICAL EXCUSES FOR CLASS

In the case of any student missing a class in which an exam, quiz, or other major assignment is scheduled, the student should directly notify the instructor prior to the scheduled class, or at least within 24 hours of the absence.

If there is some question in the mind of the instructor as to the legitimacy of the claim to illness, then the instructor may ask the student to obtain a medical excuse from a medical doctor or clinic within 24 hours of the notification.

For extended illness or hospitalization, students living in residence halls should notify the residence hall director. After verification of such illness the director shall notify the registrar office, and the registrar office shall inform all the instructors who have that student in class.

FINAL EXAMS POLICY

1. If the requirements for a course include the giving of any written examinations, then the last examination, whether comprehensive or not, whether in class or take-home, shall be given or due during the final examination period at the time scheduled for that course. A comprehensive final examination is encouraged.

2. Scheduling of testing activities (as well as co-curricular) during the week prior to semester examinations should be sensitive to end-of-semester demands on all members of the campus community.
3. The final examination period for full-semester courses consists of four days, with exams as evenly distributed among these days as is possible. Exam periods should be scheduled so that no student is likely to have more than two in-class exams on a given day. If more than two exams are scheduled for a given student, a request for change may be made to the Registrar.
4. Requests for exceptions to the final exam schedule other than that noted in #3 above must be submitted in writing to the Vice President for Academic Affairs. Exceptions will be made only in cases of illness or personal or family emergency. No exceptions will be made due to conflicts with outside work commitment or transportation plans. All transportation plans must be built around the final exam schedule.
5. Final examinations for evening classes are scheduled within the regular final exam period.
6. The final examination period for half-semester courses scheduled during the second half of either semester shall coincide with the exam period for full-semester courses. For half-semester courses scheduled during the first half of either semester, there shall be a two-day final examination period immediately prior to midterm break, using the regular class schedule for those days, with the last regular class period prior to the final examination being designated a study period, with no class meeting to be held.

INCOMPLETES

In the event that a medical situation occurs with a student, the student's spouse, or dependent child, or parent, and the medical event inhibits completion of the coursework, the student may request an incomplete grade from their instructor before the last day of a course. If the instructor approves the incomplete, the student must complete a Petition for Incomplete Grade. The student will be granted a four-week extension after the end of the session or term to complete the requirements for the course. The grade will automatically become an "F" if the coursework has not been completed by the last day of the four-week incomplete period. There is no fee for an incomplete granted for a medical need.

In the event that a non-medical life circumstance occurs with a student that inhibits completion of coursework, the student may request an incomplete grade from their instructor before the last day of a course. If the instructor approves the incomplete, the student must complete a Petition for Incomplete Grade. The student will be granted a four-week extension after the end of the session or term to complete the requirements for the course. The grade will automatically become an "F" if the coursework has not been completed by the last day of the four-week incomplete period. The student may be assessed a non-medical incomplete fee, which will be used to compensate the instructor for time required beyond the instructor's contract.

In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), Northwestern College will provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact both their instructor and the college disability service provider to discuss their individual needs and accommodations.

Students with an existing ADA accommodation who require additional time to complete coursework beyond the last day of a session or term will be granted an incomplete grade if their accommodation specifies additional time for assignments. The student must notify their instructor that an incomplete is needed by the last day of the course, and must complete a Petition for Incomplete Grade. Instructors are required to award an incomplete, in accordance with the student's ADA accommodation. The instructor will verify the accommodation with the ADA compliance officer, and the student will be granted a four-week extension after the end of the session or term to complete the requirements of the course. The grade will automatically become an "F" if the coursework has not been completed by the last day of the four-week incomplete period, unless another incomplete extension is requested by the student, provided for in the student's accommodation, and approved by the instructor. There is no fee for an incomplete granted due to an existing ADA accommodation.

The Petition for Incomplete Grade is located on the Student Forms page of the Academics tab in My Northwestern.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A student's progress is based on the number of credits attempted at Northwestern College and if applicable, any credits transferred in, and the cumulative grade point average. Students must earn at least a cumulative grade point average (GPA) of 2.00 and successfully complete a minimum of 124 earned credit hours in order to graduate and earn a degree from Northwestern. This SAP policy is the same for all students, regardless of whether they receive Title IV assistance, and whether they are full or part-time. Satisfactory Academic Progress is reviewed at the end of each academic semester (including summer), regardless of whether a student received Title IV aid. A student is making satisfactory academic progress toward graduation if he or she has completed the attempted credits and earned the necessary cumulative grade point average as explained below.

Federal regulations require that students who receive federal financial aid must make satisfactory academic progress towards degree completion. Satisfactory Academic Progress is defined by the federal government using both qualitative and quantitative measures:

1. Qualitative measure - Cumulative Grade Point Average (GPA)

Cumulative Grade Point Average Progress Chart

	Attempted hours	Placed on probation when minimum cumulative GPA is below:	Suspended when cumulative GPA is below:
Freshman	0-23. 99	1.75	1.00
Sophomore	24-54. 99	1.90	1.50

Junior/Senior	55 and up	2.00	1.70
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*Academic probation and Financial Aid warning (see Financial Aid warning and probation below)

Students must achieve a cumulative grade point average of 2.0 by the time they reach junior status, which is based on the total number of credit hours attempted. Students not making Satisfactory Academic Progress (SAP) will be placed on academic probation and financial aid warning.

2. Quantitative measure – Ratio of total earned to attempted credits

In order to maintain satisfactory progress towards degree completion at Northwestern College, students must successfully complete 67% of the cumulative credit hours attempted at all times. Withdrawing from school, earning NP (No Pass) grades, and/or failing coursework may result in not meeting the 67% satisfactory completion rate in order to graduate in the time period allowed. Students who successfully complete 67% of their attempted credits meet the quantitative measure for monitoring satisfactory academic progress. Failure to complete 67% of their attempted credits will be placed on financial aid warning or probation (see Financial Aid Warning and Probation, p.8). Duration of financial aid eligibility: Students may attempt no more than 186 credit hours (150% of credit hours needed to complete a degree program at NWC) in order to maintain their financial aid eligibility. If a student is unable to complete his/her degree program in the 150% degree completion time frame (12 semesters), financial aid eligibility will be terminated. Students returning only to earn an additional major are not eligible for financial assistance. Students who enroll in a 2nd degree or teacher certification may be eligible for financial aid and will have their SAP calculated using the credit hours beyond the first degree.

ACADEMIC PROBATION/SUSPENSION

- Any student whose cumulative GPA is below the minimum standard, based on the total number of credits attempted, shall be placed on academic probation and financial aid warning for the following term.
- Any student who would be on academic probation for a second consecutive term shall be suspended. An exception will be granted if the student's semester GPA during the semester on probation is above 2.00. In this case, the student shall be granted a second semester on academic probation, and would be placed on Financial Aid Probation (see Financial Aid Warning and Probation, p.). A student may be granted this exception only one time.
- If the student (on probation) enrolls in summer school classes at Northwestern and earns a summer GPA below 2.0, the student will be suspended. If the student enrolls in summer school classes and earns a summer GPA of 2.0 or above, the new cumulative GPA will determine whether the student is back in good standing or whether the fall semester counts as a second semester of academic probation.
- Any student who would be on probation for a third semester, whether or not any are consecutive, shall be suspended.
- Academic suspension means that a student is suspended for a minimum of one semester. Students wishing to return after one semester must follow the reinstatement process (see below).

FINANCIAL AID WARNING & PROBATION

A student is placed on Financial Aid Warning for failing to make the qualitative and/or quantitative measure of SAP, as outlined by the SAP guidelines above. If a student is placed on Financial Aid Warning, the student may continue to receive Title IV assistance for one additional semester despite the fact that they failed to make SAP. No appeal is granted or required.

If a student on Financial Aid Warning fails to make SAP at the end of the semester (or payment period), and if the student is not academically suspended, the student loses Title IV aid the following semester unless they appeal (see Financial Aid appeal process below) to be placed on Financial Aid Probation. A student on Financial Aid Probation may receive Title IV funds for one payment period. At that point, the student must meet SAP or the requirements of an established individual academic plan in order to maintain Title IV eligibility.

FINANCIAL AID PROBATION APPEAL PROCESS

Students who fail SAP may appeal based on any circumstances the student deems as difficult circumstances, such as family difficulties, illness/injury, roommate or dating issues, loss of balance between responsibilities, death in the family or financial struggles. The financial aid appeal (for students on Financial Aid Warning who again fail to make SAP but are not academically suspended) will be handled in the same manner as academic suspension appeals. The student's appeal must be in written (letter) form and state why they failed to meet SAP as well as what will change to demonstrate SAP at the end of the next term. Students will be notified of the appeal decision via email and/or a letter in the mail. If an appeal is granted by the Financial Aid Director (who decides the appeal in consult with the Academic Support Director and the Registrar), the student will be placed on Financial Aid Probation and allowed to receive Title IV funds for one additional term. If making SAP is not realistic in one term, the academic appeal committee may develop an academic plan that, if followed, will ensure that the student is able to meet SAP standards at a specified point in time. If the appeal is not granted, the student may not receive Title IV funds until they regain eligibility by taking actions that bring them back into SAP.

ACADEMIC PROBATION

Students placed on academic probation will be permitted to carry a maximum of 13 credits during the next academic semester.

While on probation, a student will be subject to the regulation of the Academic Affairs Committee concerning participation in college-connected activities.

The following additional guidelines apply to students on academic probation.

- Students will not be eligible for activity grants in music, theatre or athletics.
- Students may represent the college in public performance for non-campus audiences only when such performances are required for an accredited course.
- Students are allowed to be involved in chapel, intramurals, and on-campus activities of organizations and clubs. However, these students are not eligible for office or committee chairmanship.
- Students may participate in off-campus service projects.
- Students may miss class for an activity only when participation in the activity is a requirement for an accredited course.
- Students involved in athletics are ineligible for participating in contests.
- Students must work closely with their advisor to establish plans for time management and strategies for improving academic performance.

APPEAL PROCEDURE FOR ACADEMIC SUSPENSION

Students may appeal their academic suspension only in cases of extenuating circumstances. An extenuating circumstance is defined as a disruptive, unavoidable circumstance beyond the student's control (e.g. chronic illness, medical emergency, family crisis, physical attack). Students may not appeal using the concept of academic amnesty, whereby only certain courses are excluded from GPA calculations.

Students wishing to appeal their academic suspension must submit, either by mail or email attachment, a one-page typed letter, signed and dated, to the Registrar or to the Director of Academic Support within two weeks of the last day of final exams. The letter should outline 1) the extenuating circumstances that affected the student, 2) actions the student has taken to address those circumstances so that they will not influence future academic endeavors, and 3) whether or not the student wishes to attend the appeal meeting. Letters written by outside persons supporting the appeal must be sent to the Registrar or to the Director of Academic Support at this time.

Once the student has filed an appeal, the Registrar will notify the chair of the Academic Appeals Work Group, who will arrange a meeting as soon as possible. The student who is appealing may choose to be present when the committee considers the appeal; a request for an outside party to be present at the appeal must be approved by the committee prior to the meeting.

If the Academic Appeals Work Group determines the appeal warrants review, the committee will convene to consider the appeal. After the appeal meeting, the student will be notified of the committee's decision.

THE REINSTATEMENT PROCEDURE FOR ACADEMIC SUSPENSION

1. A student is suspended for a minimum of one semester. Students wishing to return after one semester must submit a Reinstatement Application to the Registrar. Application deadline information is available from the Office of the Registrar.
2. The Registrar shall provide a copy of the Reinstatement Application to the Director of Admissions, the Dean of Residence Life, the Director of Academic Support and the Director of Financial Aid, who will provide immediate feedback concerning any specific issues that would prevent the student from being issued a Reinstatement Eligibility Contract.
3. The student will complete a Reinstatement Eligibility Contract, which will specify the following:
 - a. The student will provide the name of the institution, the course numbers, the course titles and the number of credits for each course. At a minimum, the student must take at least 12 credits (concurrently) at a regionally accredited college and attain at least a 3.0 grade point average in those courses. Type and level of difficulty of each course will also be factors.
 - b. The student will provide a verifiable plan to reverse past academic and personal patterns that hindered the student's success at Northwestern College.
 - c. The Registrar will provide various academic scenarios showing what courses and grades are needed at Northwestern College to attain good academic standing, should the student be readmitted.
4. All reinstatement application materials (Reinstatement Application, Reinstatement Eligibility Contract, and any academic transcripts) should be in the hands of the Registrar by the appropriate deadline.
5. Upon receipt of ALL reinstatement materials, the Registrar shall notify the chair of the Academic Appeals Work Group, who will schedule a meeting. The student has the option of meeting with the committee prior to its deliberation, but must request this option on the Reinstatement Application. The committee will make a decision within one week after the deadline. The committee decision is final.
6. The student shall be promptly notified by a member of the Academic Appeals Work Group of its decision, which includes a phone call and an official letter providing details of the grounds for the group's judgment.

MINIMUM CREDITS FOR EXTRA-CURRICULAR ELIGIBILITY

In order for a student to participate in any co-curricular activity at Northwestern, he/she must have passed at least 24 credits in the previous two semesters of study, with summer school course work to be computed as part of the spring semester. The GPAC conference requires a 1.75 cumulative GPA for the second season of competition and a 2.0 cumulative GPA for the third and fourth seasons of competition.

DECLARATION OF MAJOR

Students are required to file a declaration of academic major form in the Office of the Registrar by the end of the sophomore year, prior to registering for classes as a junior. Sophomores registering for their junior semester will be unable to register for classes until a form is on file in the Office of the Registrar. If the student's present faculty advisor is not a faculty member in the department in which the student has declared a major, the student should request an advisor change, using the Advisor Change Form.

Students who wish to make a change in their declared major or who wish to declare an additional major may do so at any time by completing a new declaration of major form.

TRANSCRIPTS

Transcripts are processed in the Office of the Registrar. In accordance with federal law, transcripts cannot be released without the written consent of the student. Transcripts should be sent directly to another college or university or to an official of an organization. All transcripts released to the student will be stamped "issued to student." This advises a third party that the student had personal possession of the transcript. No transcript (or diploma) will be released until all financial obligations to the college have been met. Please refer to the transcript ordering instructions on the Registrar's webpage at <https://www.nwciowa.edu/registrar/transcript-request>.

Transcripts or credits earned at high school or other colleges are not available for distribution by Northwestern College. These transcripts must be requested from the school awarding the credit. For information on ACT or SAT scores, students should inquire at their high school.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from college during a term must obtain a withdrawal form from the Student Life Office and complete the withdrawal process by obtaining the necessary signatures. Students will be granted honorable dismissal and receive W's in their registered courses provided the withdrawal process is completed within the time limit for dropping courses (the 25th class day of the term for half semester courses or the 50th class day for full semester courses). Determination of tuition, room and board refunds is based upon the date the student initiates the withdrawal process.

A student who is unable to complete a semester's course work due to serious physical, emotional or psychological distress may qualify for special consideration. Such students must be recommended by the Director of Counseling Services to the Vice President for Student Life or the Vice President for Academic Affairs, who have the authority to make voluntary or involuntary medical leave decisions and to authorize other college officials (i. e., financial aid, and comptroller) to make decisions based on contextual or individual circumstances. Such students leaving prior to the deadline for dropping classes with a "W" will withdraw from the college.

with W's for all courses, as would any other student. A student who is withdrawing under the special withdrawal policy after the official drop deadline may be granted W's for all courses or (with the professor's approval) incompletes for all courses. Students taking an "I" will have until four weeks following the end of that semester to complete the course work. If the course is not completed, the grade for that course will revert to a "W". Students who leave college without completing the official withdrawal process (or after the deadline for dropping courses) may not be granted honorable dismissal. A grade of "F" is given in each course in which they were registered.

Note: All completed withdrawal forms must be returned to the Student Life Office within two weeks of notifying either the Registrar's Office or the Student Life Office of the student's intent to withdraw from college. If this two-week period falls within the last two weeks of the semester, the completed withdrawal form must be returned by the last day of classes.

REQUIRED WITHDRAWAL

In order to provide a safe environment conducive to the achievement of the college mission, the college may require a student to withdraw involuntarily when his/ her behavior or physical or psychological disorder is incompatible with minimal standards of academic performance and/or community life. Students to whom this policy applies include (but are not limited to):

1. Students who are deemed to be a significant risk to the health and safety of others. Danger to others is here defined to include a risk of assault substantially above the norm for college students, which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his or her safety and the safety of others.
2. Students whose behavior is severely disruptive to others. Disruptive is defined to include behavior which causes emotional and or physical distress to other students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single incident or a pattern of behavior.
3. Students (a) who do not comply with assessment, treatment, or other behavioral guidelines required by college officials and/or (b) whose behavior or physical condition is likely to deteriorate to the point of permanent disability or dysfunction without such assessment and/or treatment.
4. Students whose physical or psychological disorder requires highly specialized services beyond those available locally and whose condition may deteriorate (as in #3 above) without additional resources.

The Director of Student Counseling Services, and where appropriate, the Nurse Practitioner and/or Disabilities Specialist, will evaluate the student and make a recommendation regarding the student's condition to the Vice President for Student Life. The Vice President for Student Life has the authority to make involuntary withdrawal decisions and may authorize other college officials to make the decision based on contextual and individual circumstances. A student has the right to appeal this decision according to the appeals process outlined in the student life section under "Discipline."

ENROLLMENT DEPOSIT

Each student who is accepted for residential enrollment must pay an enrollment deposit of \$100 upon notification of acceptance. This deposit allows students to register for classes and reserve housing for each semester. Once students conclude their education at Northwestern, the deposit is refunded provided the student has no outstanding bills. Enrolled students, who pre-register and later decide not to return to school in the fall, must notify the Office of the Registrar before July 1 of the school year. Students registered for second semester must notify the Office of the Registrar of their withdrawal before classes start in January. Failure to notify the office will result in forfeiting the \$100 enrollment deposit.

ACADEMIC CONSEQUENCES OF DISMISSAL/SUSPENSION FOR DISCIPLINARY REASONS

1. A student suspended from the college for disciplinary purposes for a specified period of time within a semester shall fail all in-class academic course work during the period of suspension but shall be held responsible for the content of all such work upon returning to the college.
2. A student dismissed from the college for disciplinary reasons after the drop deadline will receive a grade of either W or WF in each course. A grade of W is reserved for courses which the student is currently passing. For each course, this determination will be made by the instructor and will be based upon all course materials due before the time of withdrawal. Students citing and providing evidence for extenuating circumstances may appeal to the office of the Vice President for Academic Affairs to change a withdrawal-based WF to a W.
3. A student dismissed from the college for academic dishonesty will receive a grade of "F" for all courses.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are protected under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and state of Iowa statutes regarding freedom of information and privacy protection.

The following is a list of directory information that may be made available regarding students of the college without their prior consent and is considered part of the public record for their attendance:

- Student's name, local address, permanent address, e-mail address, photos and telephone numbers (including cell phone numbers)
- Date and place of birth
- Student photo (Campus Directory)
- Names and dates of previous high schools and colleges attended
- Classification (Fr/So/Jr/Sr), enrollment status (full time/part time)
- Major Field of study
- Dates of attendance and anticipated date of graduation
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees and awards granted (where and when received)
- Name, address and telephone number of parents, guardians and/or spouse

The student is entitled to request that any or all of this information not be made publicly available. Such a request must be made in writing to the college Registrar during the first ten days of the semester. The non-disclosure hold on directory information shall remain in effect until the student requests the institution to remove it.

All requests for student directory information must be authorized by the college Registrar who is the data steward for such information. A student's written permission is required for the release of any non-directory information. Examples of non-directory information include grade transcripts and student social security numbers. If you have a question concerning release of student information, contact the college Registrar. (Note - In addition to the college's liability for knowingly violating the Buckley amendment, individuals are also held personally liable for knowingly violating this legislation.)

Consent by the student is not required when the disclosure is to other school officials within the college who have a legitimate educational interest. He or she must require the student's education records in the course of performing his or her instructional, supervisory, advisory, and administrative duties for the college.

The student also has the right to inspect and review his/her educational records in the Office of the Registrar and may do so by making an oral or written request to the college Registrar. Students may be asked to present a valid college identification card or a valid photograph ID when making the request. Students do not have the right to view another student's records. The official must respond within forty-five days of the request by arranging an appointment for the student to review the records. The student has the right to an explanation of any information contained in the record.

Upon written request and for a set fee, an official grade transcript may be ordered by the student. No transcript will be released to a third party without the prior written consent of the student.

ACADEMIC INTEGRITY

Northwestern College is a Christian academic community committed to integrity and honesty in all intellectual and academic matters. All students, faculty, and staff are expected to follow the highest standards of honesty and ethical behavior. In addition, as members of the campus community all students, faculty, and staff have a responsibility to help other members of the community to demonstrate integrity in their actions.

Behavior that violates academic integrity can take a variety of forms, including, but not limited to, cheating on tests, quizzes, papers, and projects; plagiarism or the encouragement and/or provision of materials for the expressed purpose of such acts; using unauthorized material; and the willful misrepresentation of evidence and arguments.

