Northwestern College

STUDENT HANDBOOK

2026-2027

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August 2026

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, Christian 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.

Statement of Christian Identity

Northwestern is a Christian college that is Reformed in commitment, evangelical in engagement, and ecumenical in spirit. We view these Christian theological perspectives as complementary and draw from the strengths of each perspective in fulfilling our mission.

Reformed commitment

Northwestern College was founded by the Reformed Church in America. We accept the ultimate authority of God's written Word and are guided by the wisdom of the ecumenical creeds* and our historic Reformed confessions**. We proclaim the sovereignty and grace of God in every area of creation and human life, our sinfulness and natural inability to have faith in God, God's sovereign and gracious choosing of God's people in Christ based solely on God's good pleasure and will, the Holy Spirit's initiation of the new birth resulting in faith and repentance, the life-giving spiritual union between Christ and believers, and God's compassionate embrace that keeps believers from ever truly falling away from faith. We affirm God's broad redemptive purposes, and we embrace the Christian call to reform the church, reflect critically on worldviews that influence culture, and transform the world.

**The Apostles' Creed, the Nicene Creed, and the Athanasian Creed*

***The Heidelberg Catechism, the Belgic Confession, the Canons of Dort, and the Belhar Confession*

Evangelical engagement

As a Reformed institution, Northwestern stands within the broad tradition of evangelical Christianity. We affirm the divine inspiration, infallibility, authority and sufficiency of Scripture in matters of faith and practice. We seek a warm, personal faith that is the product of conversion through an individual's trust in Christ as Savior and Lord and belief in Christ's redeeming and substitutionary work on the cross. We acknowledge that salvation comes solely through the unmerited, direct and transforming gift of God's grace. We believe that Christians are called to live holy lives, to make disciples throughout the world by embodying in word and deed the good news of salvation, and to love all people through acts of justice and mercy in Christ's name.

Ecumenical spirit

As a Reformed institution, Northwestern College identifies with the ecumenical spirit that unites all Christians in every time and place. This spirit is embodied in the unified confession of the historic Church as expressed in the Apostles' Creed. We desire greater unity among the universal Christian family. We celebrate the unique traditions and gifts of other Christian communities. We seek new cooperative relationships with other Christians in our common witness to the gospel and our pursuit of justice for all creation. Our ecumenical spirit calls us to appreciate alternative perspectives in an ethos of peaceful dialogue.

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 & 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.

Vision for Diversity

Guided by the biblical narrative of creation, fall, redemption and restoration, Northwestern College strives to pursue God's redeeming work in the world by courageously and faithfully engaging the fullness of our similarities and differences in our learning and living together.

We embrace diversity in God's creation,

- valuing each person as created in the image of the triune God and thus intended for community
- respecting the complexity of human identities
- recognizing human difference as central to an education that fosters critical thinking, empathy and dialogue

We lament human brokenness,

- grieving our thoughts, words and actions that diminish, caricature or isolate one another
- confessing our failure to hear and respond to marginalized voices on campus and in the world
- recognizing our past and current participation in unjust social systems
- repenting from any form of dehumanization that distorts God's creation

We reconcile with one another,

- bridging divisions that separate people from one another and from God
- partaking in courageous conversations where varied perspectives are welcome
- challenging unjust systems of power, privilege, and oppression
- building and sustaining social structures that foster the common good

We embody shalom,

- anticipating restored creation where people from every nation, tribe and language worship God and live in harmony
- pursuing human flourishing in our relationships, curriculum, staffing, resource allocation and corporate actions
- affirming that all things hold together in Christ, to the glory of God

ACADEMIC AFFAIRS

Policies Related to your Academic Experience

All policies pertaining to academic expectations are set forth in the Northwestern College Catalog. These policies include degree requirements, academic policies and student appeals. All Northwestern College students are expected to familiarize themselves with the college catalog and its contents.