PROCEDURES FOR DEALING WITH ACADEMIC DISHONESTY

1. If an instructor suspects that cheating or plagiarism has occurred, the instructor will consult with the department chair (or another faculty member). In the case of plagiarism, the instructor will consult with the department chair or another colleague using a blind copy of the paper. If the violation is verified, or if the instructor believes that a student has cheated, the instructor shall confront the student with the charge. The student shall have an opportunity to confirm or deny the allegation. If the instructor is not able to confront the student, the instructor shall notify the student of the intent to take disciplinary action.
 - a. If the student confesses to the charge of academic dishonesty, the instructor shall assess the case, determine the penalty, **and file an academic dishonesty report with the Office of the Vice President for Academic Affairs**; the student shall retain the right to appeal the penalty to the Vice President for Academic Affairs.
 - b. If the student denies the charge, but the instructor remains convinced of the accuracy of the charge, the instructor may yet enforce the penalty; the student shall have the right to appeal either the charge or the penalty to the Vice President for Academic Affairs.
 - c. If after confronting the student, the faculty member believes that academic dishonesty has occurred; the faculty member will inform the student of the details of the appeal process and file an academic dishonesty report with the Office of the Vice President for Academic Affairs.
 - d. The ordinary penalty for a first offense shall be a failing grade for the assignment, test, or quiz in which the academic dishonesty occurred. The usual penalty may be modified, at the discretion of the instructor, to allow for greater or lesser penalties, ranging from a lower grade on the assignment to a failing grade in the course.
2. If the case of academic dishonesty represents a second offense for a student in his/her college career, the Vice President for Academic Affairs, after the challenge period is over or after all challenges have run their course, will meet with the student to discuss the penalty for a second offense. The penalty will normally result in a suspension from Northwestern College for the remainder of the semester and the entire following semester. However the penalty may be as severe as a permanent expulsion from the College. The student shall have the right to appeal the penalty to the Vice President for Academic Affairs.
3. A written record of all cases of academic dishonesty shall be maintained in the Office of the Vice President for Academic Affairs for the duration of the student's academic career at Northwestern College.
4. If a student is suspended for academic dishonesty, the transcript will permanently record that the student has been academically suspended and the effective date. After five years the student may request in writing to the Vice President for Academic Affairs for Academic Forgiveness to be noted on the transcript. If approved, the Academic Forgiveness notation will be listed on the transcript, along with the Academic Suspension notation, and the date that forgiveness was granted.

APPEALS

1. The student shall have five school days to submit a written appeal of a faculty member's decision to the Vice President for Academic Affairs. The Academic Appeal Work Group (FHB 4. 3. 8. 1) will be convened within *five school days* of the receipt of the appeal.
2. The Work Group shall review both the charges of academic dishonesty and the penalty imposed. The Work Group shall hear testimony from the student and the instructor.
3. The Work Group shall vote on whether to sustain or dismiss the charge of academic dishonesty and whether to sustain, modify, or dismiss the penalty. The work group has 24 hours after the hearing of the appeal to make a decision. This decision will be final.

RATIONALE FOR PREVENTING ACADEMIC DISHONESTY

Northwestern College constitutes a Christian academic community, and any policy formulated to deal with plagiarism, cheating, and other kinds of academic dishonesty shall take that fact seriously. Because it is an academic community, all shall follow the practice of giving proper acknowledgment to others for their thoughts, ideas and words whenever we make use of them. Because it is a Christian community, it is necessary to obey God's commandment to respect and acknowledge the ownership of intellectual as well as material property. This formal policy is an expression of Northwestern College's commitment to integrity and honesty in all intellectual and academic matters.

ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM DEFINED

Cheating is the unauthorized use of sources or materials on exams, the use of prohibited material for assignments, or any attempt to deceive an instructor concerning assignments or activities which affect an assignment or course grade. Examples of cheating include, but are not limited to, the following:

1. Use of, or clear attempt to use, unauthorized materials for an examination or use of materials for completion of an assignment which the instructor has prohibited the students to use.

2. Providing unauthorized assistance to, or receiving unauthorized assistance from, another person on an exam.
3. Providing assistance to, or receiving assistance from, another person on an assignment where an instructor has clearly forbidden such assistance.
4. Resubmission of work previously or simultaneously submitted in another course, without the explicit permission of the instructor.
5. Falsifying data or other information for a course assignment.
6. The use of unauthorized electronic devices in the classroom during exams, tests or quizzes. Or the use of an authorized electronic device if such a device has transmitting capability and this ability has not been discussed and approved by the classroom instructor prior to the exam, quiz, or test.
7. Unauthorized acquisition of exams or other academic material belonging to an instructor.
8. Allowing another person to log into the college's learning management system to participate or complete course requirements posing as the registered student.

Plagiarism is the presentation of someone else's work, words, images or ideas as one's own. Examples of plagiarism include, but are not limited to, the following:

1. The unacknowledged use of words, ideas, or data from any published or unpublished source, including Internet sources and other students. Any ideas or information a student obtains from a source, whether or not directly quoted, must be appropriately acknowledged and referenced.
2. Improperly quoting a source. Any phrase directly taken from a source must be placed in quotation marks and cited. Any failure to indicate a direct quotation is considered plagiarism, even if the source is cited. Any paraphrase (restatement of an idea in one's own words) must be cited.

The instructor should clarify what constitutes plagiarism and correct citation within a given course

GLOBAL EDUCATION

GLOBAL EDUCATION CENTER

Location: Ramaker Center, 1st floor

Hours: Monday – Friday, 8:00 am – 5:00 pm

Website: <http://www.nwciowa.edu/study-abroad>

Email: global@nwciowa.edu

Personnel

John Hubers, Director of Global Education, 707-7055

Amber Leusink, Global Education Program Coordinator, 707-7227

The Global Education Center is committed to providing safe, educational, and enriching study abroad opportunities for NWC students. The GEC oversees off-campus programs, including Northwestern semester and summer programs as well as any other **off-campus** programs NWC students attend for academic credit. Northwestern College is committed to providing “a liberal arts education...that assists in the understanding of and appreciation for the riches of our cultural heritage and the riches and diversity of other cultures.” (The Goals of Northwestern College, Catalog, p. 1) As part of that commitment, the college offers a variety of opportunities to study off-campus both domestically and abroad.

SEMESTER ABROAD/OFF-CAMPUS STUDY

The college offers study abroad programs in locations around the world. The Romania Semester (Fall term) and Oman Semester (Spring term) are NWC’s own international programs, providing an exciting combination of academic study and service learning in the post-communist culture of Romania and religious dialog and intercultural experience in a Middle Eastern country. Other study abroad opportunities include the semester programs of the CCCU, the Creation Care Studies Programs, as well as others listed on the Study Abroad webpage. We are also pleased to offer our own domestic program in Denver, Colorado, each spring semester. The program combines internships with non-profit organizations and academic courses that introduce and prepare students for life and work in an urban environment. Other domestic off-campus semesters include the Chicago Semester and several CCCU programs, also listed on the webpage. Many off-campus semesters offer internships and students earn 15-16 credits toward graduation. These credits usually meet several General Education requirements, such as the language and cross-cultural requirements, as well as requirements towards one’s major or minor.

Federal financial aid applies for all approved semester programs. All your institutional financial aid applies to the three established NWC programs in Romania, Oman, and Denver. To see how much of your institutional financial aid applies to any other off-campus partner programs, please visit our website or the Global Education Office.

For the Romania, Denver, and Oman Semesters, NWC sophomores, juniors, and seniors with a 2.5 GPA or higher are encouraged to apply. A 2.5 GPA or higher is required for all other off-campus semester programs.

Key Date: for all programs, the application deadline is **February 10** (or the next business day if February 10 falls on a weekend), of the school year prior to attending the program. Note: deadline extensions are possible for NWC programs, depending on program enrollment.

For further information and to discover the options for Off-Campus Semesters, please visit our website at: www.nwciowa.edu/global or contact us at the phone numbers provided above.

SUMMER STUDY ABROAD

Each year Northwestern College offers NWC students the opportunity to study abroad during the summer term with an NWC faculty leader. These programs are short-term, usually two to three weeks, and are designed by members of the NWC faculty who determine the location, content and disciplinary focus of the program. These programs are also designed specifically to meet the general education cross-cultural requirement and earn at least three - four credits. They differ from semester study abroad and off-campus programs in that they are short-term, completely administered by NWC, and led by NWC faculty members. SSA programs provide an excellent opportunity for students to engage a culture different from their own within the comfort of an intimate group and NWC faculty-led environment. The short-term nature enables students to both study abroad and seek employment over the summer months. Also, the summer timeline means that the programs do not overlap with academic year opportunities and responsibilities. Past SSA destinations include China, Czech Republic, Ecuador, France, Germany, Great Britain, India, Israel, Italy, Ireland, Jamaica, Japan, Mexico, Oman, Poland, Romania, Russia, South Africa, Taiwan, Thailand, Tanzania, and Turkey.

Key Dates:

November 15: Summer Study Abroad Programs and faculty leaders announced

February 1: Application Deadline

For further information about NWC Summer Study Abroad Programs and opportunities, visit our website at: www.nwciowa.edu/summer-abroad or contact us at the phone numbers provided above

NORTHWESTERN COLLEGE—FINAL EXAM SCHEDULE
(For 2nd Half and Full Semester Classes)
Fall 2019

The final exam schedule for Fall 2019 is listed below. It is also viewable in MyNorthwestern: https://my.nwciowa.edu/ICS/Academic/Final_Exam_Schedule.jnz.

Exam Day & Time	Class Day & Time
Tuesday, Dec. 10 8:00 – 10:00 a.m. 10:30 – 12:30 p.m. 2:00 – 4:00 p.m. 7:00 – 9:00 p.m.	MWF, 1:00-2:00 p.m. TTh, 7:45-9:15 a.m. MWF, 8:55-9:55 a.m. Tuesday Evening Courses
Wednesday, Dec. 11 8:00 – 10:00 a.m. 10:30 – 12:30 p.m. 2:00 – 4:00 p.m. 7:00 – 9:00 p.m.	MWF, 10:40-11:40 a.m. MWF, 3:20-4:20 p.m. TTh, 12:05-1:35 p.m. Wednesday Evening Courses
Thursday, Dec. 12 8:00 – 10:00 a.m. 10:30 – 12:30 p.m. 2:00 – 4:00 p.m. 7:00 – 9:00 p.m.	TTh, 9:25-10:55 a.m. MWF, 4:30-5:30 p.m.; TTh 3:25-4:55 p.m. MWF, 2:10-3:10 p.m. Thursday Evening Courses
Friday, Dec. 13 8:00 – 10:00 a.m. 10:30 – 12:30 p.m. 2:00 – 4:00 p.m.	MWF, 11:50-12:50 p.m. TTh, 1:45-3:15 p.m. MWF, 7:45-8:45 a.m.

1. All courses running four or five days per week will have their exams according to the first named day.
2. Courses whose meeting times fall within the above class days and times will follow the respective final exam day and time.
3. All double period classes will have their exam according to the first named period.
4. No exams are to be given other than the scheduled time.
5. Changes in Final Exam times are granted for only three reasons:
 - a. A student has three or more final exams on the same day. No student is expected to take more than two in-class examinations on a given day per Section 9.4.2.C of the Northwestern faculty Handbook.
 - b. Illness. The illness must be severe enough to require medical treatment and a student may be asked to provide a doctor's note verifying the illness.
 - c. A personal or family emergency.

You may go to the Registrar Office to obtain a Final Exam Change form.

FINAL EXAM CHANGE FORM

This form must be signed and returned no later than **5:00 p.m. Monday, December 2**. Any exceptions to the final exam schedule, other than noted above, must be made by the Vice President for Academic Affairs, upon written request of the student. Exceptions will be made only in cases of illness or personal or family emergency. **No exceptions will be made due to work commitments or transportation plans. All transportation plans must be built around the final exam schedule.**

CAMPUS MINISTRY

CAMPUS MINISTRY

Location: Ramaker Center, 1st floor

Hours: 8:00 AM – 5:00 PM when classes are in session

Phone: 712-707-7190

Personnel

Mark DeYounge, Director of Christian Formation

Barb Dewald, Associate Dean of Christian Formation

Patrick Hummel, Director of Missions

Joshua Kuipers, Director of Worship

Tanya Vaas, Campus Ministry Administrative Assistant

MISSION STATEMENT

Campus Ministry at Northwestern College exists to send students into the world as those rooted, built up, and established in Christ in order to live for Christ and for the sake of the world. Colossians 2:6-7.

A Christian liberal arts experience seeks to be a holistic experience, shaping outlook, values, attitudes, and behavior that seeks the good of another before oneself. The Christian faith is the center upon which NWC frames and lives its life in community. Campus Ministry supports this specifically. Stop by and investigate the opportunities and resources available for your growth at Northwestern.

CHRISTIAN FORMATION OPPORTUNITIES

According to the Vision for Learning, a Northwestern education prepares students to trust, love, and worship God; engage ideas; connect knowledge and experience; and respond to God's call. This preparation happens through all areas of academic and campus life and particularly through our *Christian formation (CF)* opportunities, which includes corporate worship through chapel services and other opportunities for worship, prayer, reflection, dialogue, and service.

All full-time students are required to earn **28 of the 60+ CF credits** that are offered each semester. Chapel is held every Tuesday and Friday. Additional CF opportunities include NED talks, Ngeage, Spanish Chapel, and occasionally special CF gatherings will be offered throughout the semester. Events that are 30 minutes or less are worth 1 credit and events that are approx. an hour are worth 2 credits, and a two hour event being worth 3 credits.

CHRISTIAN FORMATION (CF) OPPORTUNITIES FOR CREDIT(S):

1. **Chapel:** (twice a week)
 - a. Tuesday: 11:05 – 11:55 AM in Christ Chapel (2 credits)
 - b. Friday: 10:05 – 10:30 AM in Christ Chapel (1 credits)
2. **Ngage:** (once a month starting in September)
 - a. Mostly on Thursday, occasionally on Tuesday: 8:00-9:00 PM in the Vogel Community Room (2 credits)
3. **Ned talks:** (a series that starts every week around mid-semester break and goes for approximately 6 weeks)
 - a. Mostly on Wednesday, occasionally on Monday: 10:05-10:25 AM in the Vogel Community Room or chapel (1 credit)
4. **Spanish Chapel:** (once a month)
 - a. Wednesday: 10:05-10:30 AM in the Choir Room (1 credit)

PLEASE NOTE: A full schedule of Christian formation opportunities and speaker bios is available online at: <https://www.nwciowa.edu/chapel/calendar>

Also, Sunday Night Praise and Worship (at 8:30pm in Christ Chapel) will **NOT** count toward your Christian formation requirement, but is a great opportunity to experience the living God in worship, hear from a peer, and fellowship together in communion and prayer.

CHRISTIAN FORMATION (CF) CREDITS & ATTENDANCE

Principles

Northwestern College is founded upon Christian principles and strives to help students grow as Christians in their daily lives. We value community, and as a community we are committed to be accountable to one another in life. Our Christian Formation Credit system is a mandatory rhythm that fosters a sense of community, encourages devotion to God, unity of spirit, and concern for the larger issues of Christian witness, social justice, and discipleship. It is, therefore, one of many expressions of Northwestern's Christian commitment.

The Christian Formation program has three goals:

1. Worship of God
2. Integration of biblical thinking and world issues
3. Application to life

Attendance Policy

Because Northwestern believes in the development of the whole person, **all** full-time students must attain a certain amount of Christian Formation credits. Students are expected to attain a **total of 28 credits** of the 60+ possible Christian Formation credits available during this semester. Students are expected to complete their Christian Formation credit requirement, but more than this, students are encouraged to see all our gathered times together as an opportunity to be shaped more into the like-less of One who made us and shapes us.

To Receive Christian Formation Credit, You Must . . .

- When entering Christ Chapel, Vogel room, or designated location; a Christian Formation card will be handed to students at the beginning of each service. Write your name and student ID number on the card and return it to the card attendant as you leave at the end of each service. Weekly notices showing the student's status are sent out via e-mail to all full time students on a weekly basis. Arrive no later than the start of the service. Doors will close at that time and a CF card will not be available after a very short grace period of about 5 minutes.
- Leave no earlier than the end of the service. If you must leave for a brief period (no more than 5 minutes) the attendance taker will hold your CF card and give it back to you upon your return.
- All students must leave through the back doors where the card takers are stationed (for Christ Chapel - two side doors, center doors or two sides of the balcony). You will not be given credit if you go around the front and try to hand cards to the card takers from the wrong direction.
- If you have received a card to sit downstairs and decide to move to the balcony or vice versa, **leave your card** with the card taker and get a new one as you re-enter.
- A "forgotten" CF card will not be accepted for credit after 5:00 p.m. the following day.
- Hand in your own CF card after the service is finished. CF attendance takers will only accept **one** card per person. Handing in more than one card negates both cards and neither person will receive credit for the day.
- Write only your own name and ID number on your CF card. Credit will not be given for fictitious and/or other students' names and numbers, and violators will face disciplinary action for dishonesty.

Seating

In order to facilitate seating and starting the service on time, please observe the following rules:

- As the event fills, move to the center of the row to allow others to find a seat more easily.
- To comply with the fire codes, students will not be allowed to sit or stand in the aisles during the event.

Etiquette and Behavior Expectations

To create a worshipful environment, show respect to speakers, musicians, maintenance staff, and take care of our chapel facilities, you are expected to:

- Please welcome all our speakers by showing courtesy and respect.
- It's honoring to participate in worship by standing when requested.
- We graciously ask you to refrain from studying or sleeping during the various services and events.
- Please avoid the usage of cell phones, headsets, laptops, or other electronics.
- To respect the building, refrain from jumping over or standing on the pews and putting your feet on the hymn racks.
- We graciously ask you to remove hats/caps during prayer (or throughout the service).
- Avoid bringing food or drink in the Christ Chapel sanctuary. If you bring food or drink with you, leave it closed until you leave the chapel. This includes box lunches and beverages.

NOTE: All faculty and staff have the authority to take a CF card from a student who is not complying with behavioral expectations. Students who compromise the integrity of the CF attendance procedure or fail to comply with CF etiquette and behavioral expectations will not receive CF credit for that specific event period and may also be subject to discipline.

Violations of Christian Formation Policy

If a student does not meet the CF credit requirement of **28 credits**, he or she will be **automatically dismissed for the next semester**. Students dismissed for violation of the CF attendance policy are ineligible for enrollment in full-time or part-time credit-earning courses until the end of the following semester. If the violation occurs at the end of the spring semester, the student will be unable to enroll for both the following summer session and fall semester. Graduating seniors who fail to meet the CF requirement will not be issued their diploma or transcripts. In such cases, the senior must meet with the Dean of Christian Formation to determine how the student will fulfill the CF requirement. This plan could include a combination of listening to recordings of chapel, writing papers, community service, and the payment of fines.

Appeals

The Dean of Christian Formation shall be responsible for enforcement of the CF policy. Students have the right to appeal their dismissal to the Dean of CF. Appeals must be made within three school days of receiving the CF dismissal announcement. In deciding the appeal, the Dean of CF will consider the student's class attendance, academic performance, disciplinary record, and reasons for failing to meet the CF requirement. If the appeal is granted, the student must pay prescribed consequence by the Dean or a fine of \$25 per credit below the required 28 credits; and will be placed on CF probation for the following semester. Under such probation, a second violation of the CF attendance policy may result in **automatic dismissal with no right to appeal**.

OTHER CAMPUS MINISTRY OPPORTUNITIES

Each ministry area (worship, discipleship, justice and service, missions) has several student leaders working together with Campus Ministry Staff to effectively organize and provide opportunities to participate and lead in ministry.

Worship

Leads the college community into the presence of God through worship.

- Sunday Night Praise and Worship: A weekly Sunday Night Praise and Worship Service at 8:30PM in Christ Chapel.
- Worship Teams: Student teams lead at Sunday P & W, chapel, and in area churches, schools, and youth events.

Discipleship

Facilitates Christian growth opportunities for students empowering them to follow Christ and pursue God's redeeming work in the world.

- Discipleship Groups: Peer-led small groups meet weekly in living areas to provide a setting where students can explore and grow in their faith together. These groups combine faith, learning, and living as students discuss scripture, pray, encourage, and consider how to live out their faith.
- Retreats: A fall all campus retreat as well as winter men's and women's retreats provide spaces for building community and considering issues of faith.
- Prayer: Opportunities to learn about and practice prayer and other Christian disciplines are given through the prayer labyrinth, prayer teams, worship, small groups, and individual encouragements.

Justice & Service

Leads students in ministry to the community through acts of service and promoting campus awareness of justice issues involving people who are hungry, homeless, underrepresented, or in prison. Activities may include:

- Campus-wide Days of Service
- Prison ministries
- Food packaging and distribution
- Promoting issues of justice through film viewings, group discussions, educational opportunities, and justice campaigns on campus
- Encouraging spiritual growth on campus by connecting issues of justice with Christian living

Missions

Facilitates opportunities for students to minister cross-culturally by assisting those engaged in Christian missions.

- Spring Service Partnerships: Teams led by students and advised by faculty or staff assist domestic and global ministries during Spring Break.
- Summer of Service: NWC students are sent around the world to partner with existing mission work for 6-10 weeks each summer.

STUDENT LEADERSHIP DEVELOPMENT

Approximately 90 students are selected each year to lead their peers in ministry. They receive training in theory, skills, and ministry from campus ministry staff to better equip them to lead. This gives them valuable ministry and leadership experience and challenges and equips them to lead after they leave NWC.

- Campus Ministry Team: (25) students who are paid (5 hours per week of student employment) to lead ministries in missions, discipleship, justice & service, worship, and media & marketing. These students serve for the year and receive extensive training and mentoring.
- Discipleship Group Leaders: (approx. 40) students who volunteer to lead their peers in a weekly small group discussion/Bible study/prayer time focused on Christian growth.
- Spring Service Partnership Leaders: (approx.25) students who receive a small financial credit on their spring service trip to lead (alongside faculty/staff advisors) their peers prior to and during the spring break mission experience.

CHURCH PARTICIPATION

Within Orange City and the surrounding communities there are many fine churches. Each student is encouraged to enjoy intergenerational worship by becoming involved with one of the local congregations as Sunday morning worship services are not held on campus.

PASTORAL CARE & COUNSELING

The Campus Ministry staff members are eager to come alongside students in their spiritual journeys. They are available to talk with students about personal and spiritual problems and concerns. They work in cooperation with the campus counseling services at 712-707-7321. (Check the counseling services section in the handbook) and residence life.

STUDENT LIFE DIVISION

STUDENT LIFE DIVISION

Location: Ramaker Center, 2nd floor

Hours: Monday – Friday 8:00 am – 5:00 pm

Phone: 712-707-7200

Personnel

Julie Elliott, Vice President for Student Life

Marlon Haverdink, Dean of Residence Life

Alli Den Boer, Administrative Assistant

MISSION

Northwestern College Student Life strives to foster a living and learning community that forms students for faithful, flourishing lives of service to God, one another, and the world.

PHILOSOPHY

At Northwestern College, we believe that education is about more than the transmission of ideas. While it is important that you learn to think deeply and critically while you are in college, it is also crucial that you learn to live in community with people who are different than you, that you come to recognize beauty and truth in people and places you might not expect, that you grow in character and wisdom, that you gain a sense of your strengths and weaknesses, and that you grow in the knowledge and love of God. In other words, your education is about your personal, social, spiritual, and intellectual transformation. It is about ordering your ideas and ordering your loves. A good education will enable you to discern your gifts and direct them to the glory of God. The student life division exists to help you pursue this end.

CONFIDENTIALITY

Northwestern seeks to protect the privacy of each student. For information regarding students' records, see "Confidentiality of Student Records" in the Academic Affairs section of this handbook

IDENTIFICATION CARDS

Upon registration, each student is issued an identification card by the Student Life Office, which is to be carried at all times. The card is for college identification and must be presented on request by any college official. The card serves as a key to gain access to residence halls and apartments, a meal ticket, a library card, a RSC pass, and a pass for admittance to athletic, dramatic, and other campus events. The use of the card by any person other than the named student is prohibited. Failure to use the card properly will result in disciplinary action.

It is the responsibility of the student to keep the card in good operating condition. You will keep the same card throughout your years of education. Do not bend, fold, puncture or otherwise damage the card. Any problems with the ID or requests for replacement should be directed to the Student Life Office. There will be a \$10 charge for a replacement ID card.

CAMPUS SECURITY

CAMPUS SECURITY

Location: Ramaker Center – 2nd Floor Room 207

Hours: Monday – Friday, See office door for hours.

Phone: 712-707-7475

Personnel

Andrew Van Ommeren, Director of Campus Safety

EMERGENCIES/REPORTING SUSPICIOUS ACTIVITY

Northwestern College depends upon all members of the community to assist with campus safety efforts. If you see any suspicious activity or people on or near college facilities or at college-sponsored events, immediately report what you have seen. Call the police. After completing the call to the police, phone campus security at 712-707-7475 (during office hours) or 712-395-1077 (evenings) or contact an appropriate college official. Don't assume what you see is an innocent activity or that another individual has already called security. Don't worry about being overly cautious. Instead, choose to err on the side of safety by calling security or college officials.

EMERGENCY PHONE NUMBERS & CONTACT INFORMATION

Dial 9-1-1 if you are calling from your cell phone.

Dial 8-9-1-1 if you are calling from a phone in a campus building.

Orange City Police Department

125 Central Ave SE Orange City, IA 51041

Emergency Service: 911

Non-emergency phone: 712-707-4251

Sioux County Sheriff's Department

4363 Ironwood Ave

Orange City, IA 51041
Emergency service: 911
Non-emergency phone: 712-737-2280

Northwestern Campus Safety and Security Office

Andrew Van Ommeren
Located in the Ramaker Center
101 7th Street SW Orange City, IA, 51041
Office phone: 712-707-7475
After-hours phone: 712-395-1077

Northwestern Student Life Office

Julie Elliott & Marlon Haverdink
2nd Floor of Ramaker Center
101 7th Street SW Orange City, IA 51041
Office phone: 712-707-7200

Northwestern College Wellness Center

Dr. Sally Edman
Located in the Rowenhorst Student Center
Office phone: 712-707-7321

**Anytime a student contacts the police, he or she should immediately contact their RA, RD, or some member of the staff listed above.*

APPEALS & FINES

All parking appeals should be brought to the Campus Security Office and parking ticket fines should be sent to the Student Life Office for recording.

MOTOR VEHICLE REGISTRATION

All vehicles used on campus by members of the college community (students, faculty, and staff) must be registered. Students need to register their vehicle online by logging on to My Northwestern and select "vehicle information" in My Checklist. After you've registered your vehicle, the registration fee will be applied to your billing statement and a parking tag will be sent to your campus mailbox in the RSC. See the "Designated Parking" section below for detailed parking instructions, or refer to the insert provided with your parking tag for a summary. Failure to register your vehicle will result in a fine and if your vehicle is not registered within two weeks after being on campus, it may be towed away at the owner's expense. If you get a different vehicle you must report the change to the Student Life Office in the Ramaker Center. If a vehicle is brought to campus later in the semester, it must be registered in the Student Life Office. **A current registration sticker must be properly adhered to the exterior lower driver's side corner of the rear window.** Detailed information about cost and related fees can be found at www.nwciowa.edu/tuition.

TEMPORARY PARKING TAGS

If a student has a guest parking on campus or brings a car to campus temporarily for less than two weeks, they can obtain a temporary tag at no cost. Failure to display a temporary hang tag or regular parking sticker will result in a fine. Temporary parking tags can be obtained from the Student Life Office during normal office hours of 8:00 AM – 5:00 PM. If you need a temporary tag longer than two weeks and have paid to have a vehicle registered on campus, you can get a sticker for \$10. If you have not paid for parking a vehicle on campus, you will be charged \$25 for a parking sticker.

PARKING REGULATIONS & LIMITATIONS

Parking on and around campus is limited. Proper parking within designated areas is required to make efficient use of parking spaces. Tickets of \$15 will be issued for violation of campus parking codes (per violation, multiple violations may be indicated on a single ticket). The \$15 fine will be reduced to \$10 if paid within three days of being issued. Fines will double to \$30 if not paid in 7 days and a hold will be added after 14 days. **Freshmen may only park in lots designated "Open Parking."**

DESIGNATED PARKING

1. Event Parking (No Overnight Parking)
2. No parking allowed for any length of time in the following areas from Midnight to 6:00 AM M-F and from 1:00 AM – 6:00 AM on Saturday and Sunday
 - Lot A (East side of island... Behind football stands)
 - Lot D (Chapel Parking Lot)
 - Lot N (Learning Commons Parking Lot)
 - Lot G (Rowenhorst Student Center Parking Lot)
 - Lot H (located across Hwy 10 from Zwemer and VPH)
 - **Exception:** The rows on the east end next to Conoco that are marked with signs as open student parking may be used as such overnight. These spaces are for full time resident students only. All other vehicles must be parked in another spot in Lot H or in a different lot. Staff and Faculty are asked to leave these open for students.
 - Lot I (located just east of the Bultman Center)
 - Lot J (located at the south end of the Bultman Center)
 - **Exception:** Parking spaces around the center islands that are marked with signs as open student parking may be used as such overnight. These spaces are for full time resident students only. All other vehicles must be parked in another spot in Lot J or in a different lot. Staff and Faculty are asked to leave these open for students.
 - The half-circle drive in front of Fern Smith Hall
 - Albany Ave. Strip Lots (in front of Colenbrander, Hospers and Jaycee Park)
 - Korver Art Center parking lot
 - South side of Industrial Road (south of Bultman Center & Rowenhorst Student Center)
 - North Suites Hall (Front of the building)
 - Kepp Hall (Front and back of building)

- Street parking after October 15 (or as marked by the city)
- 3. Restricted Parking (Upperclassmen): The following parking lots are available to upperclassmen (So., Jr., and Sr.) on an unlimited basis:
 - Lot A (behind Colenbrander and Hospers)
 - Lot E (north of Courtyard Village)
 - Courtyard Village Strip Lots
 - All Open Parking Lots, designated below
- 4. Open Parking: The following parking lots are for all students but intended primarily for freshmen:
 - Lot B (north of Jaycee Park)
 - Lot C (corner of Albany and 6th Street – paved and lit up)
 - North side of Industrial Road (south of Bultman Center & Rowenhorst Student Center)
 - Lot F (west of Juffer Fieldhouse)
 - Lot H (located across Hwy 10 from Zwemer and VPH) – The rows on the east end next to Conoco that are marked with signs as open student parking may be used as such overnight. All other spots in this lot are designated as No Overnight.
 - Lot J (located at the south end of the Bultman Center) – Parking spaces around the center islands that are marked with signs as open student parking may be used as such overnight. All other spots in this lot are designated as No Overnight.
 - Lot K (Northeast of Seventh and Delaware)
 - Lot L (Southwest of Seventh and Delaware)
- 5. Other Restrictions
 - Spaces reserved for the handicapped must be left clear for disabled persons. Unauthorized vehicles in these areas are subject to a \$50 fine and may be towed at the owner's expense.
 - Sidewalks, driveways, grassy areas, emergency, loading and service areas must be kept clear at all times. This includes access to trash bins. Vehicles parked in these areas may be ticketed and towed at the owner's expense.
 - Driving too fast in campus parking areas, driving on the grass/sidewalks or altering a parking tag can result in fines and/or removal of your parking tag.

TOWING POLICY

Occasions arise when it is necessary to tow vehicles that were parked illegally, or contrary to signage on college property.

Some situations may include:

1. Vehicles parked in handicap parking spaces without proper license or permit.
2. Vehicles parked on campus sidewalks, lawns, or other illegal areas.
3. Vehicles parked in areas designated as fire lanes, service, and delivery areas, "No Parking Anytime", etc.
4. Vehicles parked in No Overnight areas when snow removal is necessary
5. Vehicles parked for an extended time, in a college parking lot and appear to be abandoned.
6. Vehicles that are not registered.
7. Vehicles of Repeat Violations. A Parking Boot may also be used.

Students may retrieve their vehicles after contacting Campus Security/Student Life and paying the appropriate fine. If the fine is not paid, the fine will then be charged to the students/staff/faculty account and in the case of student a hold will be placed on the student account until payment is made.

APPEALS OF PARKING TICKETS

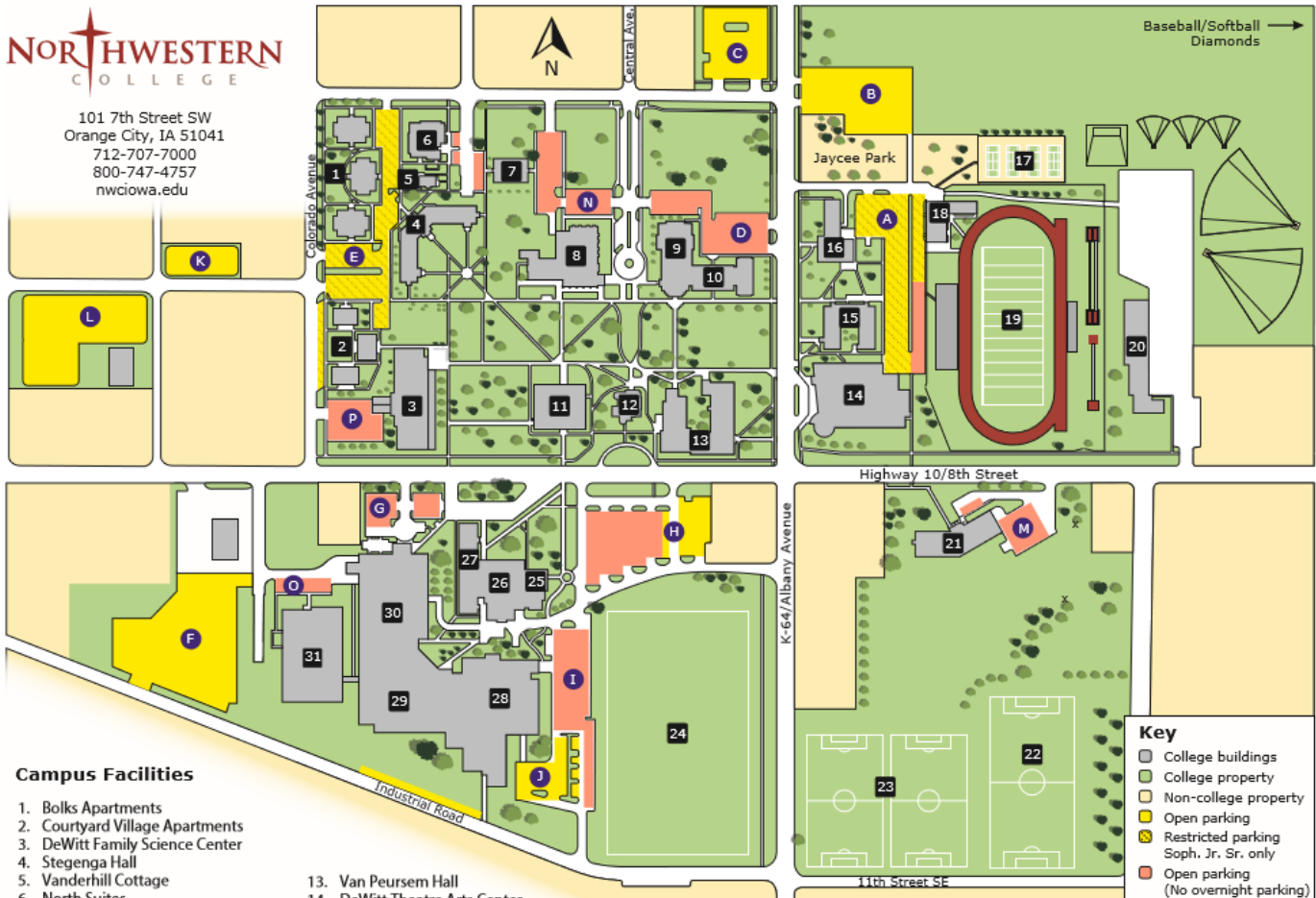
All parking appeals are heard by an Appeals Board made up of members of the college community. Appeal forms can be printed off by going to MyNorthwestern/Student Services/Vehicle Information. All appeals must be submitted with a copy of the original ticket within ten days of a parking ticket being issued to the Campus Security Office. You will need to pay the ticket fine to the Campus Security Office while your appeal is being considered by the Appeals Board. Failure to pay your ticket fine will result in your appeal being denied. You will be notified in writing when a decision has been made concerning your parking appeal. If your appeal is granted, then you will receive a refund of your ticket charge. If your appeal is denied by the Appeals Board, you will not be refunded your parking fine. **All appeal decisions by the Appeals Board are final and may not be appealed to other members of the campus community!**

SNOW REMOVAL FROM PARKING LOTS

Students will be expected to move their cars from student parking on days where snow removal is needed. Notification will be done via campus e-mail and we ask students to be aware of weather conditions. Cars not moved when there is snow removal will be towed at owner's expense. Students may retrieve their vehicles after contacting Campus Security/Student Life and paying the appropriate fine.

PARKING OVER BREAKS AND SUMMER

All cars left over Christmas or Spring Break should be parked in Lots B or L. All other lots will be subject to towing. Vehicles left over the summer must be parked in Lot B and a set of keys should be left with the Student Life Office in case the vehicle needs to be moved during that time.



Campus Facilities

- 1. Bolks Apartments
- 2. Courtyard Village Apartments
- 3. DeWitt Family Science Center
- 4. Stegenka Hall
- 5. Vanderhill Cottage
- 6. North Suites
- 7. Kepp Hall
- 8. DeWitt Learning Commons
- 9. Christ Chapel
- 10. DeWitt Music Hall
- 11. Ramaker Center
- 12. Zwemer Hall (Administration)

- 13. Van Peurseem Hall
- 14. DeWitt Theatre Arts Center
- 15. Colenbrander Hall
- 16. Hospers Hall
- 17. Tennis Courts (outdoor)
- 18. Locker Room/Concession Stand
- 19. De Valois Stadium/Korver Field
- 20. Maintenance Building
- 21. Korver Visual Arts Center
- 22. Soccer field, competition
- 23. Soccer fields, practice
- 24. Intramural and practice football fields
- 25. Vermeer Dining Room
- 26. DeWitt Center (cafeteria)

- 27. Fern Smith Hall
- 28. Bultman Center for Health, Physical Education, and Intercollegiate Athletics
- 29. DeWitt Physical Fitness Center
- 30. Rowenhorst Student Center
- 31. Juffer Athletic Fieldhouse

Key

- College buildings
- College property
- Non-college property
- Open parking
- Restricted parking
Soph. Jr. Sr. only
- Open parking
(No overnight parking)

COMPASS CENTER FOR CAREER & CALLING

COMPASS CENTER FOR CAREER & CALLING

Location: Ramaker Center, 1st floor

Hours: 8:00 AM – 5:00 PM Monday through Friday; evening by appointment

Phone: 712-707-7225

Personnel

Elizabeth Pitts, Director

Kirsten Brue, Career Counselor

Amber Leusink, Administrative Coordinator

Kendall Stanislav, Internship Coordinator

SERVICES

The Compass Center for Career and Calling is open year round and provides personal, professional service to students and alumni in career planning and job search. Information on various businesses, social agencies, government associations, and graduate schools is available in the Compass Center for Career and Calling. The staff assists students in developing an understanding of themselves and the world of work, and then builds on that understanding so that effective career decisions can be made. In addition to its work in career planning, the Compass Center for Career and Calling also works in career placement, maintaining a professional credential file, giving notification of position vacancies, and arranging for interviews. The Compass Center for Career and Calling also helps students discover their strengths through the Career Explorer by Sokanu, job shadowing, informational interviews, and externships. It also assists students in resume-writing, interviewing, job hunting, and securing internships.

INTERNSHIPS

Students interested in more information about Northwestern's internship program should see the director of the program early in his/her college career and inform his/her advisor so that an internship can be scheduled in the students' junior or senior year.

To receive an internship, students must:

- Submit an application and apply early, as placements are competitive.
- Prepare a resume and submit it with your application.
- Submit two recommendation forms including one from Northwestern faculty members and one from a Northwestern Student Life or campus ministry professional.
- Submit a copy of your current transcript.
- Deadline dates for completed applications and any additional forms
 - Spring internships: September 30
 - Summer internships: February 1
 - Fall internships: March 1st or the Monday prior to spring break if March 1 falls during break

Internship placements are competitive and are not guaranteed. Placement into an internship is a group effort between the student, the faculty advisor and the Internship Coordinator.

INTERCULTURAL DEVELOPMENT

INTERCULTURAL DEVELOPMENT

Location: Ramaker Center, 1st Floor

Hours: See office hours posted in department suite

Personnel

Kevin McMahan, Assoc. Dean for International & Intercultural Development – 712-707-7016

Rahn Franklin, Jr., Director of Multicultural Development – 712-707-7034

MISSION

The Intercultural Development office advances the Northwestern Mission by building capacities for justly and lovingly engaging the diverse wholeness of our world as created and redeemed by God in Christ.

Our Goals are to:

- Build beloved community through developing intercultural intelligence, engagement, and humility among NWC students, faculty, staff, and administration
- Promote thriving of students from underrepresented populations in their academic, interpersonal, intrapersonal endeavors
- Mentor student leaders who embody and advance the Northwestern Vision for Diversity

Our Services Include:

- Engagements that bridge differences and catalyze growth toward the “Beloved Community”
- Diversity workshops, trainings, and retreats
- Celebration of varied cultural events
- Student mentorship
- Advising intercultural student groups including International Club and La Mosaic
- Bridge Scholars Program
- Intercultural student recruitment and admissions
- Non-immigrant visa status advising
- Host family programs
- ESL programs
- Strategic planning and assessment of institutional diversity objectives

We value:

- Many Parts in One Body (1 Corinthians 12)
- People from every tribe, language, people and nation (Revelation 5:9)
- Being the Change We Wish to See in the World (Gandhi)

RESIDENCE LIFE

RESIDENCE LIFE

Hours: 8:00 AM – 5:00 PM, Monday through Friday

Location: Ramaker Center, 2nd floor

Phone: 712-707-7200

Personnel

Marlon Haverdink – Dean of Residence Life

Lindsay Hubbell – Fern Smith Hall Resident Director

Cody Hughes – Colenbrander Hall Resident Director

Michael Simmelink – Hospers Hall Resident Director and Student Programs Coordinator

Caylan DeLucia – Stegenga Hall Resident Director

Kendall Stanislav – Bolks and Courtyard Village Apartments Resident Director

Jason Katsma – North Suites Resident Director

PHILOSOPHY

At Northwestern, student housing provides students with more than a roof over their heads and a place to study. Our residence life program plays an integral role in Northwestern's mission as a Christian academic community engaging students in courageous and faithful learning and living that empowers them to follow Christ and pursue God's redeeming work in the world. Northwestern's Vision for Learning and Vision for Diversity guides the efforts of residence life staff to foster a supportive environment that prepares students to:

1. Trust, love, and worship God
2. Engage ideas
3. Connect knowledge and experience
4. Respond to God's call

The residential facilities and programs provide students with the unique opportunity to live, interact, and learn with a wide variety of people that often have differing backgrounds, interests, and values. This environment provides students with the chance to develop meaningful relationships and the skills necessary to be effective community members.

RESIDENCE LIFE STAFF

Dean of Residence Life

The Dean of Residence Life oversees the Residence Life program at Northwestern. This includes casting a vision for the Residence Life staff, selecting, training, and supervising staff members, overseeing the housing sign-up process, overseeing the restorative discipline process, and administering the Residence Life budget.

Resident Directors

Resident Directors (RDs) are professional, full-time members of the Student Life staff who live on campus in the residence halls and are supervised by the Dean of Residence Life. RDs are responsible for the administration and operation of the residence halls as well as providing counseling and leadership to campus residents.

Resident Assistants

Resident Assistants (RAs) are upper-classman students who assist the RDs by being role models for smaller groups of students. They serve as resources, liaisons between students and staff, and informal counselors. Through close contact with their peers, RAs challenge students to make the most of their integrated learning experience.

HOUSING

Residences Available

Residence facilities for men include Colenbrander Hall, Hospers Hall, North Suites Hall, Courtyard Village Apartments, and the Bolks Apartments. Fern Smith Hall, Stegenga Hall, Courtyard Village Apartments, and the Bolks Apartments provide housing for women.