CAMPUS MINISTRY

CAMPUS MINISTRY

Location: Ramaker Center, 1st floor
Hours: 8:30 AM – 5:00 PM when classes are in session
Phone: 712-707-7190

Personnel

Mark DeYounge, Vice President for Christian Formation
Natalie Wheeler, Director of Discipleship
Patrick Hummel, Director of Missions
Joshua Kuipers, Director of Worship
Tanya Vaas, Campus Ministry Administrative Assistant, 1st Gen. Raider Ministry Coordinator

MISSION STATEMENT

Campus Ministry at Northwestern College exists to send students into the world as those rooted, built up, and established in Christ for God's glory and for the sake of the world (based on 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 seeks to support and live into this. Stop by and ask about the opportunities and resources available for your growth at Northwestern.

STUDENT LEADERSHIP DEVELOPMENT

Approximately 85+ 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 (5.5-7) 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 training and mentoring.
- Discipleship Group Leaders: (35+) 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: (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

There are many great churches within Orange City and the surrounding communities. 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.

CHRISTIAN FORMATION (CF) OPPORTUNITIES

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, Ngage, 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 and Tuesday: 8:00-9:00 PM in Christ chapel (2 credits)

3. **Ned talks:** (a mid-semester series that is 4 to 8 weeks in length)
    a. Mostly on Wednesday: 10:05-10:25 AM in the Vogel Community Room (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, biblical 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 Christ – the one who made us, loves us, and works for the good of the world.

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. Please remove all ear pods and keep hoods down throughout the service.
- 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.
- To respect our maintenance staff, avoid bringing food or drink in the Christ Chapel sanctuary. If you have to eat, please stay in the foyer area to finish your food. If you have a drink that you'd like to enjoy, keep it in a container with a fixed lid or cover.

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 VP for Christian Formation shall be responsible for enforcement of the CF policy. Students have the right to appeal their dismissal to the VP for Christian Formation. Appeals must be made within three school days of receiving the CF dismissal announcement. In deciding the appeal, the VP for Christian Formation 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 VP for Christian Formation 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, community bridge-building) 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.

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.

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 other intentional gatherings 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, prayer walks (and initiatives) and individual encouragements.
- Accountability Groups. Partnerships of 2-3 peers are formed for accountability, prayer, and spiritual growth.

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
Amber DenHartog, 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

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

**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 appealed online or 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 $10.00.

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 $20 will be issued for violation of campus parking codes (per violation, multiple violations may be indicated on a single ticket). The $20 fine will double to $40 if not paid in 7 days and a hold will be added after 14 days.

Designated Parking

No Overnight Parking:

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 restricted student parking may be used as such overnight. These spaces are for full time resident students only. 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 east of the center islands and the row next to the practice fields that are marked with signs as restricted student parking may be used as such overnight. These spaces are for full time resident students only. 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 Hospers and Jaycee Park)
- Lot M (Korver Art Center Parking Lot)
- Lot O (Juffer Fieldhouse Parking Lot)
- Lot P (Science Center Parking Lot)
- South side of Industrial Road (south of Bultman Center & Rowenhorst Student Center)
- Engineering Building Parking Lot
- Street parking after October 15 (or as marked by the city)

UPPERCLASSMEN/RESCTICTED PARKING:

Restricted Parking (Upperclassmen): The following parking lots are available to upperclassmen (So., Jr., and Sr.) on an unlimited basis:

- Lot A (Behind Hospers Hall)
- Lot C (Corner of Albany and 6th Street)
- Lot E (North of Courtyard Village)
- Lot K (Northeast of Seventh and Delaware)
- Lot L (Southwest of Seventh and Delaware)
- Lot H (Located across Hwy 10 from Zwemer and VPH)-The rows on the east end next to Conoco that are marked with as restricted student parking may be used as such overnight. All other spots in this lot as designated as No Overnight.
- Lot J (Located at the south end of the Bultman Center)-Parking spaces east of the islands and next to the practice fields that are marked with signs as restricted student parking may be used as such overnight. All other spots in this lot are designated as No Overnight.
- North side of Industrial Road

FRESHMAN / ECONOMY PARKING:

Open Parking: The following parking lots are available to freshmen and those who have opted to purchase an Economy Parking Tag on an unlimited basis:

- Lot B (North of Jaycee Park)
- Lot F (West of Juffer)

GRADUATE ASSISATANTS & GRADUATE PROGRAM PARKING:

Graduate Assistants & Graduate Program Parking

- Street Parking West of Courtyard Village is Reserved for Graduate Assistants and Graduate Program Students Only. (Special Parking Pass is Issued.)