Commuters

An important aspect of Northwestern College is a student's residence life experience. Holistic education seeks to develop well-rounded individuals and living in a NWC residence hall provides opportunity for growth, development, and learning outside of the classroom. As a residential college, Northwestern desires to have all students live in campus housing. All non-commuting students are required to reside in residence halls or campus apartments unless permission is granted by the Vice President for Student Life, upon adequate grounds for residence elsewhere.

A "commuting student" is understood to be either a married student or an unmarried student living at home with his/her parents. All other exceptions require approval of the Student Life Office, and may be granted: 1) if a student is above 23 years of age; 2) if a student's parents request permission for him/her to live with a close relative who is married and has an established home within a 50 mile radius of Orange City; 3) for fifth-year seniors; or 4) for off-campus program/internship/student teaching. If it becomes apparent that a student who has been granted commuter status is not living within the arrangements approved by the Student Life Office, i.e. a student who has been granted permission to live with their parents decides to rent their own house/apartment, the student will either:

- a. lose their commuter status, move back on campus, and be charged room and board for the entire semester; regardless of when they move back to campus
- b. be asked to immediately begin living by the arrangements approved by the Student Life Office and pay a fine of \$1500.

Failure to abide by either of these options will lead to dismissal from the College.

If residence halls are filled to capacity, a seniority selection system for approved students will be initiated for off-campus housing. All commuters must abide by campus policies for community living.

A student who will not be living in one of the college residence halls must complete the form "Application for Commuter Classification" as part of the registration procedure. Registration will not be considered complete until it is submitted. If a student pays room and board costs to Northwestern College, the expectation is that the student will live in residential housing.

Housing Applications

Housing sign-up for the fall semester will take place in the spring. Sign-ups for apartment housing occur first, followed by sign-ups in the residence halls. Specific information regarding housing sign-ups can be found online at <http://intranet.nwciowa.edu/reslife>.

Any questions concerning housing should be directed to the Dean of Residence Life or a Resident Director. Any attempts to circumvent the process will result in a loss of housing rights. The Student Life staff reserves the right to appropriate the available spaces in the residence halls as they may be needed. Any open space in the residence houses or apartments may be filled at the discretion of the Student Life staff as space is needed.

Housing Contract

All students will be expected to have a complete housing contract on and submit to the Student Life Office.

Private Room Policy

Private rooms are available only when there is a sufficient amount of space. When space is available, students may request a private room for an additional charge to the normal room rate. When a resident becomes the sole occupant of a double room because the roommate has moved out and if it is not necessary to replace the roommate, there is no additional charge. This matter will be left to the discretion of the Dean of Residence Life.

Room or Roommate Changes

We strive for conflict resolution in any roommate conflict, therefore requests for room or roommate changes are rarely granted. In the presence of extenuating circumstances, a room or roommate change may be deemed necessary; but only after certain steps are followed as directed by the residence life staff. In order to initiate a room or roommate change, all students involved must first meet with their resident director and then agree to follow any and all of their recommendations. If after following these recommendations, a change still seems necessary, the Dean of Residence Life, in consultation with the Resident Director, can approve a change.

Residence Hall Opening and Closing Dates

New students may move into their rooms beginning at noon on the first day of Orientation. Returning students may move into their rooms beginning at 1:00 pm on the Sunday before classes begin. Students who must arrive earlier need to receive permission from the Residence Life Office to do so. Students who move belongings and/or themselves into campus housing earlier than their scheduled date will be subject to a \$40.00 per night charge. Athletes, student workers, and student leaders are not to arrive earlier than the date set by their coach/advisor. Exceptions to this policy may be granted by the Residence Life office only for:

- a. International students
- b. Families with more than one student attending Northwestern College
- c. Incoming new students who arrive by air travel and are given prior permission

As a general rule, residence halls close shortly after the last class and are opened 24 hours prior to when classes resume. Because all housing is closed for Christmas vacation and Spring Break, students are responsible for finding their own housing during these breaks. Any student in the halls during breaks while the halls are officially closed will be asked to leave immediately and be subject to a \$150.00 fine.

Check-Out Procedures

Students must check out of their rooms within 24 hours of their last exam or at 4:00 pm in the residence halls or 6:00 pm in the apartments on the day of commencement exercises in which they participate. Permission to remain longer must be obtained from the Resident Director. All personal property, including carpeting, must be removed from their rooms and thoroughly cleaned before checkout. The RA will then check the residence for cleanliness. The Residence Life staff and Maintenance staff will assess damages after students have moved out of the room, and students will be notified of damages by letter. Students must turn in their room keys. A \$25.00 fine will be assessed for a missing key. There is a \$25.00 fine for improper check-out or failing to check out with a Residence Life staff member.

CAMPUS HOUSING GUIDELINES

CLASS ATTENDANCE/FAILING CLASSES (JULIE/MARLON)

If a student stops attending classes and his/her professors determine that the student will fail all classes, the student will be removed from campus housing without refund.

CANDLES & INCENSE

Candles and Incense use are prohibited in residence halls and a fine of \$300 may be imposed.

DAMAGES AND REPAIRS

Each student is financially responsible for any damage they cause in his/her room or anywhere else on campus. Students should report needed repairs or damages in their living areas, in writing, to the Resident Director as soon as possible so that the necessary repairs can be made.

Every attempt is made to be fair in the assessments of damages and charges. Charges are made only when damage occurs by circumstances other than normal wear and tear. Students are encouraged to discuss immediately any charges with the RA or RD. The charges will be forwarded to the Business Office. Unpaid charges will result in a "hold" on future registration at the College.

In case of common area vandalism (i. e. broken furniture, doors, etc.), it is sometimes necessary to assess damage charges against the residents of a house, wing, apartment, or hall. The Dean of Residence Life and Resident Director should together determine the extent and cost to repair these damages and whether the college should absorb the charges or bill the house, wing, apartment, or hall.

ELECTRICAL APPLIANCES & GUIDELINES

- Only small appliances with completely enclosed coils such as coffee makers, corn poppers, and hot pots are permitted. Toasters, toaster ovens, fryers, or other similar appliances are NOT permitted.
- All cooking must be attended. Students will be responsible for damage to personal or college property caused by a fire due to carelessness and/or inattentive cooking and any fines imposed by the Fire Marshall.
- No Microwaves are allowed with the exception of Micro-fridge units.
- Refrigerators used in residence hall rooms may not exceed 5 cubic feet and are subject to inspection for contents and cleanliness by the Resident Assistant or Resident Director at any time.
- Space heaters are only allowed with permission of the Residence Director.
- Circuit Breaker strip extension are to be used when multiple plugs are needed.
- Air conditioner units may be approved by the Residence Life Office with a written statement from a medical doctor. Only units rented from NWC are allowed. The fee to cover rental, installation and energy costs is \$150 per year. Installation or use of an unapproved air conditioning unit will result in a \$50 fine.
- Motor Vehicles may not be plugged in during the winter months.

EMOTIONAL SUPPORT ANIMALS

An Emotional Support Animal (ESA) is an animal selected to play an integral part of a person's treatment process. The ESA must demonstrate a good temperament and reliable, predictable behavior. An ESA must be prescribed to a student with a disability by a mental health professional. In contrast, a pet is an animal kept for ordinary use and companionship. A pet is not considered an Emotional Support Animal, and, therefore, it is not covered by these guidelines and related policies. Residents are not permitted to keep pets (except for fish) on college property.

Determination of need for an ESA will be made based on whether the information provided by the student clearly supports the need for the requested accommodation by showing: (1) the student has a disability (2) the animal is necessary for the student to have an equal opportunity to use and enjoy their NWC residence, and that (3) there is an identifiable relationship between the disability and the assistance that the animal provides. Determination of reasonable accommodation will include, but is not limited to, consideration of the following: Does the animal pose a direct threat to the health and safety of others? Would the animal pose an undue financial and administrative burden on NWC? Would the animal fundamentally alter the nature of any of NWC's programs or operations?

Requests that lack evidence of the animal's necessity to the student will be denied. Students are encouraged to place their request (or renewal request) for an ESA in campus housing by June 1 for the fall term and December 1 for the spring term. Owners who are in the process of requesting an ESA are not permitted to have the animal on campus until the process is complete. Approvals for emotional support animals are given for a specific academic year and must be renewed prior to the next academic year. Contact the Student Life office for the full policy and information on the application process.

FURNITURE & WINDOW SCREENS

Furniture supplied by NWC or living areas may not be removed from the room or disassembled in any way. Screens may not be removed from any windows. Removing screens often results in their being damaged and the person removing screens will be assessed a \$10 fine.

KEYS

Each resident is issued a room key that will be returned at the end of the year. Lost keys should be reported immediately to the resident director. A replacement fee of \$25 will be assessed. Due to security concerns, irresponsible use of keys will result in disciplinary action.

LAUNDRY ROOM

Coin-operated washers and dryers are provided in each residence hall.

LOCKS

Tampering with any campus locks and/or door closure systems is not allowed. **A \$50 fine or the cost of repair** will be charged to any student found in violation of this policy.

LOUNGES

The main lounges of the residence halls and other campus buildings are intended for public use. Conduct within these areas should be appropriate for a public setting. Sleeping or spending the night in a lounge is not allowed. Any group that wishes to reserve a lounge area should do so through the Resident Director. Groups using these areas are also responsible for cleaning and putting furniture back in the proper order. There will be no videos or DVDs labeled "For Home Use Only" shown in the lounges due to state and federal regulations.

PETS

Fish are the only pets allowed in the residence halls. Policy violations could result in cleaning charges up to \$300.

PLATFORM CONSTRUCTION GUIDELINES

Platforms are NOT permitted in the following residence halls: Stegenga, Fern Smith, North Suites and Bolks Apartments. Platforms are permitted in all other living areas if guidelines are met.

All plans and drawings must be cleared with the Dean of Residence Life prior to construction using the online form found at:

http://assets.nwciowa.edu/nwciowa/public/content/pdf/dorm_platform.pdf

PLUMBING FIXTURES & FAUCETS

Water filters, portable dishwasher connections or other appliances may not be connected to the plumbing faucets in campus apartments.

PRIVACY

The following policy clarifies the college's position regarding its respect for the privacy of students in residence and its concern for their well-being. College residence facilities are exclusively the property of the college, and not of the student. Responsibility continues to rest with the individual student for being aware of and upholding regulations established to promote and protect the general welfare of all.

1. Residence life staff or authorized personnel may enter a student's room without the permission of a resident if some condition exists that constitutes a threat to the safety or well-being of the occupants of the building, or if there is reason to believe a violation of college policy is occurring, or has occurred.
2. If a staff member enters a room and searches and finds, or views an item that is in violation of a regulation (i. e. firearms, drugs, alcohol, animals, etc.), he/she may remove such articles to the Resident Director's apartment without permission of the owner. After the removal of such an object, the RD will contact the individual and/or notify the appropriate office.
3. For purpose of safety, sanitation, and general upkeep, the college reserves the right to maintain and make repairs in residence halls rooms any time during the school year. Maintenance staff members may enter any room for the above purpose whether the room's occupants are present or not. In cases of emergency, and for the above purpose, maintenance staff members may enter a room, in the presence or absence of the room's occupants, at times other than regular working hours. In the event that male staff are required to do such work in a women's residence hall, or vice versa, he/she will clearly announce his/her presence before entering hallways, private rooms, or bathroom areas.
4. Residence facilities may be temporarily leased/rented to visiting groups between semesters. Every attempt will be made to respect property; however, the college will not be responsible for students' personal property.

ROOM CLEANLINESS

Each student is responsible for keeping his/her living area clean and orderly. Vacuums are available for use in each living area. After using a vacuum, it should be returned to the proper storage area. The restrooms, hallways, and other public areas of the residence hall are cleaned by work-study students, but cooperation is needed to maintain the cleanliness of these areas. Fines will be assessed if a student leaves an excessive mess in a public area.

ROOM DECORATIONS

1. Rooms may not be painted, wallpapered, or altered physically in any way.
2. All posters and pictures must be attached to the walls with white plastic tack. Double stick tape and duct tape may not be used to hang items on the walls or ceilings.
3. Consideration for others and standards of good taste are important to Northwestern. Therefore, pornographic materials and obscene pictures are not appropriate room decorations. Resident Directors will make the determination if a decoration/poster is obscene or not. (See section on pornography in Community Life.)
4. Removing or destroying state and local highway signs or commercial signs are illegal. Therefore, display or possession of such in one's room or hall is inappropriate and not allowed.
5. All decorative lights including Christmas lights, floodlights, electrically operated ornaments as well as power strip extension cords must be U. L. rated and in good condition (free from damage or exposed wiring) and may not be routed under rugs or carpets, over ceiling tiles, through doorways or in any manner that could present a fall or trip hazard or hinder getting out of the area in a hurry.
6. The use of live Christmas trees and other flammable decorations is prohibited in residence hall rooms. Artificial trees and other nonflammable decorations may be used but must be placed out of the way of traffic, not blocking doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or prevent getting out of the area in a hurry. Caution should be exercised when using these items and someone must be present at all times in any room where Christmas lights are on.
7. Because of fire hazard, halogen lamps are not permitted in college residence facilities.

STORAGE

Storage space in the residence halls is extremely limited. Some items may be stored in the Stegenga Hall basement during the summer months; however, the college assumes no responsibility for these items. Storage preference is given to students who live 500 or more miles from campus. Storage of all items is subject to the approval of the Resident Director. All items must be boxed and tagged properly before accepted for storage. Storage room times will be posted but will not open until the weekend preceding the first day of classes. No furniture or carpet may be stored.

TELEPHONES

All students are required to have an active phone number when living on campus and to provide that number to the college during the online registration process. For many students, this will be a cell phone number. If you don't have a cell phone, you can sign up to use the telephone "land line" in your residence hall room for a \$35 fee. If you want to use the land line for on-campus, local, toll-free and calling card phone service, you or your roommate must bring a telephone and answering machine. (A personal calling card will enable you to use the land line for long-distance calls; no long-distance rate plans are available through the college.)

Instructions for using the campus land line:

- On-campus calls: Dial the 4-digit extension only.
- All other calls, including 911 calls: Dial 8, wait for the dial tone, and then simply dial as you would any other phone.

Questions about campus phone service can be answered by the computing services help desk: 712-707-7333 or helpdesk@nwciova.edu.

STUDENT PROGRAMS & ACTIVITIES

STUDENT PROGRAMS & ACTIVITIES

Location: Ramaker Center, 1st floor
Hours: Monday – Friday 8:00 AM – 5:00 PM
Phone: 712-707-7200

Personnel

Aaron Beadner, Director of Student Programs and First-Year Experience, 712- 707-7206
Michael Simmelink, Assistant Director of Student Activities, 712-707-7219

STUDENT ACTIVITIES

The Student Activities Office provides a variety of social, recreational, and cultural opportunities for the Northwestern community. The Student Activities Council (SAC) is comprised of student-led committees hosting social gatherings, dances, games, stage events, adventure trips, and concerts. Each committee is responsible for planning and implementing events that provide significant and memorable experiences for the student body. If you love planning events and want to get involved please contact Aaron Beadner to join a planning team.

NEW STUDENT ORIENTATION

In the fall, winter and spring, Northwestern College welcomes new students to campus through the Envision program (new student orientation). The O-Staff consists of approximately 40 student leaders who are committed to the mission of welcoming and establishing relationships with new students as they begin their time at Northwestern. Envision offers a variety of events and programs that are designed to give new students a perspective on the academic, spiritual, and social aspects of campus life.

FIRST YEAR EXPERIENCE

The First-Year Experience aims to help new students have a first year that is as successful as it is memorable. First-year programming initiatives, such as Thrive Workshops, are geared toward helping students learn the skills to adjust to college life.

WELLNESS CENTER

WELLNESS CENTER

Location: Rowenhorst Student Center (RSC)

Office Hours: Monday – Friday 8:00 am – 4:30 pm

Phone: 712-707-7321

Email: wellness@nwciova.edu

Personnel

Sally Oakes Edman, PhD, Director of Counseling Services

Deanne Archer, LMFT, Therapist

Michelle Van Wyhe, DNP, ARNP-BC, Nurse Practitioner

Lila Simmelink, Office Manager

The Wellness Center provides services designed to keep students healthy in mind and body, in order to equip you to live healthy and independent lives and to be fully ready for whatever God calls you to. We want to be a resource for whatever you need to know: how to prevent injuries, deal with disappointments, recover from an illness, or how to make stress work for you. Services will be provided with respect for the unique needs of each student in a safe, confidential setting. Please contact Lila Simmelink for an appointment for counseling or health services.

COUNSELING

The Wellness Center provides professional assessment and therapy **at no cost** for those students who are facing emotional, personal or relationship difficulties. We also help students figure out how to better cope with difficult situations. All full-time students are welcome to use these services within the limits of appointment availability. Students may choose to seek help during times of personal difficulty for issues such as depression, death of a loved one, traumatic family experiences, sexual assault, suicidal thoughts, eating disorders, body image issues, drug/alcohol abuse, adjustment difficulties, medical/health problems, identity issues, stress, relational/roommate issues, dating, violence, pornography, addiction, anxiety, or with any other personal concerns. The Wellness Center offers individual counseling, couples counseling, premarital counseling, assessment and evaluation, information and referral, consultation, crisis intervention, and workshops on requested topics. Books and other resources are also available to borrow.

PHYSICAL HEALTH

A certified nurse practitioner is available on a part-time basis to students for their physical health concerns. The nurse practitioner is available for the assessment and treatment of illness or injury, routine physical exams, women's gynecological exams, blood pressure checks, and is happy to provide information regarding a wide variety of health related topics. **Health services are provided through an arrangement with Orange City Area Health System (OCAHS). Regular clinic charges will apply to health visits.** Because it is convenient and geared toward student needs, students will generally want to seek assistance in the Wellness Center before going off-campus. However, off-campus referrals are offered by the Wellness Center when students prefer an outside referral or when the Wellness Center schedule is filled to capacity.

IN A CRISIS

If you are sick, injured, or have a psychological or emotional crisis after regular office hours, contact your RA or RD. RD's have access to the on-call therapist. For medical emergencies, each RD maintains a first aid medical kit containing minor medical items for student use. Orange City also has a medical clinic that serves college students. A community hospital and emergency room (located one mile east of the college on Highway 10) is available 24 hours a day. 8-911 access is available. In the event of a minor illness, the student should isolate him/herself as much as possible to prevent the spread of disease throughout the residence area. Sick tray requests may be obtained through the RA.

Note to Students:

Questions concerning your insurance coverage should be directed to your health insurance provider. If you have the NW student health insurance you may direct your questions to: Student Assurance Services, Inc. 1-800-328-2739.

COMMUNITY LIVING

LIFESTYLE EXPECTATIONS

Northwestern College is a liberal arts college within the context of the Christian faith. Our lifestyle expectations are rooted in our understanding of the Christian life as revealed in Scripture, the creeds, and our faith tradition. Although Northwestern students are not required to be confessing members of the Christian faith, they are expected to adhere to the lifestyle expectations of this Christian community. As such, students who enroll at Northwestern indicate on their application for admission that they will conduct themselves in accordance with the college's standards and lifestyle commitments. Students engaging in behavior inconsistent with policies or philosophy of NWC are subject to campus disciplinary action.

Northwestern desires that its students become responsible citizens who contribute to the common good. This includes developing of respect for one's self, for fellow members of the college community and for the college as an institution. Any actions that disrupt the normal activities and/or functions of the college or cause physical or mental harm to others are considered unacceptable behavior. The college expects all students to adhere to local, state, and federal laws.

CAMPUS POLICIES FOR COMMUNITY LIVING

ALCOHOL

The abuse of alcoholic beverages is contrary to Biblical principles in which life, health, and one's rational powers are sacred trusts which must not willfully be destroyed or impaired. While recognizing the principle of individual Christian liberty in certain areas of behavior not specifically prohibited in Scripture, Northwestern believes that it is for the good of the community as a whole that all members agree to abide by a policy which calls for:

- Abstinence on campus, in college owned off-campus housing, and at off-campus college events.
- Responsible and lawful use (for students age 21 or over) off-campus settings unrelated to the college.

PRINCIPLES

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

This policy is in force to a) ensure a campus climate where abstinence is respected as a pattern for all of life and b) to counteract the effect of peer pressures that lead some to engage in the misuse or abuse of alcohol.