OTHER RESTRICTIONS:

Spaces reserved for the handicapped must be left clear for disabled persons. Unauthorized vehicles in these areas are subject to a $100 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!***

If your vehicle does not start; it is your responsibility to contact campus security or maintenance PRIOR to ticketing. This communication can be by phone or email. Appeals for a vehicle not starting after a ticket is issued is not eligible for appeal.

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 & Summer

All cars left over Christmas or Spring Break should be parked in Lots B, F, 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.

Parking Map Provided Below:

COMPASS CENTER FOR CAREER & CALLING

Location: Ramaker Center, 1st floor
Hours: *8:00 AM – 4:00 PM Monday through Friday; evening by appointment*
Phone: *712-707-7225*

Personnel
Elizabeth Pitts, Director
Kirsten Brue, Career Counselor
Caylan Noble, Administrative & Communications Coordinator
Kendall Stanislav, Director of Experiential Education

Services

The Compass Center for Career & Calling exists to help Northwestern College students and alumni prepare for meaningful work and flourishing lives by using the NW Navigation Plan:

1. **Explore** – Understand how your personality, interests, values, and workplace preferences fit into your future work by:
    - Taking the PathwayU inventory
    - Choosing a major that fits your gifts
    - Receiving career counseling to connect your major with career goals
2. **Experience** – Participate in 2-3 hands-on learning opportunities that help you gain professional skills and experiences, such as:
    - Internships and jobs
    - Job shadowing
    - Off-campus study
    - Leadership opportunities
    - Service and community engagement
    - Research and capstone projects

3. **Equip** – Show how your education has prepared you for your career and calling through:
    - A polished résumé
    - Targeted cover letters
    - Handshake and LinkedIn profiles
    - Interview practice
4. **Embark** – Expand your connections with alumni, faculty members, industry leaders, and others who can help you launch from college to career by:
    - Receiving help with your grad school applications
    - Crafting a professional image
    - Utilizing alumni network to connect to your post-graduation destination
    - Securing meaningful work

Franken Fellows: Peer Career Mentors

The Franken Fellows are a group of peer career mentors who assist other Northwestern College students in preparing for their lives after college. They serve as ambassadors for the Compass Center, actively promoting its mission, resources, and activities. They also plan and host career-related events on campus and meet one-on-one with NWC students to help them create professional documents like resumes and cover letters, prepare for job interviews, and craft professional online profiles. Applications for next year's Franken Fellows: Peer Career Mentors go live each February.

BRIDGE CENTER
For Intercultural Development

Bridge Center
***Location**: Ramaker Center, 1st Floor NW Lounge*
***Hours:** See office hours posted in department suite*

Personnel
Celeste Ryan, Director of Intercultural Development– 712-707-7215
Kelsey Joseph, Associate Director of Intercultural Development – 712-707-7016

Mission
The Bridge Center for Intercultural Development advances the Northwestern College Vision for Diversity to love, link, listen, and learn in order to bridge our similarities and differences.

Our Goals are to:

- **LOVE**. Build beloved community by developing cultural intelligence, intercultural engagement, and humility among NWC students, faculty, staff, and administration.
- **LINK**. Mentor student leaders who embody and advance the Northwestern Vision for Diversity through positive relationships with NWC students, staff, faculty, and administration as well as provide students peer to peer mentorship opportunities.
- **LISTEN**. Promote the thriving of students in their academic, interpersonal, and intrapersonal endeavors, especially those students who may feel out of place at Northwestern.
- **LEARN**. Encourage and model introspection of individuals' identity in Christ and in the communities of which they are a part. Provide educational opportunities for campus to explore and celebrate the diversity of the kingdom of God.

Values:

- **Loving Community**: The Greatest Commandment is to love God with all our heart, soul, and mind and to love our neighbor as ourselves (Matthew 22:37-39) As we receive God's love, we extend the same love to our neighbors through our actions and commitment to one another. Loving others requires a posture of humility for a community of shalom that pursues the flourishing of all humanity.
- **Interdependent Community**: We are many differentiated parts of one interdependent body (1 Corinthians 12-13). When one part of the body is hurting, the whole body suffers. Therefore, we seek to recognize and lament unjust social systems that isolate or dehumanize marginalized voices on campus and in the broader community to keep the whole body healthy. We are interdependent beings linked together to sharpen, lament, encourage, and rejoice with one another.
- **Intercultural Community**: We are a multitude from every nation, tribe, people, and language (Revelation 7:9). We celebrate diversity by acknowledging the beauty in our similarities and differences. The diversity we embody as image bearers helps us experience more of who God is. We seek the flourishing of all communities through a posture of listening and understanding one another.
- **Transformational Community**: We are the change we wish to see in the world by loving our neighbors and pointing to Christ as our redeemer (2 Corinthians 5:17-21). God reconciles us to himself and urges us to be reconciled to one another. As Christ's ambassadors, we must learn to be agents of change and reconciliation by joining in His redeeming work in this world.

Our Services Include:

- Engagements that bridge differences and catalyze growth toward the "Beloved Community"
- Workshops, trainings, and retreats
- Celebration of varied cultural events
- Student mentorship and leadership development
- Advising intercultural student groups including Intercultural Club and La Mosaic.
- The Bridge Scholars Program
- Student recruitment and admission support
- Alumni and institutional partner relations
- Host family programs
- Coordinate ESL programs
- Strategic planning and assessment of institutional diversity objectives
- Promote campus-wide community connections and engagement

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
Amber DenHartog –Administrative Assistant
Abigail Noonan – Christy Suites Hall Resident Director
Brian Follett – Fern Smith Hall Resident Director
Dana Van Ostrand – Hospers Hall Resident Director
Audrey Punt – Stegenga Hall Resident Director
Jason Katsma – Bolks and Courtyard Village Apartments Resident Director
Jonah Tews – Heemstra Suites Resident Director

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.

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.

Housing

Residences Available

Residence facilities for men include Fern Smith Hall, Hospers Hall, Heemstra Suites, Courtyard Village Apartments, and the Bolks Apartments. Residential facilities for women include Christy Suites, Stegenga Hall, Courtyard Village Apartments, and the Bolks Apartments.

Credit Requirement

Students must be enrolled in at least 12 credits/semester (be classified as full-time) in order to live in on-campus housing. If a student wishes to drop below 12 credits and remain in campus housing, they will need written permission from the Dean of Residence Life or the Vice President for Student Life. If, after receiving written permission, the student becomes a distraction to other students in the residence, they may be required to move out of campus 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.

Single-Sex Housing

Since Northwestern's founding, our Christian sexual ethic and our desire to provide safe residential spaces for our students has led us to make housing selections and assign roommates according to biological sex. We remain committed to the sex-based (rather than gender-based) housing model, as we believe it contributes to the emotional and social flourishing of our students. Students for whom this approach is difficult due to gender dysphoria or intersex conditions are invited to speak with the Deal of Residence Life or the Vice President for Student Life about alternative housing options, including off-campus housing. Due to the sensitive nature of the conversation, students can be assured that each situation will be handled with discretion and care.

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 at the assigned time on the first day of Orientation. Returning students may move into their rooms at the assigned time Saturday 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 except for approved students, closed for spring break, students are responsible for finding their own housing during those 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 sent via e-mail. 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.

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 at least 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 40 mile radius of Orange City; 3) for fifth-year seniors; or 4) for students enrolled in an off-campus study program; 5) for students who have a full-time internship or student teaching placement. 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:

1. 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
2. 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 residences must complete the form "Application for Commuter Status" 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.