ALCOHOL REGULATIONS

The following regulations will be followed in implementing this policy:

1. The possession or use of alcoholic beverages on college-owned property, in off-campus housing or at college-sponsored activities, functions, trips, etc. (on or off campus) is forbidden. On college-owned property, the presence of any alcoholic beverage container will be interpreted the same as actual possession by those in the area where the container is found. Any member of the college community found in violation of this policy will be subject to discipline.
2. Any member of the college community who returns to campus and gives clear evidence of intoxication (i. e. incoherent speech, lack of physical coordination) or creates a disturbance on campus related to the consumption of alcohol will be subject to discipline.
3. An off-campus social event sponsored by a college organization or group, an event advertised on campus, or an event in any way related to the college shall be subject to the on-campus regulation.
4. Students who are underage should be aware that they are violating the law if they consume alcoholic beverages. This fact is taken into consideration during the disciplinary procedure. Students can face campus discipline for on-campus or off-campus underage drinking. In accordance with Title II of public law 101-542, Crime Awareness and Campus Security Act of 1990, statistics will be kept on the frequency of underage liquor law violations on the Northwestern campus.
5. If the student who has been misusing alcohol seeks help from the college prior to being confronted for a violation, the college reserves the right to suspend normal disciplinary action. A student seeking assistance for a substance abuse problem is encouraged to seek out a faculty/staff member. That faculty/staff member will assist the student in finding appropriate treatment and follow-up care. Professional confidentiality will be maintained. In special cases, such as the safety of the individual and community, the limits of confidentiality may need to be extended past the initially involved parties. The difficulties of freeing oneself from alcohol abuse are well known, and the college wants to surround the person with the best possible support to deal with this problem.
6. Northwestern College subscribes to the concept of a "Good Samaritan" policy. In the event that a Northwestern College student is in physical or emotional danger due to the abuse of alcohol or drugs, a fellow student who chooses to intervene in the situation to guarantee the safety of the affected student may be absolved from formal discipline sanctions.
7. Posters or other paraphernalia that display alcohol advertisements or reference to alcohol are not to be displayed in public view in student rooms. They are not to be visible from the hall or from outside the room, and the Resident Director has the option to ask the student to remove the poster or paraphernalia from the room.
8. Students who are 21 should be aware that if they violate local, state, or federal laws they could face campus discipline.
9. If a student is suspected of being under the influence of alcohol at a college-sponsored event, he/she will be required to submit to a breathalyzer in order to remain at the event.
 - If the student refuses to take the test, the student will be asked to leave the event immediately and will face disciplinary consequences for being intoxicated at a college-sponsored event.
 - If the student is under 21 and the breathalyzer test indicates the presence of any alcohol, they will be asked to leave the event immediately and will face disciplinary consequences for underage consumption of alcohol.
 - If the student is 21 or over and the breathalyzer test indicates a blood alcohol concentration of .08% or higher, they will be asked to leave the event immediately and will face disciplinary consequences for being intoxicated at a college-sponsored event.
 - If the student is 21 or over and the breathalyzer test indicates a blood alcohol concentration of less than .08%, they will not face disciplinary consequences but may still be asked to leave the event due to their disruptive behavior.
 - In all cases, student safety is of utmost importance. Therefore, any student who is tested and has alcohol in their system will not be allowed to leave the event without a ride from a sober driver.

ALCOHOL VIOLATIONS

Students found in violation of the policy for the first time will be required to complete a minimum of three hours of community renewal, as well as an educational

component (see Discipline Process), and depending on the circumstances may be asked to go through an alcohol assessment with a local drug and alcohol counselor. Students found in violation of the policy a second time will be required to complete an alcohol assessment with a local drug and alcohol counselor, follow through with any recommended treatment from that assessment, complete a more significant educational component, and complete a minimum of five hours of community renewal. Students found in violation of the policy a third time will be recommended to the Vice President for Student Life for dismissal from the College.

BULLYING

Bullying includes repeated and/or severe aggressive behavior which is likely to intimidate or intentionally hurt, control, or diminish another person either physically or mentally. Bullying is not speech or conduct otherwise protected by the First Amendment. Examples of bullying can include but are not limited to:

- Disparaging comments about race, color, appearance, national origin, disability or any other distinguishing characteristic
- Actions that involve an imbalance of power, aggression, and a negative, repeated behavior.

COMPUTER NETWORK

Northwestern College network resources are not to be used for accessing pornography, gambling websites, file sharing of copyrighted materials, circumventing network security, or creating unnecessary network traffic. Any attempt to connect to the internet via a file-sharing program will be considered an attempt to circumvent network security and will result in disciplinary action. File sharing programs must be uninstalled before connecting to the NWC network in order to avoid disciplinary action. Inappropriate file-sharing software includes but is not limited to Ares, BitTorrent, Direct Connect, eDonkey, eMule, Morpheus, iMesh, FastTrack, Grokster, Kazaa, Gnutella, BearShare, Limewire, Gnutella2 and Blubster.

All internet traffic is logged and archived by Northwestern College. Northwestern College has the right to monitor any and all use of its network resources. Students found circumventing the campus network will be denied access to the campus network from their personal computer until a \$100 fine is paid. Repeat infractions will include more serious consequences as deemed appropriate by the Student Life staff. Computing Services will also notify Student Life of any other network infractions listed above, each of which is subject to campus discipline.

DANCING

Northwestern has the following expectations for sponsored dances. These guidelines ensure dances are safe and fun for everyone.

- Music played at sponsored dances should refrain from
 - The use of profanity and vulgar language,
 - Sexually explicit content
 - Glorification of alcohol and drug use
 - Lyrics that are demeaning towards specific people groups (Race, Class, Ethnicity, Gender)
- Keep your dress attire in good taste and in accordance with the college's mission and purpose
- No outside food or beverages are permitted
- Be considerate of others and refrain from inappropriate and offensive types of dancing
- There is zero tolerance for students attending a dance with evidence of alcohol in their system. Students suspected of being under the influence of alcohol will be required to take a breathalyzer test in accordance with the Breathalyzer Policy.
- As in all campus activities, our expectation is that sponsored dances will be in harmony with NWC's mission and purpose.
- All DJ's must sign an agreement form that they will adhere to our dance guidelines

DISHONESTY & NON-COOPERATIVE

Because honesty and mutual respect are the foundations of healthy community life, students are expected to exemplify these virtues in their interactions with student life staff. Failing to be truthful or cooperative with student life staff, or any other campus employee, will communicate a student's unwillingness to abide by the expectations of the community and may result in the removal of the student from the campus community.

DRONES (AKA UNNAMED AIRCRAFT SYSTEMS)

The personal, institutional or commercial use of unmanned aircraft systems (UAS), as defined by the Federal Aviation Administration (FAA) is prohibited on campus unless preapproved in writing by the Vice President for Student Life or the Vice President for Financial Affairs. Any and all data obtained from an approved use of a UAS on campus must be provided to the College upon request. UAS operators are solely responsible for any injuries or damage of any type caused to property and/or people by the UAS. The UAS Operator will indemnify, defend and hold the College harmless for any costs or damages, including reasonable attorney's fees, incurred by the College in connection with the use of a UAS. The College will not be responsible for any damages of any kind caused by use of a UAS. Any operator of a UAS must register the UAS with the FAA and other governmental authorities as required. The operator must also follow all pertinent federal, state and local laws. Detailed information regarding federal regulations can be found on the Federal Aviation Administration website at www.faa.gov/uas/.

DRESS

Appropriate dress consistent with Christian standards is an important factor in our college community. "Appropriateness" includes not only what we wear but also the manner in which we wear it. Students are expected to be fully clothed (including shirts and shoes) in the classroom, chapel, library, dining hall, and RSC. State law requires that shoes and shirts be worn where food is served. Definition of proper dress in the classroom is the prerogative of the professor. Nudity is not appropriate or tolerated in public areas, particularly where the opposite gender could be present. Such behavior will result in discipline up to and including dismissal.

DRUGS

The use of illegal or hallucinogenic drugs or intoxicants and the misuse of prescribed and over-the-counter drugs is destructive of the welfare of students. The illegal possession and the disposition or use of drugs (or possession of drug paraphernalia), except as directed on over-the-counter drugs or as prescribed by a medical doctor, is prohibited. Therefore, the following regulations are enforced:

1. Any student who gives evidence of illegal possession, improper disposition, or use of drugs (or possession of drug paraphernalia) on or off-campus could be subject to immediate dismissal by the Vice President for Student Life, and may be reported to the proper legal authorities. In circumstances where drug use is suspected, the college reserves the right to ask students to submit to a drug test at the Orange City Area Hospital. The presence of these drugs will be interpreted as possession.
2. A student who gives evidence of illegal possession or use of drugs or intoxicants will be required to identify the establishment or individual from which they were secured. Should the source identified be a student at Northwestern College, he/she shall be dismissed.
3. If a student who has been taking drugs seeks help from the college, the college reserves the right to suspend normal disciplinary action. Any student

seeking assistance for a substance abuse problem is directed to go to the Counseling Center or other agreed upon arrangements. Professional confidentiality will be maintained. In special cases, such as the safety of the individual and community, the limits of confidentiality may need to be extended past the initially involved parties. The difficulties of freeing oneself from the drug habit are well known, and the college wants to surround the person with the best possible support during the crucial period of withdrawal. Therefore, he/she will be expected to accept such help as is determined necessary after consultation with the Counselors or other agreed upon arrangements.

4. Detailed information can be found on the Web at <http://www.druglibrary.org> concerning the use and effects of controlled substances. This web site also lists state and federal trafficking penalties associated with their misuse. This information is provided so Northwestern College is in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, the Higher Education Amendments of 1986, and Public Law 101-226. A hard copy will be furnished upon request.

Summary of Federal & State Laws and Sanctions for the Unlawful Possession, Use, or Distribution of Illicit Drugs and/or Drug-Related Paraphernalia

(A more detailed explanation of legal sanctions can be found in the Student Life Office.)

Possession of controlled substances, such as narcotics, stimulants, depressants or hallucinogens, carries criminal penalties including imprisonment up to 20 years and fines up to \$10 million under federal laws, depending on the type and quantity of drug and whether it is a first or subsequent offense. Moreover, personal property may be forfeited and federal benefits, such as student loans and grants, may be denied on the first offense.

Under State of Iowa and local laws, simple possession is a serious misdemeanor and criminal penalties may include up to a year imprisonment and/or a fine of up to \$1,875.

While Marijuana has become legal in some states, it remains illegal to manufacture, possess, consume, or distribute this substance in the state of Iowa.

Drug Paraphernalia: No person may use, possess, manufacture, or deliver drug-related paraphernalia. Drug-related paraphernalia is defined to be all equipment, products, and materials of any kind which will be used, intended for use or designed for use with regard to drugs in any manner.

Trafficking in a controlled substance carries criminal penalties including imprisonment up to life and fines up to \$20 million for an individual under federal law, depending on the type and quantity of the drug and whether it is a first or subsequent offense.

Under State of Iowa and local laws, trafficking an illicit drug carries criminal penalties of up to 50 years in prison and up to \$1 million in fines, depending on the type and quantity of the drug. Subsequent violations can triple the imprisonment sentence and fine. Moreover, there are special penalties for trafficking to minors.

Summary of State Laws and Sanctions Regarding Alcohol *(A more detailed explanation of legal sanctions can be found in the Student Life Office.)*

No one can have open containers of alcohol in a motor vehicle on a public street. Violation results in a fine of \$200. No one can use or consume any alcoholic beverage on a public street. A court appearance is required.

- No one can use or consume any liquor at an elementary or secondary school or on any elementary or secondary school premises.
- No one can be intoxicated or simulate intoxication in a public place. A court appearance is required.
- A person under age 21 cannot have any alcoholic beverage in his/her possession or control except in a private home with the knowledge, consent and presence of the parent or guardian. Violation results in a fine of \$200. Second offense: Unscheduled misdemeanor punishable by fine of \$500 and shall have an abuse evaluation or loss of driver license for no more than one year. Third offense: Unscheduled misdemeanor punishable by fine of \$500 and suspension of driver license, not to exceed one year.
- No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge, consent and presence of a parent or guardian).
- No person can misrepresent their age for the purpose of obtaining alcohol.
 - The penalty for the violation of any of the above crimes is up to 30 days in jail or up to a \$200 fine, except if someone gives alcohol to a person 19 or 20, and the "supplier" is under 21 the offense is a simple misdemeanor, while if the "supplier" is 21 or over the offense is a serious misdemeanor.
- No one shall operate a motor vehicle on a public street while intoxicated.
 - The penalty for OWI varies depending on whether it is a first offense, second offense, etc. For the first offense, the penalty is 48 hours in jail and, generally, a fine of about \$1,250. There is also a loss of driver's license privileges for roughly 6 months. For the second offense, the penalty is a minimum of 7 days in jail but not to exceed two years as well as a minimum fine of \$1,875 but no more than \$6,250 and loss of driver's license for a minimum of one year. For the third offense, the penalty of a minimum of 30 days in jail but could be up to a 5 year incarceration, a minimum fine of \$3,125 but not more than \$9,375 and loss of driver's license for 6 years.
- Also a person under age 21 is subject to the "zero tolerance" law which went into effect July 1, 1995. For example:
 - "Zero Tolerance" is at least .02 blood alcohol content (BAC).
 - .02 BAC can result from one beer or drink—or less.
 - Any driver under 21 who is stopped and tests as little as .02 BAC will lose his/her driver's license for at least 60 days for the first offense.
 - If a driver refuses to take the BAC test, the driver's license will also be suspended for one year.
 - No school or work driving permit will be allowed.
 - Cost of the Drinking Driving Course is approximately \$100, to be paid by the offender.
 - Subsequent violations will result in license revocation for a minimum of 90 days with no school or work driving permit.

AREA ALCOHOL/DRUG TREATMENT FACILITIES

Keystone Treatment Center
1010 E. 2nd Street
Canton, SD 57013
(605)-987-2751

Seasons Center for Behavioral Health
147 South Main ST
Sioux Center, IA 51250
(800)-242-5101

Jackson Recovery
19 Lincoln ST SE
Le Mars, IA 51031
(712)-546-7868

New Life Treatment Center
130 Dakota ST
Woodstock, MN 56186
(507)-777-4321

GAMBLING

The intent of gambling is contrary to Biblical standards and the philosophy of life at Northwestern. Thus, it is not to be tolerated on campus, and can lead to disciplinary action.

GUESTS

Guests (non-NWC student) staying overnight are welcome on Northwestern's campus and while here, are expected to adhere to the same standards and college policies that are required of students. Per the visitation policy, persons of the opposite sex and/or romantic partners are not allowed to stay overnight in campus residences. Guests in student rooms are limited to two consecutive nights. The student hosting a guest is responsible for the guest's behavior. Any guest(s) involved in campus violations may be prohibited from returning to campus for a set time, and the host student may face disciplinary action. Guests requiring parking should contact the Campus Security Director or the Student Life Office during normal business hours for temporary parking permits.

NWC students are prohibited from charging rent or in any other way profiting from a guest staying overnight at Northwestern.

HARASSMENT

Harassment of fellow students, faculty/staff members, or anyone else on our campus is not permitted. Not only is harassment detrimental to the individuals involved but also to the campus community as a whole. Therefore, any harassment (verbal, physical, or via electronic technology) will be dealt with in a strict manner.

Examples of harassment include, but are not limited to:

- epithets, slurs, denigrating jokes or negative stereotyping;
- threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety;
- written or graphic material that degrades or shows hostility or aversion;
- pranks or horseplay intended to embarrass or humiliate;
- imposing submission to unwelcome verbal or physical conduct;

HAZING

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off College premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual's willingness to participate. Hazing is not permitted and will be dealt with in a strict manner.

LANGUAGE

The language that we use says a lot about who we are and where our priorities lie. Therefore, it is imperative that as we communicate as a community we do so in a manner congruent with our stated mission and beliefs. Profanity, vulgarity, and all other inappropriate language will not be tolerated within the community, and students are subject to campus discipline for blatant disregard of this standard.

PORNOGRAPHY

The intent of the various forms of pornography – to become sexually aroused by an image rather than by a person with whom you are in relationship – is contrary to the Christian ideal of healthy sexuality. Pornography treats another human being as an object for one's own pleasure rather than as a person made in the image of God. As such, students are not permitted to possess or display pornographic materials on Northwestern's campus, in college-approved off-campus housing, or at off-campus college events. This includes pornographic books, magazines, x-rated videos, and online porn (whether accessed through college computers or through your own computer or smart phone). For violations on the Internet, campus computer privileges may be revoked and/or monitored. Students caught using pornography are subject to campus discipline. If you feel you have an unhealthy interest in pornography, we encourage you to reach out to a residence life or student life professional, a campus counselor, the Dean of Christian Formation, or another trusted mentor or friend.

PRANKS

Pranks may cause inconvenience, conflict, physical damage, and even personal harassment.

- Participants will be held responsible for the results.
- If college personnel need to repair, restore, or clean an area, participants will be charged up to \$30 per hour per employee.
- Entering a locked campus building or being on a building roof without authorization will result in a \$150 fine per person.

QUIET HOURS

Each resident facility has established quiet hours of 11 PM until 9 AM. It is the responsibility of the residents to enforce the hours and policies in their own living area. Respect for others in the living area should be shown since residents are operating on many different schedules of sleep and study time. This includes the use of sound equipment. The volume is expected to be maintained at a level which is considerate of others in the living area. Those consistently violating the rights of others may be denied further opportunity to operate their equipment.

Quiet Hour Violations

1. **1st Incident** – Verbal Warning
2. **2nd Incident** – Written Warning
 - a. Written warning in which the student is informed that this is his/her second incident. The student is once again informed of consequences of future noise violations.
3. **3rd Incident** – Fine
 - a. The student will be fined \$10. If the fine is not paid, the case will be referred to the Residence Life staff for disciplinary review. The student is notified that future warnings will result in an Incident Report being filed with the RD and are subject to disciplinary action.

SAFETY & SECURITY

For security purposes the residence halls and the Bolks Apartments are continually locked. The only access to these locations is the card reader entrance. Students are not allowed in campus buildings after they are closed for the evening. This includes construction zones on campus. Safety and security concerns dictate this restriction. Students found in campus buildings after hours are each subject to a \$150 fine and will be assessed restitution for any damages or clean up caused by their unauthorized entry and presence in a closed campus building. If deemed appropriate, criminal prosecution will also be pursued. A student found in violation of this policy a second time is subject to additional fines and possible suspension or dismissal.

SEXUAL ACTIVITY

Northwestern College calls its faculty, staff, and students to practice Christian chastity, which involves abstinence outside of marriage and fidelity within marriage. Consistent with the position of the Reformed Church in America, the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Students are not permitted to engage in sexual activity contrary to Biblical standards. This includes, but is not limited to, extramarital, premarital, or same-sex sexuality activity. Inappropriate displays of affection will not be tolerated, since they infringe upon the rights of others in the community. Cohabitation between unmarried male and female students or between same-sex partners is also prohibited. Students found in violation of these standards will be subject to disciplinary action including possible dismissal.

Premarital sexual activity that results in an unplanned pregnancy is a challenging consequence for the student(s) involved as well as the rest of the campus community. As a Christian liberal arts college, Northwestern believes that life is a sacred gift from God that begins at conception. The college is prepared to assist those involved in an unplanned pregnancy to consider the options available to them within the Christian moral framework. It is our hope that any student who becomes pregnant will find NWC to be a supportive environment and that all involved would be provided with comprehensive, confidential, and respectful counsel and support.

Non-consensual sexual contact or other forms of sexual misconduct (exploitation, stalking, relationship violence, etc.) are investigated and adjudicated through Northwestern's Title IX Policy and Procedures for Sex Discrimination.

SMOKE FREE WORK PLACE

In accordance with Iowa's Smoke-free Air Act, Northwestern's campus, including buildings and outdoor spaces, is required to be smoke free. Smoking is prohibited on our athletic fields, inside or outside of our buildings, on parking lots, or in a vehicle on one of our parking lots.

In addition, Northwestern College has chosen to be a tobacco-free campus and students are prohibited from using any tobacco products while on college property. Students are also prohibited from using products that simulate tobacco use, such as e-cigarettes and herbal chew. Vaping is also prohibited on campus. Due to the ease in which persons can use vaping equipment to inhale illegal substances, vaping equipment of any kind is also banned on campus and will be confiscated by residence life staff if found in the possession of a student.

SPORTSMANSHIP

In keeping with our Christian commitment, sportsmanlike conduct is expected at all athletic events, both intercollegiate and intramural. This includes respect for all officials, athletes, and spectators. Appropriate disciplinary action will be taken for violation of this policy.

THEFT

Students involved on or off campus in stealing of property or connected with those stealing property are subject to significant discipline that likely will result in restitution for anything stolen and dismissal from college. Local police will likely be involved.

VISITATION (OPEN HALL) HOURS IN RESIDENCE HALL

Open hall hours:	Wednesday	2:00 pm - 11:00 pm
	Thursday	2:00 pm - 11:00 pm
	Friday	2:00 pm - 1:00 am
	Saturday	11:00 am - 1:00 am
	Sunday	11:00 am - 11:00 pm

During open hall hours, visitation is allowed in the living areas by members of the opposite sex. Stairwells are considered living areas and are subject to the hours stated in this policy. The door must remain ajar while a guest of the opposite sex is present in a student's room. Residents are expected to dress modestly so as to avoid embarrassment in anticipation of the presence of a guest during "open hall" hours. Additional open hall hours may also be established for a limited number of special occasions. Requests should be made to the RD for special open hall hours.

Violation of the standards shall be subject to disciplinary action as determined by the Student Life staff. The privilege or participation in "open hall" may be withdrawn from a living unit of an individual for a period of time for violation of visitation regulations.

VISITATION IN OTHER LIVING UNITS

In the Courtyard Village and Bolks Apartments the open hall hours listed above do not apply. However, students of the opposite sex may not sleep or spend the night in these living units. Furthermore, in the Bolks Apartments, and Courtyard Village basement apartments, visitation in bedrooms is prohibited from 12:00 midnight to 12:00 noon. Visitation in the bedrooms of non-basement Courtyard Village units, (Apartments 3-10, 13-20, 23-30) is prohibited at all times. A violation will result in disciplinary action.

VIOLENCE/FIGHTING

Acts of violence that are intentional and/or flagrant will not be tolerated and will be subject to significant discipline.

TITLE IX POLICY & PROCEDURES FOR SEX DISCRIMINATION

Northwestern College is committed to providing a working, learning, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination is contrary to the standards of the college community, as it violates an individual's fundamental rights and dignity as a person made in the image of God. Northwestern College considers sex discrimination in all its forms to be a serious offense and it will not be tolerated. The college is dedicated to preventing and educating all students, faculty, and staff regarding all forms of sexual misconduct. This policy refers to all forms of sex discrimination, including but not limited to: unfair treatment based on sex, sexual harassment, hostile environment harassment, sexual assault, sexual misconduct, sexual exploitation, domestic violence, dating violence, and stalking by other students, employees, or third parties.

1. Statement on Non-Discrimination

Northwestern College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, or employment in its programs and activities. Northwestern College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, the Age Discrimination in Employment Act of 1975, and Section 504 of the Rehabilitation Act of 1973. To ensure compliance with these and other federal and state civil rights laws, Northwestern College has developed policies and procedures that prohibit sex discrimination in all of its forms.

2. Guidance on Reporting

Northwestern College encourages persons who have experienced any form of sexual harassment or sexual misconduct to report the incident promptly, to seek all available assistance, and where appropriate, to report the incident to local law enforcement. Helpful resources are also available at the Office for Civil Rights, United States Department of Education or at www.notalone.gov. Northwestern College takes reports of sexual discrimination, harassment and misconduct very seriously and will work with all parties to ensure their safety and to investigate and adjudicate the situation.

All college employees have a duty to report, unless they fall under the "Confidential Reporting" section below in Section 3. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Title IX Investigators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal college action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Title IX Investigator(s), who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. [Additionally, anonymous reports can be made by victims and/or third parties. Note that these anonymous reports may prompt a need for the institution to investigate.]

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information listed below in section 3.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual harassment or sexual misconduct of which they become aware, is a violation of college policy and can be subject to disciplinary action for failure to comply with college policies.

3. Office Where a Complaint or Report May be Filed

Northwestern College encourages those who have experienced sex discrimination, including sexual assault, to report these offenses to a responsible employee, who in turn may report the incident to the Title IX Coordinator.

Title IX Coordinator
Deb Sandbulte, Dir. of Human Resources
101 7th St. SW
Zwemer Hall
Orange City, IA 51041
712-707-7224 (office)
712-441-4246 (cell)
debfs@nwciowa.edu

Deputy Title IX Coordinator
Earl Woudstra, Director of Athletics
208 8th St. SW
Rowenhorst Student Center (RSC)
Orange City, IA 51041
712-707-7292 (office)
712-737-7115 (cell)
earl@nwciowa.edu

Title IX Investigators
Julie Elliott, Vice President for Student Life
101 7th St. SW
Ramaker Center
Orange City, IA
712-707-7204 (office)
484-318-9063 (cell)
julie.elliott@nwciowa.edu

Marlon Haverdink, Dean of Residence Life
101 7th St. SW
Ramaker Center
51041 Orange City, IA 51041
712-707-7205 (office)
712-454-0328 (cell)
marlon@nwciowa.edu

4. Guidance on Taking Immediate Action

The college encourages victims of sexual discrimination, harassment and/or violence to talk to somebody about what happened—so victims can get the support they need, and so the college can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These persons are designated as “Responsible Employees (confidential)” below.
- Other employees are required to report all the relevant details of an incident to the Title IX Coordinator. A report to these employees [designated “Responsible Employees (non-confidential)” below] constitutes a report to the college—and may obligate the college to investigate the incident and take appropriate steps to address the situation. The Title IX Coordinator will maintain confidentiality if requested by a complainant unless the following conditions exist:
 - Increased risk of additional violence and/or sexual misconduct by the alleged perpetrator.
 - History of threat, pattern, or predation
 - Presence of a weapon.
 - Underage victim (under age of consent).
 - Evidence can be obtained by other means (cameras, physical evidence)

This policy is intended to make members of the college community aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence and/or discrimination. The college encourages victims to talk to someone identified in one or more of these groups.

Responsible Employees (confidential)

- Northwestern College Wellness Center
 - *Dr. Sally Oakes Edman, Psychologist*
 - *Deanne Archer, counselor*
 - *Melody Becker Pullman, counselor*
 - *Dr. Michelle Van Wyhe, Nurse Practitioner*
- Northwestern College Campus Ministries
 - *Patrick Hummel, Director of Missions*
 - *Dr. Barb Dewald, Associate Dean for Christian Formation*
 - *Mark DeYoung, Dean of Christian Formation*
 - *Josh Kuipers, Director of Worship*

Responsible Employees (non-confidential)

- Northwestern College Office of Human Resources
 - *Deb Sandbulte, Director of HR*
- Northwestern College Student Life Office (Resident Assistant, Resident Director, Dean of Residence Life, or Vice President for Student Life)
 - *Jason Katsma, North Suites RD*
 - *Caylan DeLucia, Stegenga Hall RD*
 - *Lindsay Hubbell, Fern Smith RD*
 - *Kendall Stanislav, Bolks and Courtyard Village RD*
 - *Cody Hughes, Colenbrander Hall RD*
 - *Michael Simmelink, Hospers Hall RD*
 - *Marlon Haverdink, Dean of Student Life*
 - *Julie Elliott, Vice President for Student Life*
- Director of Campus Safety and Security
 - *Andy Van Ommeren*
- Northwestern College Athletic Director
 - *Earl Woudstra*
- Any other faculty or staff member

Other Resources

- CAASA -- Centers Against Abuse and Sexual Assault (1-877-362-4612)
- Orange City Police Department (911)
- Orange City Area Hospital (712-737-2000)
- Family Crisis Center (1-800-382-5603)

A victim of sexual assault should seek medical attention and should attempt to preserve evidence. The victim should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed; but if they are, bring all the original clothing to the hospital in a paper bag, as plastic bags may damage the evidence. When necessary, the victim should seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after the medical examination. Finally, items in the room or other specific locale in which the assault took place should not be disturbed.

Upon request, by either party, Northwestern College will help to prevent any unwanted contact between the complainant and the accused, for example, by making reasonable changes to academic schedules or housing assignments. Also upon request, the campus authorities may notify and seek assistance from the local law enforcement.

Northwestern College also recommends and encourages victims involved in such incidents to seek counseling and/or identify a support person. A support person plays an important role in providing personal encouragement to a victim in a crisis situation. Information regarding counseling options, both on campus and in the community, can be obtained from the Wellness Center, located in the Rowenhorst Student Center, or the Student Life Office, located in Ramaker Center, 2nd floor.

5. TITLE IX Grievance Procedure

Any person at Northwestern College who believes that s/he has been subject to sex discrimination or assault (the "complainant") by a Northwestern College student, faculty, staff, or outside third party is encouraged to promptly take the following actions:

1. Report the incident to a responsible employee. (See #4 for information about confidentiality).
2. The information shall be brought to the Title IX Coordinator, the Deputy Title IX Coordinator, or to one of the Title IX investigators: the Vice President for Student Life or the Dean of Residence Life.
3. The Title IX Coordinator or designee will meet with the complainant to explain their rights and options and the method by which the investigation will be conducted.
4. The Title IX Coordinator or designee will provide information about the formal reporting options and policies governing confidentiality, describe the rights of the victim regarding orders of protection (no contact orders, restraining orders), and explain how each reporting option works.
 - a. **Institutional complaint** – An institutional or criminal complaint initiates the investigation procedures by the Title IX Coordinator and the Title IX Investigator.
 - i. The institutional complaint should provide the following information:
 - ii. The names, addresses and telephone numbers, if available, of the complainant and respondent;
 - iii. Specific acts alleged, including dates, times, and locations;
 - iv. Names of any potential witnesses, including addresses and telephone numbers, if available;
 - v. Actions taken by any party to address the discrimination, if any.
 - b. **Criminal Complaint** - Each complainant has the option to notify or to decline to notify local police.

6. Investigation Procedures

The following procedures will govern all investigations of complaints alleging violations of this policy. Northwestern College reserves the right to deviate from these procedures when such deviation is necessary to ensure appropriate processing of the investigation. Should the Title IX Coordinator be unavailable to oversee the process and coordinate the process, his/her designee will act instead.

1. An investigation into the report shall be conducted by a Title IX Investigator. The investigation should be conducted as quickly as possible, typically within 7-14 work days or within a reasonable amount of time required to complete the investigation.
2. If law enforcement is involved, the college may delay its investigation for 7-10 work days while police engage in a legal investigation.
3. The purpose of the college investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. During the course of an investigation, the investigating office will work collaboratively with other college offices to ensure that the investigation is handled properly and thoroughly.
4. If the complainant or the respondent is under 16 years of age, their parent or legal guardian will be notified of the complaint via phone, e-mail or U.S. mail and we will notify the local police department.
5. The investigation should include interviewing the complainant and the respondent, as well as any relevant witnesses.
6. In conducting the investigation, the appropriate administrator or their designee may interview the complainant, the respondent, and other persons believed to have pertinent factual knowledge. He/she will take appropriate steps to ensure the confidentiality of the investigation and protection of all parties.
7. During the investigation, the complainant and respondent are each entitled to have an advisor of choice present in the room. That advisor must be eligible; for example, a person who will be called as a witness may not serve as an advisor. The advisor must also be available to attend meetings when called. The advisor is expected to refrain from interference with the college investigation and resolution, and to respect and preserve confidentiality throughout the process.
8. In all procedures involving allegations of violations of this policy, regardless of any language found within any applicable policy, the standard of proof shall be "preponderance of the evidence." A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused violated this policy.

Determination and Sanctions

After all available information is reviewed and interviews are completed, the Title IX Investigator will review all the information and

1. Determine whether misconduct has occurred and the appropriate response. Sanctions may include disciplinary action up to suspension or termination of employees and suspension or expulsion of students.
2. Notify the complainant and the respondent simultaneously regarding the outcome of the investigation, the appeal procedures, and any changes to the results before it becomes final within (10) ten working days after the completion of the investigation.
3. Partner with departments, divisions, programs, and deans to take any corrective action as may be appropriate under the circumstances.
 - a. If either party is unsatisfied with the handling of the investigation or the recommendations of the Title IX Investigator, she or he may request an initial review and clarification of sanctions with the Title IX Investigator. The request must be made in writing and must detail the reasons, in light of the established criteria for an appeal of sanctions, why the student objects to the sanctions and seeks further clarification.

- b. Protection of the campus community is paramount. Therefore, the college may take appropriate disciplinary action where a sexual assault has occurred, with or without concurrence of the complainant.
- c. All complaints will be adjudicated as expeditiously as possible and generally within sixty (60) work days.

Appeal to the Title IX Coordinator

If, after the initial review and clarification of sanctions with the Title IX Investigator, the complainant or respondent chooses to appeal the decision, she or he may, within three (3) work days, formally appeal to the Title IX Coordinator or designee by written notice. This notice must include a rationale for the person's appeal, detailing why they object to the decision. An appeal will be considered by the Title IX Coordinator or designee only if one of the following is demonstrated:

1. Irregularities that influenced the outcome of the disciplinary action. It is the burden of the person making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error not occurred.
2. Prejudice against any party involved on the part of the Title IX Investigator or any other college personnel who participated in the process. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure, or influence that prevented a fair and objective hearing.
3. Discovery of new and significant evidence not available at the time of the original hearing/investigation. A summary of this new evidence and its potential impact must be included.
4. A sanction that is extraordinarily disproportionate to the violation.

Upon receipt of this written notice, the Title IX Coordinator or designee will evaluate the merits of the appeal request and will inform the appellant within 3 work days as to whether or not the full appeal will be considered. If the appeal request is accepted, the Title IX Coordinator or designee may interview involved parties. Within fifteen (15) work days, the Title IX Coordinator/designee will make a decision on the appeal. If the Title IX Coordinator/designee denies the appeal, there is no further appeal.

Appeals are not intended to be a full re-investigation of the allegation. In most cases, appeals are confined to a review of the written documentation and investigation records, and pertinent documentation regarding the grounds for appeal. Appeals decisions are to be deferential to the original Title IX Investigator's findings and sanctions, making changes to the finding only where there is a clear error and to the sanction only if there is a compelling justification to do so.

Protection of Parties

To the extent possible, the proceedings will be conducted in a way that protects the confidentiality and safety of the complainant, respondent, and witnesses. The parties will be informed promptly about the outcome of the proceedings.

1. At the time the investigation commences, the respondent will be informed of the nature of the allegations and the facts surrounding the allegations.
2. At any time, the Title IX Coordinator or designee may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate college officials. These protections or remedies may include: separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative workplace or student housing arrangements, which could include removing a student from campus housing at her or his own expense. These remedies may be applied to one, both, or multiple parties involved. The Title IX Coordinator will take any steps necessary to make sure that there is not a further violation of this policy. Failure to comply with the terms of interim protections may be considered a separate violation of college policy.
3. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment are damaging to the total campus community and will be treated as a serious offense. Intentional false reports may also violate state criminal statutes and/or civil defamation laws.

Intent

The fact that a person did not intend to sexually harass or assault an individual is not considered a defense. In most cases, it is the effect of the behavior that determines if the behavior constitutes sexual harassment or misconduct. The use of alcohol or drugs does not excuse behavior that violates this policy.

Outcomes for Sexual Assault

Disciplinary action at the college will normally proceed even if criminal proceedings have been initiated. Northwestern College's action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students or employees can anticipate that Northwestern College may consult with and be in communication with such authorities. Persons violating the college's policy against sexual assault, sexual misconduct, relationship violence (domestic and dating), or stalking may be subject to disciplinary action, up to and including loss of educational opportunities, loss of scholarship, suspension, dismissal, termination of employment, or expulsion.

7. Important Definitions and Examples

Sex Discrimination is defined as: behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in, educational programs or activities or employment opportunities because of a person's sex. Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment; sexual assault; failure to provide equal opportunity in education programs, activities, and co-curricular programs including athletics; discrimination based on pregnancy; and employment discrimination.

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted visual, verbal, written, online and/or physical conduct of a sexual nature which is directed toward a person because of a person's gender, when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's employment, educational benefits, academic grades or opportunities, on-campus living environment, or participation in social, co- or extra-curricular activities;

2. Submission to or rejection of such conduct is used as a basis for decisions about employment, performance evaluation, selection for academic awards or benefits, participation in a college activity, education, or living environment decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, or social environment. The purpose or effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

While sexual harassment encompasses a wide range of conduct, behaviors that may be considered sexual harassment include but are not limited to:

1. Pressuring someone to engage in sexual behavior for some educational or employment benefit.
2. Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for or retaliation against the person.
3. Denying, directly or indirectly, a person an education or employment related opportunity if that person refuses to comply with a sexually oriented request.
4. Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.
5. Retaliating against a person for filing a harassment complaint or threatening to report harassment.
6. Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a position of greater authority than the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.
7. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Sex harassment may also arise from unwanted conduct which is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the school's educational, employment, social and/or residential program. Conduct may be physical, verbal, or nonverbal. For example, the following type of behaviors may constitute harassment:

1. Inappropriate touching, hugging, or kissing.
2. Sexual remarks about a person's clothing, body, or sexual relations.
3. Repeated requests for a date or romantic advances toward a student or employee despite the person's rejection of the advances.
4. Conversations of a sexual nature or similar jokes and stories.
5. Sexually explicit profanity.
6. Obscene gestures.
7. The display of sexually explicit materials in the workplace or campus housing.
8. The use of sexually explicit materials in the classroom which are without defensible educational purposes.

Sexual Misconduct is a broad term encompassing any sexual behaviors that violate Northwestern College's Title IX Policy. It includes **sexual assault**, inducing **incapacitation** for sexual purposes, **sexual exploitation**, and **relationship violence**. In general, any harassing behavior or nonconsensual physical contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity, and consists of a range of behaviors or attempted behaviors that may be grounds for disciplinary action under college policy.

Sexual Assault means having or attempting to have sexual intercourse or sexual contact with another individual without consent and against their will. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Examples of sexual assault include, but are not limited to, the following behaviors when consent is not present:

1. Nonconsensual Sexual Contact, which is defined as any intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; OR any other intentional bodily contact in a sexual manner.
2. Nonconsensual Sexual Intercourse, which is defined as any sexual intercourse, however slight, with any object or body part, by a person upon another person, without consent. Non-consensual intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
3. Forced Sexual Intercourse, which is defined as unwilling or nonconsensual sexual penetration (anal, vaginal, or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

Incapacitation: An individual who is incapacitated cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication. Warning signs that a person may be approaching incapacitation may include: slurred speech, vomiting, unsteady gait, odor of alcohol or other substance, combativeness, and/or emotional volatility.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy. This includes a person whose incapacity results from ingestion of a "date-rape" or "predatory" drug. Possession, use and/or distribution of any of these substances, including but not limited to: Rohypnol, LEAN, Ketomine, GHB, or Burundanga is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy and state criminal statutes.

Sexual Exploitation occurs when individuals take nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:

1. Voyeurism – Observing another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved (e.g., letting friends hide in the closet to watch you having consensual sex).
2. Nonconsensual digital, video or audio recording of nudity or sexual activity.
3. Unauthorized sharing or distribution of digital, video, or audio recording of an individual’s sexual activity, intimate body parts, or nudity, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information.
4. Prostituting another person.
5. Intentionally/recklessly exposing one’s genitals in nonconsensual circumstances, or inducing another to expose their genitals.
6. Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.
7. Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.
8. Possessing, distributing, viewing, or forcing others to view illegal pornography.
9. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Relationship Violence (Domestic violence, dating violence and intimate partner violence) is abuse or violence against a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship by the other person in the relationship. It may involve one act or an ongoing pattern of behavior. Relationship violence can include, but is not limited to:

1. Physical abuse that causes bodily injury such as hitting, slapping, pushing or strangling.
2. Sexual violence (rape).
3. Extreme verbal abuse.
4. Emotional abuse creating apprehension of bodily injury or property damage. This can include violence or threat of violence to one’s self, one’s sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner.
5. Economic abuse.
6. Repeated telephonic, electronic, or other forms of communication— anonymously or directly—made with the intent to intimidate, terrify, harass, or threaten.
7. Relationship violence often escalates from threats and verbal abuse to violence. While physical injury may be the most obvious danger, the emotional and psychological consequences of relationship abuse are also severe and usually cause a fear of the partner and feelings of helplessness and desperation.

Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. Examples of stalking can include, but are not limited to:

1. Nonconsensual communication including in-person communication, phone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, ordering goods or services, or any other communications that are undesired and/or place another person in fear.
2. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person.
3. Vandalism, including attacks on data and equipment.
4. Direct physical and/or verbal threats against a person or a person’s loved ones.
5. Gathering of information about a person from family, friends, co-workers, and/or classmates.
6. Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to another person.
7. Defamation or slander against a person, posting false information about a person and/or posing as another person to post to websites, newsgroups, blogs, or other sites that allow public contributions, encouraging others to harass another person.
8. Arranging to meet a person under false pretenses.

Bullying includes repeated and/or severe gender-based aggressive behavior which is likely to intimidate or intentionally hurt, control, or diminish another person either physically or mentally. Gender-based bullying is not speech or conduct otherwise protected by the First Amendment. Examples of bullying can include but are not limited to:

1. Disparaging comments about race, color, national origin, sex, sexual orientation, or disability
2. Actions that involve an imbalance of power, aggression, and a negative, repeated behavior.

Hazing – Acts likely to cause physical or psychological harm or social ostracism to any person within the school community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Consent — Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

1. Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity,

lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

3. If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
4. Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by mutually understandable words or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
5. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
6. Previous relationships or prior consent does not imply consent to future sexual acts.
7. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
8. Effective consent cannot be given by minors, developmentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol.
 - a. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.
 - b. This policy also covers someone whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of a “date-rape” drug. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student or individual is a violation of this policy.]
9. As a Christian college, the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Persons that engage in a consensual sexual relationship outside the bounds of such a marriage will be subject to discipline or termination of employment.

8. Retaliation

Northwestern College prohibits retaliation against a complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of discrimination or (sexual) harassment. Such retaliation shall be considered a serious violation of the policy and independent of whether an informal or formal complaint of sexual harassment is substantiated. Encouraging others to retaliate shall constitute a violation of the policy. Examples of conduct that may constitute retaliation include, but are not limited to: unfair grading, evaluation, or assignments; having information withheld or made difficult to obtain in a timely manner, such as class information, recommendations, or grades; and not being informed about important events, such as meetings or changes in policies. It also includes ridicule (public or private), verbal or written threats or bribes, or refusal to meet with the person even though that person has a right to do so.

Any person who threatens, intimidates, or retaliates against another student, employee, or witness because of a complaint of sexual discrimination, harassment or misconduct, or because of participation in any investigation, will be subject to disciplinary action up to and including termination of employment (employees) or expulsion (students).

Persons who believe they have been retaliated against in violation of the policy should file a complaint with the Title IX Coordinator.

9. Confidentiality

1. All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the complainant may be disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and may be considered a violation of college policy.
2. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.
3. Federal Statistical Reporting Obligations:
4. Campus security officials have a duty to report certain types of violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus security officials regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report required by the Clery Act.

10. Special Provisions

1. Attempted Violations
In most circumstances, the college will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.
2. Encouraging Complaining Parties to Report Violations
The college community encourages the reporting of Title IX violations. Sometimes complaining parties are hesitant to report to college officials because they fear that they may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many complaining parties as possible report to college officials. To encourage reporting, the college pursues a policy of offering complaining parties of sex discrimination immunity from being charged with policy violations related to the particular incident.
3. Encouraging Witnesses to Aid Victims (Good Samaritan policy)
Northwestern College subscribes to the concept of a “Good Samaritan” policy. For example, an underage student who has been drinking should not hesitate to help another student who is in danger. A student who chooses to intervene in the situation will be absolved from formal discipline sanctions.

4. Parental Notification

The college reserves the right to notify parents/guardians of dependent students regarding any health or safety emergency, change in student status, or conduct situation. The college also reserves the right to designate which college officials have a need to know about individual complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

5. Notification of Outcomes

- a. The outcome of a Title IX investigation involving students is part of the education record of the student parties involved, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions that allow for notification of the parties involved and others whom the college determines to inform based on the law and this policy.
- b. Students who bring any sort of sex discrimination complaint against faculty or staff shall be informed of the outcome of the investigation and the resolution at the same time as the complaint respondent.
- c. The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: sex offenses, arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/ abduction. The college will release this information to the complainant in any of these offenses regardless of the outcome.
- d. No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the student conduct file if the complaint is found to be unsubstantiated and without merit. Where a complaint results in a finding that that the complaint was well-grounded and more likely than not occurred, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member or in the student conduct file of the student against whom the complaint is filed and any official punitive action will be noted in the file.

6. Past Sexual History or Character of the Parties

The unrelated past sexual history or sexual character of a party will not be admissible in an investigation.