CAMPUS HOUSING GUIDELINES

Assistance Animal Agreement

Northwestern College is committed to assuring that its programs are free from discrimination and harassment based upon protected classes, including physical or mental disability. This policy explains Northwestern College's (NWC's) general guidelines and permitted uses of assistance animals, as defined and described below, in providing disability accommodations to students, faculty, staff, and visitors in college buildings and on college property.
Definitions: Pursuant to applicable state and federal law, the following definitions have been adopted and apply to this policy:

- **Assistance Animal:** A general term referring to any animal providing accommodations to individuals with disabilities. As used within this policy, an assistance animal may be either a service animal (SA) or an emotional support animal (ESA). For purposes of this policy, assistance animals are not considered pets.
- **Service Animal:** A service animal is individually trained, or in the process of being trained to do specific work or perform specific tasks for the benefit of a person with a disability, including but not limited to physical, sensory, psychiatric, intellectual, or other mental disabilities. The specific work or tasks performed by the service animal must be directly related to the person's disability. Animals whose sole function is to provide emotional support, well-being, or comfort do not qualify as service animals. Under applicable law, dogs and in limited cases miniature horses, are permitted service animals. Other animals do not qualify as service animals.
- **Emotional Support Animal:** Animals providing emotional support, well-being, or comfort that mitigates one or more functional impacts or effects of a person's disability. Emotional support animals may also be referred to as a comfort or therapy animals. Unlike service animals, emotional support animals are not individually trained to perform specific work or tasks.

Individual with a Disability: An individual with a documented physical or mental impairment that substantially limits one or more major life activities; an individual who has a history or record of such an impairment; or an individual who is perceived by others as having such an impairment.

Resident: Northwestern students residing in college housing.

Pet: Any animal kept for ordinary use and companionship. For purposes of this policy, service animals and emotional support animals (collectively termed "assistance animals") are not considered pets.

Policy on Assistance Animals

Assistance animals are generally permitted on campus subject to the conditions and restrictions outlined within this policy. Assistance animal accommodation requests made by students will be reviewed and assessed by the Disability Service Provider in the Academic Support Center consistent with applicable laws and policies. All assistance animal accommodation requests made by employees will be reviewed by the Director of Human Resources. Northwestern College reserves the ability to make special modifications, within the confines of applicable law, to its policies to reasonably accommodate the person requesting the accommodation.

Property Damage or Injury Caused by Assistance Animal

The owner of an assistance animal is responsible for any damage to Northwestern College's or personal property and any injuries to individuals caused by their animal.

Emotional Support Animals on Campus

Only residents who have complied with this policy are permitted to have emotional support animals in their assigned dorm rooms. Residents wanting emotional support animals to reside in college housing must seek and receive approval prior to the emotional support animal entering college housing (process is outlined below). Only one emotional support animal will be permitted per resident and generally only one emotional support animal will be assigned per room. Emotional support animals are restricted to residential areas and are not otherwise permitted inside other college buildings, including, but not limited to classrooms, dining facilities, recreational buildings, employment areas, libraries, sporting events, and laboratories. Because emotional support animals are not trained to provide specific work or tasks, visitors and students not residing in college housing, faculty, and staff are generally not permitted to have emotional support animals on campus as a part of any disability accommodation.

Service Animals on Campus

Service animals are permitted to accompany people with disabilities on all college properties where students, faculty, staff, and visitors are generally allowed to go. A service animal's access to certain areas on campus may need to be limited where the service animal's presence may cause a fundamental alteration or undue hardship. See the section on Exceptions and Exclusions below.

All service animals must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means.

Students needing a service animal are encouraged to work with the Student Disability Provider and with the Dean of Residence Life prior to bringing the service animal to campus to ensure reasonable accommodations are appropriately provided to the student. Students wishing to have their service animal reside with them in college housing will need to comply with this policy.