11. Implementation and Dissemination of Information

To support this policy, Northwestern College will conduct periodic orientation and ongoing educational programs for faculty, students, and staff concerning all areas of Title IX, Clery Act, VAWA, and Campus SaVE Act. The Title IX Coordinator is charged with distributing copies of this policy and procedures to all current members of the college community. An annual letter from the Title IX Coordinator will be sent to all faculty and staff to remind them of the contents of the Title IX Policy, rights and privileges of individuals, and responsibility of faculty and staff regarding sexual misconduct, relationship violence, and stalking. Copies of this policy and procedures will be continuously available at appropriate college centers and offices.

DISCIPLINE PROCESS

PHILOSOPHY

Upon applying to be a student at Northwestern, every student is informed of a number of standards that guide our life together at Northwestern. Each student signs a statement which reads: "I understand the views and concerns of the college and agree to cooperate with the responsibilities expected of me." It is expected that all students have chosen Northwestern because of the kind of lifestyle that is expressed in these policies.

The college reserves the right to take disciplinary action against anyone who demonstrates he/she is unwilling to conduct him/herself as is expected of students in this institution. Such disciplinary action may be in the form of a warning, probation, required consultations, community renewal, fines, temporary suspension, or dismissal from college. If a regulation is violated, the Student Life Office normally uses a contract or behavioral agreement designed to help the student make responsible decisions regarding future actions. The terms of the agreement include the college's clarification of its specific expectations for the student and the student's written agreement to work within these expectations. Typically, this incorporates community renewal hours that may include:

1. Community service (Each hour of community service equals one hour of community renewal).
2. A written response in the form of an "insight paper" (3 pages = 1 hour).
3. Counseling on campus with staff/faculty.
4. Counseling off campus at a referral site.
5. A fine (1 hour = \$25.00).
6. Combination of any or all these adding up to the designated allotment of time.

Failure to abide by the terms of the contract is viewed as evidence of the student's lack of desire to remain as a member of the community. In some instances where the offense is considered severely damaging to the Christian college community, the student may be dismissed by the Vice President for Student Life without benefit of the contract system.

Disciplinary action may include suspension. During a suspension, a student will remain off campus for the duration of the suspension with the exception of attending classes and chapel. Suspended students will attend all classes and chapels but will need to obtain meals and lodging off campus during the suspension period. When a student is suspended or dismissed, the parents of the student will be notified that the student has temporarily been removed from the college community.

The "due process" procedure is used in cases when it is presumed college rules have been broken:

1. The student will be confronted by a member of the Student Life staff (an RD, Dean of Residence Life, or Vice President for Student Life) and the issue under question will be discussed.
2. If, after discussion, the Residence Life Staff has determined that it is more likely than not that a violation has taken place (there is a preponderance of evidence), a Resident Director, Dean of Residence Life, and/or the Vice President for Student Life will discuss a contract with the student concerned. The intent of the contract will be to further the student's individual growth. The contract will state both the offense and the expected penalty. By signing the contract, the student acknowledges that he/she understands the terms of the contract. Terms of the contract are binding and not dependent on the student's signature. The student is responsible for living within the standards of the college plus the specific agreements in the contract. The expected penalty will take into consideration the present offense and the student's previous behavioral record.
3. The disciplinary process is a redemptive one and is not a legal proceeding. Except for Title IX cases, the involvement of professional legal counsel in disciplinary proceedings is prohibited.

PROCEDURE FOR APPEAL

A student may appeal any disciplinary decision made by the Student Life staff. All appeals must be made in writing (either printed or emailed) to the Student Life Office within two (2) business days of notification of the disciplinary decision. Upon receipt of your appeal request, the Vice President for Student Life will forward the request to the faculty chair of the discipline appeals board. The chair will decide if the appeals hearing will be heard. If the chair deems it unnecessary to hear the appeal, then the appeal will not be granted and this is the final decision. An appeals hearing will be granted if one or more of the following conditions are satisfied:

1. The ruling was based on insufficient evidence.
2. New evidence is now available that was not known at the time of the ruling.
3. The sanction was too severe.
4. Due process was not followed.

If a hearing is to be held, the chair will assemble a representative group of 2 faculty/staff members and 2 students to serve as the student discipline appeals board and to hear the appeal. In the event of a tie, the faculty chair has the right to vote in order to break the tie. The appeal over academic calendar breaks will be handled as soon as possible but not later than one week after classes resume following the academic calendar break.

During the appeal period, a student may continue his/her normal activities as a student unless the Student Life Office deems the student's presence on campus to be detrimental to the campus community. The Student Life Office reserves the right to enact interim measures (i.e. restricting access to campus) until the appeal hearing.

FACULTY CHAIR

The faculty chair is appointed by the Vice President for Academic Affairs and is trained on discipline procedures, appeals processes, and HIPAA/FERPA by the Vice President for Student Life. The role of chair involves selecting the appeals board members, training those members on student discipline policies and practices, leading of the appeals meetings, and writing a report of the discipline appeal board's findings.

APPEAL HEARING

The hearing allows the appellant to present his/her case. The board has the right to call witnesses as part of the hearing. Following the appellant's presentation, the Student Life staff will have an opportunity to share the reasons for their prior ruling. The board will then deliberate and make a ruling within two (2) business days. That ruling will be shared in writing with the appellant and with the Vice President for Student Life. This decision is final and cannot be appealed.

ATHLETIC DEPARTMENT POLICY ON CONDUCT & DISCIPLINE

STATEMENT OF PURPOSE

The Northwestern College Athletic Department is committed to the development of student-athletes in the areas of *character, academic success* and *athletic excellence* within a Christ-centered environment. Student-athletes not only represent themselves, but also God, their families, teammates, coaches and Northwestern College. Our goal is to develop and reinforce a climate of positive behavior wherein our coaches teach and student-athletes embrace a life-style which will enable them to positively impact all who come in contact with them and allow them to leave a legacy of Godly men and women.

ATHLETIC DEPARTMENT COVENANT

As a part of Northwestern College's athletic department, athletes and coaches are expected to compete, practice, learn, and make decisions in a manner that illustrates commitment to Northwestern College, their team and Christ's example. This is accomplished through continual growth in the areas of integrity, discipline, and accountability.

Integrity – choosing wise behaviors in the small daily decisions athletically, academically, socially, and spiritually.

Discipline – understanding that in order to be successful individually, and for the team to be successful collectively, discipline must be embraced.

Accountability – taking responsibility and action for what happens. One of the greatest compliments one can receive as a member of a team is that one can be counted on.

BEHAVIORAL GUIDELINES

Student-athletes are expected to live within the boundaries established by Northwestern College campus policies for community living. In addition, student-athletes are expected to meet any behavioral guidelines established by the Athletic Department or by the coaches of their particular team. Student-athletes are expected to live within these boundaries from the time they report to campus until the time they leave campus at the end of the academic year. They shall also be subject to discipline if they break any criminal laws during the summer.

ATHLETIC CONDUCT & DISCIPLINE BOARD

The Athletic Conduct and Discipline Board will review activity of student-athletes that is not consistent with prescribed behavioral guidelines. The Board is composed of two members of the Athletic Department and one member of Residence Life. The Director of Athletics, the Dean of Residence Life and the Champions of Character Administrator will serve in these roles. However, in their absence each department must designate a substitute. If one of the members of the board is a head coach and a case involves an athlete in their program a substitute member from the Athletic department will take their place.

FUNCTION OF THE ATHLETIC CONDUCT & DISCIPLINE BOARD

A student-athlete will first be subject to policies and due process outlined in the student handbook. If a student-athlete commits a campus infraction, the initial portion of the disciplinary process will be headed by the Vice President for Student Life in conjunction with the Dean of Residence Life.

If an infraction occurs which indicates a need for action involving the Athletic Conduct and Discipline Board the Dean of Residence Life will contact the Athletic Director who will then contact the other members of the Board and schedule a meeting of the Board. The meeting of the Board will take place in a timely fashion for the benefit of the athlete, team, Athletic Department and Northwestern College.

The head coach of the athlete involved will be contacted by a Board member and made aware that an infraction has occurred and that the Board is making an initial review of the case. After an initial review of the case, the head coach will be invited to discuss the case and become involved in the process of determining an appropriate action in response to the violation. The final decision will lie with the Athletic **Conduct and Discipline Board**. Following the decision by the Athletic Conduct and Discipline Board, the Director of Athletics will meet with the student-athlete and head coach to share the Board decision. Coaches, in cooperation with the Director of Athletics, will be responsible for carrying out the provisions set down in the board decision.

STATEMENT OF CONSEQUENCES

The Athletic Department retains the right to establish consequences for failure to meet any guidelines established by the department in general or by a coach of a particular sport. In light of the increased visibility of the athletic arena and the potential impact of inappropriate behavior on fellow team members, the coaching staff, the total Athletic Department and Northwestern College, the Athletic Conduct and Discipline Board retains the right to expand the domain of jurisdiction over student/athletes beyond that which is indicated in the general student handbook.

Consequences for behavior that is not in concert with the mission of the Athletic Department or Northwestern College may include: counseling, probation, suspension from practice and/or games, and in severe cases reduction or loss of scholarship and dismissal from a team. Consequences for behavior may vary according to the situation being considered. In some cases the consequences will be limited to the contract developed by Residence Life. *Repeat infractions will generally result in heavier penalties.*

APPEAL PROCESS

A student may appeal any disciplinary decision made by the Athletic Conduct and Discipline Board to the Student Discipline Subcommittee of the Campus Life Committee. This subcommittee consists of three faculty members and two students who serve on the Campus Life Committee. All appeals must be made in writing (e-mail is not acceptable) within 24 hours of notification of the disciplinary decision being appealed to the chair of the subcommittee. An appeals hearing will be granted only when one or both of the following conditions are satisfied:

1. The introduction of new evidence or factors which were not included in the original disciplinary decision.
2. Proof of extenuating factors or results of the disciplinary decision that were not considered or foreseen by the individual or group making that decision.

The chair of the Student Discipline Subcommittee has the right to determine whether or not to grant an appeal hearing. A decision made by the Student Discipline Subcommittee may be appealed to the President of the College, who is the final authority of appeal.

GENERAL CAMPUS POLICIES

ANNOUNCEMENTS

Bulletin boards are provided across campus for the purpose of displaying announcements and posters. All announcements or posters for non-college sponsored events must meet the approval of the Office of Student Life before being posted. Posters are not to be taped to the windows of any buildings.

BICYCLES

- NWC offers a free bike check-out program. You may check out a bike at the AV desk in the Learning Commons.
- Bicycles should be parked in racks when not in use. Bike racks are available near buildings across the campus.
- Bicycles may be stored in dorm rooms throughout the academic year.
- Bicycles must be registered at the Student Life Office in the Ramaker Center. There is no charge for registration.
- NWC is NOT responsible for damage to bicycles left in bike racks. Students may store their bikes free of charge in the Maintenance Building for the winter months. Please contact the Maintenance Department or bring your bicycle to the Maintenance Building during business hours.
- All stored bikes must be picked up by May 1.
- Bikes left after graduation will be given away to non-profit organizations.
- Students are not permitted to borrow a bike - take and ride a bike that is not their own; even if they return the bike - unless given expressed permission beforehand by the owner of the bike. Students found in violation of this policy will be fined \$50 and will be held responsible for any damage the bike sustains while in their possession.

COLLEGE MOTOR VEHICLES

Students driving a fleet vehicle on behalf of the college must obtain prior approval from the NWC Maintenance Office. The student must be at least 21 years old, possess a valid driver's license and have a good driving record. A Driver Request Form must be completed and the student approved by the college's insurance company to drive. All student drivers operating a 15 passenger van are required to go through a driving course. The course is offered three times a year with dates to be announced.

CAMPUS EMPLOYMENT: WORK STUDY

All students are eligible for campus employment opportunities. This includes doing necessary work in college offices, the library, residence halls, and the dining hall. Some summer contracts are also available. The application process for both fall and summer should be completed during the first part of the second semester. For further information contact the Compass Center for Career and Calling.

FINANCIAL AID

Students seeking financial aid should submit the Free Application for Federal Student Aid (FAFSA) including Northwestern College (school code 001883). Students are encouraged to file online at www.fafsa.ed.gov and to use the Data Retrieval tool that appears as you fill out the online FAFSA, as this pulls in tax data from the IRS.

The Financial Aid office will receive the results of FAFSA, and providing a student has applied and been accepted for admission, will prepare and mail a financial aid award. Northwestern College reserves the right to adjust financial aid. Value of awards may increase or decrease based on academic achievement, need, or additional information received by the Financial Aid Office.

FIRE ALARMS & FIRE SAFETY EQUIPMENT

In order to provide the safest possible environment for residents, each of the residence halls is equipped with a fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by fire or for fire alarm drills conducted at the discretion of the Resident Director or local fire department. In the event of a fire alarm, residents are required to exit quickly from the residence hall according to the instruction given them by their RA or RD. Residents will not be permitted back in the building until all residents are evacuated and the signal is given to re-enter.

The failure of a student to exit the building immediately during a fire alarm will result in a \$100 fine. (It is legally a "serious misdemeanor" not to leave a building during either a fire or a drill and authorities may be contacted if you fail to leave the building.)

False alarms are a serious offense. For the safety of everyone, false fire alarm or "pranks" involving fire safety equipment will not be tolerated. All pranks or false alarms will result in an amount of restitution not to exceed \$1500 and immediate suspension of three days and/or dismissal from the College. In addition to campus discipline, violators may be prosecuted under the law.

Students must maintain a 24 inch clear space around all smoke detectors and sprinkler heads. Failure to comply will result in a \$100 fine. In buildings where automatic fire sprinkler systems are installed, it is in violation of the Iowa Code to use piping, supports, sprinkler heads or any part of the fire suppression system to mount or hang anything from (decorations, signs, posters, clothes, hangers, etc.). Students can be fined for such action or for tampering with any fire equipment, such as sprinklers, alarms, extinguishers or detectors.

FIREARMS, FIREWORKS, & FLAMMABLE MATERIALS

For the safety and well-being of the college community, the possession of and/or use of fireworks, fire arms or any other explosive device on campus is prohibited. Flammable materials, such as gasoline, kerosene, and Coleman fuel products, may not be kept in residence halls. Any misuse for pranks or other reasons cannot be tolerated for obvious safety reasons and may result in a fine and/or suspension.

Pellet guns, paintball guns, air soft guns, bow and arrows, swords, fixed-blade knives, and items that may be used to physically harm others are not allowed on campus.

FIRE PIT RULES

1. Only wood may be burned. Paper may only be used for starting, no accelerants (No gas, lighter fluid, etc.)
2. Fire and wood must not extend outside of the ring or exceed a height of 4 feet.
3. Fire must be completely put out before the last person leaves.
4. What goes in the fire must stay in the fire, do not remove sticks, paper, or ashes.
5. Fire pit may only be used Sunday through Thursday until 12:00 AM midnight and Friday and Saturday until 2:00 AM.
6. Fire pit may not be used in winds of excess of 20 mph.

Fire must be put out before leaving. Fire extinguisher is for emergency use only. In case of emergency, please call 911.

The address for the fire pit is 617 Arizona Avenue SW.

FUNDRAISING

Fund-raising for any college group **must** have the approval of either the Director of Student Activities, the Athletic Director, or Campus Ministries with final approval granted by the Advancement Office. Fund raising request forms are available from any of these offices. Examples of fund raising activities needing prior approval may include: the selling of apparel, benefit concerts, bake sales, employment services or any personal or written solicitations conducted on or off campus. We will work with your organization and try to help if we can.

In order to protect our students, faculty, and staff from a barrage of fund-raising requests, mass solicitations are prohibited.

The Advancement Office welcomes any questions you might have about fund-raising activities. You can reach our department at 712-707-7106

INSURANCE & LIABILITY

Students are not covered by Northwestern in case of illness or injury that requires medical attention or hospitalization. Questions concerning your insurance coverage should be directed to your health insurance provider. Students with an address outside the United States are required to show evidence of health coverage before classes begin each semester. Information for international students is available from Northwestern College's Office for International & Intercultural Development by contacting Kevin McMahan.

Northwestern College is not responsible for the property of others. This includes loss or damage to your property located on our premises. Please review your homeowner's and auto insurance policies to determine if your property is adequately covered in the event of loss or damage. The only exception to this policy is when the college has care, custody or control of the property of others. In those circumstances, you may have a claim under the college's insurance policy.

Note to Students:

Questions concerning your insurance coverage should be directed to your health insurance provider. If you have the NW student health insurance you may direct your questions to: Student Assurance Services, Inc. 1-800-328-2739

LOST & FOUND

The college cannot be responsible for lost or stolen items.

An ounce of prevention – a word to the wise:

- Please put your name on all your belongings
- Please do not leave valuables unattended/unlocked around campus
- Please register your bicycles with the Student Life Office in Ramaker Center
- Please report a "lost" or "found" item as soon as possible

Where to post lost and found items:

On the NWC Campus Network you will find the INFORMER. You are welcome to post the item in either the category for "lost" or for "found". Please do this as soon as possible to help with the search.

Where to bring lost items/ Where to look for lost items:

1. There are two primary Lost and Found locations for **ITEMS OF VALUE** such as: Wallets, ID Cards, Computers, Phones Keys, i-Pods, Backpacks, Jewelry/Watches
 - a. Student Life Office upstairs in the Ramaker Center
 - Contact Person: Alli Den Boer at Extension 7200
 - b. Campus Maintenance Office in the Maintenance Building
 - Contact Person: Mona Schroeter at Extension 7170
2. There are Lost and Found locations in most of the major buildings on campus for **ITEMS OF LESSER VALUE** such as clothing.

<u>Building</u>	<u>Phone</u>	<u>Lost and Found Location</u>
Bultman Center	7181	Athletic Office (Jim Burmakow)
Rowenhorst Student Center	7280	Athletic Office (Kara Smit)
Chapel/Performing Arts	7062	Music Office (Nora Verburg)
Colenbrander Hall	7211	Residence Hall Director Office
Fern Smith Hall	7213	Residence Hall Director Office
Hospers Halls	7214	Residence Hall Director Office
Learning Commons	7234	Circulation Desk
North Suites Hall	7212	Residence Hall Director Office

Ramaker Center	7200	Front Desk Downstairs (Tanya Vaas) or Student Life Office Upstairs (Darla Hettinga)
Rowenhorst Student Center	7230	RSC Control Desk
Stegenga Hall	7216	Residence Hall Director Office
Summer Camps	7280	Athletic Office
Theatre Building	7341	Theatre Office
VanPeurseem Hall	7250	Learning Resource Center – AV Desk

Lost and Found - Procedures/Questions/Answers

1. If you find something around campus please take it ASAP to one of the Lost and Found locations.
2. If you are able to find a name on the item – contact the person right away.
3. Keep the item in a secure location or deliver the item to a Lost and Found location. Put a note on the item with the owner's name and when it will be picked-up.
4. Use the campus INFORMER to post the missing item when it is turned into a Lost and Found.
5. If an ID CARD is found, bring it to the Student Life Office as soon as possible.
 - a. The student will be notified by email.
6. Items of value that are brought to these Lost and Found locations will be stored in a secure cabinet.
7. How often will the Lost and Found locations be cleaned-out?
 - a. At the start of the fall semester for items accumulated over the summer months.
 - b. At the start of the spring semester for items accumulated over the fall semester.
 - c. At the beginning of June for items accumulated over the spring semester.
8. What is done with all the Lost and Found items that have accumulated?
 - a. Lost and Found items are donated to either Justice for All or Bibles for Missions.

SKATEBOARDS, ROLLER-SKATES, ETC.

Students are not allowed to roller-skate, in-line skate, ride a skateboard or scooter, or anything else with wheels in any college buildings, nor are students permitted to roller skate, in-line skate, or ride a skateboard or scooter elsewhere on college property in areas where signs prohibiting such activities are posted. Fines of up to \$50 will be assessed for any student who violates this policy.

SOLICITATION

All solicitation requests, political, commercial, or non-commercial (no exchange of services or products for money) must receive approval from the Vice President for Student Life one week in advance of the solicitation activity. Solicitation in residence halls is restricted to lounge and entrance way areas unless special permission is received from the Dean of Residence Life.

THEFT

Thefts should be reported to the Campus Security Office.

STUDENT SERVICES & FACILITIES

COLLEGE CAMPUS STORE

Location: Rowenhorst Student Center (RSC)

Hours: Monday 9:00 am – 4:30 pm
Tuesday 9:00 am – 4:30 pm
Wednesday 9:00 am – 6:00 pm
Thursday 9:00 am – 4:30 pm
Friday 9:00 am – 4:30 pm
Saturday 12:00 pm – 3:00 pm
During afternoon home football games, the Campus store is open from 12:00 – 4:30 PM.

Phone: 707-7195 (Campus store)

Personnel

Joshua Zylstra, Manager

Students operate the store under the supervision of a staff manager

Return Policy (Non-Rentals)

Book returns are limited to schedule changes or dropped classes; return books immediately following a dropped class will not be accepted after the add/drop deadline date set by the Registrar's Office. You must have a bookstore receipt and you will be reimbursed 75% of the purchase price for books in good condition.

Book Buyback

On campus book buybacks are offered one day during the first week of each semester, and during the last week/finals week of each semester. Dates will be posted in the Campus Store and on posters around campus.

COLLEGE MAILROOM

Location: Rowenhorst Student Center (RSC)

Hours: Monday – Friday, 9:30 am – 3:30 pm

Phone: 712-707-7198

Personnel

Deb Wolthuizen, Supervisor

All incoming mail is delivered to the Rowenhorst Student Center (RSC) Monday through Friday and distributed to students' mailboxes. Campus mail is also distributed throughout the day. Students will be notified when they receive packages and they can pick them up during the mailroom hours.

The mailroom is able to ship via USPS and UPS (not Fed Ex) to state-side addresses only. All outgoing mail and packages need to be at the mailroom by 2:30 pm Monday through Friday. A mail key will be issued to each new full-time student at the start of the semester. This does not apply to students taking only online courses. Mail and packages cannot be obtained without a key. The replacement fee for a lost mail key is \$10.00. Failure to return the mail key when leaving NWC will result in a \$10.00 deduction from the student's enrollment deposit.

USPS postal regulations require that mail be addressed as follows:

Student's Name
208 8th St SW Unit _____
Orange City, IA 51041

COMPUTING SERVICES

Location: Van Peursesem Hall

Phone: 712-707-7333

Hours:

Monday – Thursday 7:30 am – 10:00 pm
Friday 7:30 am – 6:00 pm
Saturday Closed
Sunday Closed

Computing Services provides IT support and infrastructure for the campus community. Located on the first floor of Van Peursesem Hall, across from the chapel, the computing services department provides a general purpose computer lab with both B&W and color printers, a Computer Science classroom, scanners, and various other specialized technologies. The Computing Services Help Desk is located at the roll-up window near the south exit and is staffed with extended hours to provide support for computer issues.

Printing

There are many high-speed, networked laser printers located throughout campus. Main printers are located in the Computing Services computer lab, the Learning Commons, and the Rowenhorst Student Center. Additionally, every residence hall and apartment has a printer, located in the main computer lab of each building. Each student begins every semester with a printing credit of \$15.00. Prints made on campus printers throughout the semester deduct from that starting credit at the rate of 10 cents per single-sided monochrome page, 12 cents per double-sided ("duplex") page, and 50 cents per side for full-color printing. Publicly available color printers are located in the Computing Services lab and the Learning Commons. Additionally, you can set your personal

computer to print to these as well. Thus, you do not need to bring a printer to campus unless you wish to for the sake of convenience. If you go above the \$15 printing credit, you will be billed at the above rates at the end of every month.

General Information

Computers are available for student use in many campus buildings, including all residence halls, the Rowenhorst Student Center, Van Peursem Hall, and the Learning Commons. Wireless access is available campus wide. NWC computers are all connected to a local area network, providing access to a variety of printers, software, data, and the Internet. Dorm computer labs are available seven days a week, 24 hours a day. Other computer labs are available depending on the hours of the building. Computers in the computing services lab may be reserved for academic use up to two weeks in advance. Reservations are made at the help desk and are limited to a maximum of two hours per session and a maximum of six hours per week.

The homepage for all lab computers is <http://my.nwciowa.edu>. On the left side of your home page are links to Campus Announcements, Campus Resources, Changing Your Password, and the Informer. For your security, please change your password frequently. On the right side of the page is a link to the Computing Services Help Desk, a central location for computing resources on the web. Here you can find frequently asked questions, computer setup instructions, and the Help Desk, a place to request help for computer issues. You will also find a link to email, view registration information, and go to the Library's home page.

Note About Wireless

While Northwestern provides campus-wide wireless network access, we do not have 100% coverage in all areas of every dorm room or apartment. Additionally, the technology behind Wi-Fi makes it susceptible to a number of environmental variables which can cause interference and/or performance degradation. Therefore, we recommend plugging your computer into one of the orange internet ports in your dorm room or campus apartment for bandwidth-sensitive applications such as Skype, FaceTime, Youtube, and Netflix, as the wired network provides a faster and more reliable connection than wireless.

Policies Concerning the System

Northwestern College gives each student, faculty, and staff member the privilege to use its computing and networking resources. Accompanying that privilege are certain responsibilities. As a user of these systems, it is your responsibility to understand them. Failure to follow the guidelines set forth here will result in disciplinary actions against you as well as possible prosecution under state or federal law. Accessing the computer network without authorization (e. g. using someone else's login name) is a misdemeanor in Iowa that carries a penalty of 30 days in jail or a fine of \$100.00 (Chapter 716A. 2). Damaging or destroying a computer, computer network, software, program or other property could result in a penalty of up to 10 years in prison and a \$10,000. 00 fine (Chapter 716A. 3-8). Under Iowa law, stealing a computer, computer system, or any part thereof, or stealing files, information or software from a computer system could result in a penalty of up to 10 years in prison and a \$10,000. 00 fine (Chapter 716A. 9-14).

The Computing Services department should be notified about violation of computer laws and policies, as well as potential loopholes in the security of its systems and networks. You should not attempt to uncover such loopholes yourself or otherwise try to circumvent security or data protection. You are not allowed to use the network of any computer system to try to gain unauthorized access to any other computer system.

You must not deliberately attempt to alter or otherwise impair the operation of the computer systems or networks. You should not knowingly introduce any viruses, worms or Trojan horses onto any computer system or network. All users should take the necessary steps to insure that they do not mistakenly do the same.

You must abide by the terms of all software licensing agreements and copyright laws. Software may not be copied or duplicated by any means. Also, do not copy anything that would result in cheating another person of his or her rights in being compensated for your uses of the software.

The following types of information or software cannot be placed on any system on or off campus:

- That which infringes upon the rights of another person.
- That which is abusive, profane, or sexually offensive to the average person.
- That which consists of information that may injure someone else and /or lead to a lawsuit or criminal charges. Examples of these are pirated software, destructive software, pornographic materials, or libelous statements.
- That which consists of any advertisement for commercial enterprises.

If you are suspected of a computer violation, you have the right to "due process" as spelled out in the student handbook. You will first meet with the staff of the Computing

Services Department. If necessary, the matter will be turned over to the Student Affairs office for further attention. If you are found to be in violation of a computer policy, you can expect any combination of the following responses:

- Loss of your right to use computers at Northwestern
- Community renewal hours
- Investigation by local, state, and/or federal law enforcement agencies

Do not deliberately waste Northwestern's computing resources. These include sending mass mail or chain letters, obtaining unnecessary output, creating unnecessary multiple jobs or processes, or creating unnecessary network traffic. NWC's computing resources are intended for the academic and administrative use of the college. Use by community patrons is not permitted unless authorization has been received from the system administrator.

Computers may only be reserved for academic use, not for writing personal letters or playing games. The following priorities (self-policed) should be used to decide who may use a publicly available computer and who should wait:

- Reserved in advance for academic use.
- Student needing the computer for academic work.
- Faculty needing the computer for academic use.
- Anyone needing a computer for personal use.
- Anyone wanting the computer for game playing.

Although game playing is permitted, all game players must make sure that at least one other computer of that type is available for academic use. In other words, do not take the last available computer to play games (which always have the lowest priority for computer use). High school students and community members who have accounts are not allowed to play games during the times when students are on campus and school is in session. Hard disk drives on publicly available (non-faculty) machines will periodically be cleaned of files not pertaining to the college. Computing Services will remove any personal software or games on the machines as needed.

Policies Concerning You and Your Account

You are responsible to use all security measures available to you on the network to protect your account from misuse. Passwords should be changed frequently. A well-chosen password is often not in the dictionary and has little or no connection with the individual user. For security purposes, the chosen password must be between 8 and 16 digits long, cannot contain your user name or portions thereof, and must contain three of the following four items: Uppercase letter, Lowercase letter, Number, Symbol.

All users have the right to privacy. This includes your network account storage space, e-mail, flash drives, printouts, and network transmissions. Under extenuating circumstances, Computing Services reserves the right to examine your account including but not limited to network file space, email, and internet usage. Student accounts will be kept active for approximately one year after you have graduated from Northwestern College or left the campus. This allows students the ability to check and manage their email using the internet, and to migrate to a new mail system with minimal difficulties.

Policies Concerning Your Relationship with Other Network Users

You should never use any network account other than the one created for you at the time you register for classes. Do not use another person's account. It is not "okay" for you to use a friend's account if you cannot remember your password. Do not copy or read information from another person's account or flash drive without explicit permission from the owner of that information. You do not have the right to allow other people to use your account. Do not give your password out to other people. Every user is responsible for what happens from their account.

All student accounts are given a password, and all files stored in that account's personal network G:\ drive are protected, meaning that other people are not able to get to those files. A user can, however, store a file in various public locations, such as a public network drive or the local computer's hard drive, giving others the opportunity to copy or read the information inside. Do not assume that it is OK for you to copy or read other people's files even if they are in a public location. You still must have direct permission from the owner of the file.

Do not harass others by sending messages that are annoying, threatening, libelous, or offensive to another person's sex, race, or religion. Chain letters, junk mail, mass mail and advertising are offensive messages. Violations of policies, which involve the Internet, are subject to local, state and/or federal prosecution. The Internet servers and other computing resources are not to be used for financial gain.

You have the right to post news to the NWC Informer found on the computer network. Computing Services Staff monitor the Informer, and new posts are screened before they become publicly available. News items added to the Informer must meet the standards set for other types of publicly available media on campus. In some situations, a student may be given permission to send an email message to the student body; however, they will need a faculty or staff member to approve the message.

Policies Concerning Your Own Computer on Campus

All dorms on campus have network hook-ups for your personal computers, as well as wireless. Workshops are held at the start of school for all incoming freshmen to help them set up their computers for access to NWC's network. There are also instructions located at <http://helpdesk@nwciowa.edu/>, and you can follow the instructions to set up your computer to get to network resources like drives and printers and to configure wireless access.

Notice: Viruses on any computer on campus can cause major networking problems with email and with network traffic on campus. Make sure your Sophos antivirus is staying up to date as well as the required security patches from Microsoft. If you are having campus related problems with your personal computer you can *Log a Help Desk Call* through <http://helpdesk@nwciowa.edu> or call the Help Desk at 712-707-7333.

Thank you for your support in helping the Computing Services meet its goal of delivering quality, timely, and accurate solutions to the campus community's computer needs.

CREATIVE DINING SERVICES

Personnel

Barry Schroeter, General Manager, 707-7186

Patrick Murray, Executive Chef, 707-7362

Renae Oolman, Catering Manager, 707-7246

Joe Zelk, Retail Manager, 707-7476

ReNae Van Voorst, Administrative Assistant, 707-7185

Locations & Hours

The Café (main dining hall)

Monday—Friday

Breakfast..... 7:00am—9:00am

Lunch 11:00am—1:30pm

(Tuesday lunch closes at 2:00pm)

Dinner 5:00pm—7:00 pm

Saturday—Sunday

Lunch 11:30am – 1:00pm

Dinner 5:00pm – 6:30pm

The Hub

Monday – Friday9:00 am – 11:30pm
Saturday6:00 pm – 11:00pm
Hub Summer Hours: Monday—Friday.....11:00am – 2:00pm

Common Grounds

Monday – Thursday8:00 am – 10:00 pm
Friday8:00 am – 2:00 pm
SaturdayClosed
Sunday3:00 pm – 9:00 pm
(All hours subject to change)

Hub Phone: 707-7477

Hub Office Phone: 707-7476

Common Grounds Phone: 707-7473

Meal Plans

All students living on campus are required to be on a meal plan. Student teachers, interns, and those living in the apartments are eligible to participate in a reduced meal plan. Meal plan options are as follows:

19 Meal Plan

- 19 meals per week including 8 meal exchanges to use in the Hub
- \$37.50 flex money per semester that can be used at all campus dining locations*
- Multiple meals can be eaten during the same meal period at the Café
- Meals reset every Friday

15 meal Plan

- 15 meals per week including 6 meal exchanges to use in the Hub
- \$75 flex money per semester that can be used at all campus dining locations*
- Multiple meals can be eaten during the same meal period at the Café and Hub.
- Meals reset every Friday

Block 180 Plan

- 180 meals per semester including 4 meal exchanges a week to use at the Hub
- \$110 flex money per semester that can be used at all campus dining locations*
- Multiple meals can be eaten during the same meal period at the Café and Hub

10 meal Plan (for students in campus apartments, student teachers or interns)

- 10 meals per week including 4 meal exchanges per week to use in the Hub.
- No flex money with this meal plan.
- Multiple meals can be eaten during the same meal period at the Café and Hub
- Meals reset every Friday
- Room and board charges will be reduced by \$590/year or \$295/semester for this plan

Flex Money

Additional flex money can be added at any time during the semester at a discount rate. Add \$50 or more and NWC Campus Dining will add 25% more to your account. Example: Add \$50 and NWC Campus Dining will add \$12.50 more for a total of \$62.50. Go to your “Eatable App” to add money to your account. Flex dollars will roll over from the fall semester to the spring semester but not year to year. If you are not returning to Northwestern College and do not use the flex money in your plan, you will not be compensated for the balance.

Flex money can be used at all campus dining locations. To add more flex money to your card simply choose that option on your Eatable app. Flex money rolls from semester to semester but not year to year.

Food Allergies

If you have a serious food allergy or food-related medical condition, please consult with Northwestern Dining Services General Manager, Barry Schroeter, about how your needs can be met.

The Zone is available in the Café. It is a gluten free station with its own microwave and plates and utensils.

Communications

Menus are posted on our app, Eatable, available in the App store and the Google Plate store, & our website: <https://nwciova.edu/campus-life/dining>. Look for our daily and weekly specials on our social media sites, Facebook, Instagram & Twitter @DiningNWC.

Private Dining Rooms

There are two (2) private dining rooms, Hannah Heemstra and Vermeer South, available for use during meal hours on a reservation basis. These rooms are open to any college group desiring to meet over a meal. Please reserve these rooms with ReNae Van Voorst at 712-707-7185.

Taking Food from Cafeteria

No food, drink, chinaware, or utensils may be removed from the cafeteria without permission. No containers can be brought into the Café to remove food or beverages. Anyone caught removing the above items will be reported to the Student Life Office.

DEWITT LIBRARY

Hours: Monday–Thursday: 7:30 a.m. to midnight
Friday: 7:30 a.m. to 6 p.m.
Saturday: 9 a.m. to 6 p.m.
Sunday: Noon to midnight

Phone: 707-7234

Website: library.nwciowa.edu

Personnel

Greta Grond, Director

DeWitt Library supports the academic program of Northwestern College by providing a variety of services and resources to faculty and students. Areas for both individual and group study are available.

Services

- Research help
- Desktop computers
- Photocopier, scanners, and printers (including color)
- Interlibrary loan
- Book & media checkout
- Course reserves
- Laptop, iPad, & tablet checkout
- Audiovisual equipment checkout (cameras, voice recorders, projectors, web cams, and more)
- Bicycle checkout, including tandems

Print/Electronic Resources

- Books, eBooks, reference materials, children's books, music scores, DVDs, CDs
- Journal & newspaper databases
- Online subject & course guides

ENROLLMENT MANAGEMENT & RETENTION TEAM (EMRT)

The Enrollment Management and Retention Team examines the student experience at Northwestern College by focusing on student success and risk factors that may be barriers to student success and learning. New student inventories, satisfaction assessment instruments and focus groups are used throughout the year to gain valuable feedback used to promote the success of all students.

JUFFER FIELDHOUSE

Juffer Fieldhouse serves primarily as an athletic facility; however, the Bomgaars Family Field is open for free student/faculty/staff/member use for select hours during the academic year. These hours may vary but generally include weekdays from 9:00 AM to 3:00 PM, and 7:00 to 10:00 PM, Saturdays and Sundays from 1:00 to 5:00 PM. The golf practice facility is also available during these times for an additional fee. An updated schedule is available at facebook.com/jufferfieldhouse.

RAMAKER FACILITY USE POLICY

Reservations

Ramaker Center is designed to be a space where staff in the student life, campus ministry, and the Center for 21st Century Learning work together and alongside students. Reservations for the Fireside Room, Conference Rooms 130 and 216, NW student lounge 120 and upstairs student lounge 219 are considered public spaces need to be reserved through Darla Hettinga in the Student Life Office. The Ramaker scheduler will give priority to the staff in the building. Northwestern College reserves the right to decline the use of space to any group based on scheduling conflicts and/or mission fit. See the Northwestern College Facility Use Guidelines at <https://www.nwciowa.edu/hours> for more information.

Rules

Ramaker Center is also designed to be a place where students can work together, study, and relax. It is open 24 hours a day, 7 days a week so that students have a place to go when other campus buildings are closed. The space is monitored by security cameras. In order for the building to remain a 24-hour space, students must abide by the following rules:

Students must:

1. Enter the building using their NWC IDs
2. Show respect for the building and its contents
3. Clean up after themselves

Student must not:

1. Allow anyone into the building who does not have a NWC ID
2. Sleep in the building
3. Bring in food or drink without permission from the student life office
4. Use the building as a means for breaking campus policies

Failure to abide by these rules will lead to student discipline, fines, and possibly, to the closure of the building at midnight.

ROWENHORST STUDENT CENTER

Hours:

Monday – Friday 5:30 am – 11:30 pm
Saturday 8:00 am – 11:30 pm
Sunday 1:00 pm – 11:30 pm

Personnel: Allison Cahill, Director

Phone: 712-707-7230

Website: Nwciowa.edu/fitness

The RSC is an integral part of Northwestern's total educational program. The program is founded on a commitment to Jesus Christ as Lord of all areas of life. The RSC reflects that commitment by providing opportunity for leisure time to be made profitable for Christian growth. The RSC is open at designated times during the academic year. A special schedule will be in effect during college holidays and vacations. Hours for various service areas are subject to change.

The RSC houses the college post office, class rooms, conference rooms, college snack bar – The Hub, and the college bookstore. The following offices are located in the RSC: Wellness Center (Nurse and Student Counseling Services), Athletics, Kinesiology and Intramurals. The DeWitt Physical Fitness Center is also housed in the RSC. The fitness center features an ultramodern workout area equipped with the latest Matrix strength training and cardio equipment, free weights and fitness gear. Also located in the DeWitt Fitness Center is a large four-court area with the capabilities to host basketball, volleyball, tennis, badminton, and pickle ball. Surrounding the four-court area is a one-tenth mile, four lane indoor track. In addition to the four-court gym, the space is also home to three racquetball courts.

STUDENT PUBLICATIONS

BEACON

The Beacon is the student newspaper of Northwestern College. It is published weekly (in print and online) and distributed each Friday at noon. The Beacon is a learning laboratory and, as such, the student staff encourages other students to be involved. It also accepts letters from the campus community. Letters must be submitted to an editor through email (beacon@nwciova.edu) to be considered for publication. Students who want to join the staff as reporters, editors, columnists or photographers should contact Ann Minnick at aminnick@nwciova.edu.

SPECTRUM

This is a publication of student literary writings produced annually in late April. It is sponsored by the English Department and the advisor is Sam Martin. In January each year, the staff solicits manuscripts in the genres of poetry, fiction, and literary non-fiction. Selection for publication is competitive and the entry judged best in each category receives a monetary prize.

CROSSWALK MEDIA

This is a service-learning activity group that helps students gain professional experience and skills in public relations through providing fresh and innovative promotional concepts, tools and publications for clients. Its services include print and web advertising, television and radio commercials, publicity, public relations campaigns, graphic design, organizational communication audits, media relations, event planning and more. *Crosswalk Media's* student officers receive scholarship stipends and/or practicum credits for their participation. To learn more about *Crosswalk Media*, contact faculty advisor Ann Minnick at aminnick@nwciova.edu.

THE CLASSIC

Northwestern College produces two issues annually of the alumni magazine, *The Classic*, which is sent to alumni, parents and other friends of the college. *The Classic* is available for students to pick up outside the RSC mailroom.

CAMPUS MAP



101 7th Street SW
Orange City, IA 51041
712-707-7000
800-747-4757
nwciowa.edu



NUMERICALLY

- | | |
|----------------------------------|--|
| 1. Bolks Apartments | 19. De Valois Stadium/Korver Field |
| 2. Courtyard Village Apartments | 20. Maintenance Building |
| 3. DeWitt Family Science Center | 21. Korver Visual Arts Center |
| 4. Stegenga Hall | 22. Soccer field, competition |
| 5. Vanderhill Cottage | 23. Soccer fields, practice |
| 6. North Suites | 24. Intramural and practice football fields |
| 7. Kopp Hall | 25. Vermeer Dining Room |
| 8. DeWitt Learning Commons | 26. DeWitt Center (cafeteria) |
| 9. Christ Chapel | 27. Fern Smith Hall |
| 10. DeWitt Music Hall | 28. Bultman Center for Health, Physical Education, and Intercollegiate Athletics |
| 11. Ramaker Center | 29. DeWitt Physical Fitness Center |
| 12. Zwemer Hall (Administration) | 30. Rowenhorst Student Center |
| 13. Van Peursesem Hall | 31. Juffer Athletic Fieldhouse |
| 14. DeWitt Theatre Arts Center | |
| 15. Colenbrander Hall | |
| 16. Hospers Hall | |
| 17. Tennis Courts (outdoor) | |
| 18. Locker Room/Concession Stand | |

ALPHABETICALLY

- | | | |
|---------------------------------|---|----------------------------------|
| 1. Bolks Apartments | 29. DeWitt Physical Fitness Center | 11. Ramaker Center |
| 2. Courtyard Village Apartments | 14. DeWitt Theatre Arts Center | 30. Rowenhorst Student Center |
| 3. DeWitt Family Science Center | 27. Fern Smith Hall | 22. Soccer field, competition |
| 4. Stegenga Hall | 16. Hospers Hall | 23. Soccer fields, practice |
| 5. Vanderhill Cottage | 24. Intramural and practice football fields | 4. Stegenga Hall |
| 6. North Suites | 31. Juffer Athletic Fieldhouse | 17. Tennis Courts (outdoor) |
| 7. Kopp Hall | 7. Kepp Hall | 5. Vanderhill Cottage |
| 8. DeWitt Learning Commons | 21. Korver Visual Arts Center | 13. Van Peursesem Hall |
| 9. Christ Chapel | 18. Locker Room/Concession Stand | 25. Vermeer Dining Room |
| 10. DeWitt Music Hall | 20. Maintenance Building | 12. Zwemer Hall (Administration) |
| | 6. North Suites | |

- P** GUEST PARKING
- A** ADMISSIONS PARKING
- COLLEGE PROPERTY
- NON-COLLEGE PROPERTY