Faculty and staff (or applicants for employment positions) needing a service animal are encouraged to contact Human Resources prior to bringing the service animal to campus to ensure the disability accommodation request process is followed and reasonable accommodations are appropriately provided to the employee or applicant.

Exceptions and Exclusions to General Rules Applying to Assistance Animals on Campus
NW may impose some restrictions on, and may even exclude or ban, an assistance animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws. Disability Services, Residence Life and/or Human Resources will investigate and address violations of this policy in cooperation with relevant departments and personnel across campus. Access to college property may be restricted or revoked under the following circumstances.

Assistance Animal Creates a Direct Threat
The assistance animal may be denied access to or banned from campus if it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications. An example of this would be an assistance animal that exhibits aggression or has injured a person or another animal. In considering whether an assistance animal poses a direct threat to the health or safety of others, NW will make an individualized assessment based on reasonable judgment, current medical knowledge, or the best available objective evidence to determine 1) the nature, duration, and severity of the risk; 2) the probability that the potential injury will actually occur; and 3) whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

Assistance Animal is Uncontrolled
An assistance animal may have its access to college property restricted or revoked if the assistance animal is out of control and the owner does not take effective action to gain and maintain control. An example of this may be an assistance animal that repeatedly gets loose and runs at large, even if it does not physically injure a person or another assistance animal.

Improper/Inadequate Care for Assistance Animal
Failure to properly care for an assistance animal may result in the animal's access to college property being restricted or revoked. Additionally, if it appears that anyone has abused or neglected an assistance animal, the college may report the animal abuse or neglect to the appropriate authorities, in addition to any other campus remedies.

Assistance Animal is Not Housebroken or Maintained in a Healthy, Clean Manner
Any individual utilizing an assistance animal on campus must ensure the animal is properly housebroken and/or trained. They must also ensure that the animal, and its environment, are maintained in a healthy, clean manner.

Service Animal Fundamentally Alters the Nature of an Educational Program
Students may be denied the accommodation of a service animal in an academic setting if the animal's presence fundamentally alters the nature of the educational program. An example of this may be a lab course that requires a sterile/clean working environment and the service animal's presence would compromise the sanitation/operational standards for the lab. Clarifying note: This exception applies only to service animals, since emotional support animals are generally not permitted to accompany students to class (or to on-campus jobs).

Service Animal Creates Undue Hardship
Students and employees may be denied the accommodation of having a service animal if the service animal creates an undue hardship on the department or in the area where the student or employee works. An example of an undue hardship may be if the service animal's behavior disrupts the learning or working environment. Clarifying note: This exception applies only to service animals, since emotional support animals are generally not deemed a reasonable disability accommodation in a classroom, lab, or workspace.

Legal References

- Americans with Disabilities Act, Title I, Employment
- Americans with Disabilities Act, Title II, State and Local Governments
- Rehabilitation Act of 1973, Section 504
- Civil Rights Act of 1968, Title VIII, Fair Housing Act
- Iowa Code Section 216.8A
- Iowa Administrative Code, 681 IAC 13.18, Animals on Campus
- Ames Municipal Code, Sections 3.107 (Rabies Vaccination) and 3.110 (Rabies Tags)

Process for requesting a service animal on campus
Northwestern College is committed to ensure that programs are free from discrimination and harassment based upon protected class, including physical and/or mental disability.

Definitions
In order to understand this policy and related procedures, it is important to have a clear understanding of the terms referenced. Please familiarize yourself with the following definitions referenced in the Assistance Animal Policy:

- **Assistance Animal**
- **Service Animal**
- **Emotional Support Animal**
- **Individual with a Disability**
- **Resident**

- **Pet**

Process for requesting a Service Animal on campus

All assistance animals must be authorized to be on NWC campus as indicated below. Students are encouraged to place their request (or renewal request) for a service animal in campus housing by June 1 for the fall term and December 1 for the spring term. Owners whose service animals are still in training are not permitted to have the animal on campus until the process is complete. Approvals for a service animal are given for a specific academic year and must be renewed prior to the next academic year. For renewals, contact the Dean of Residence Life.
For a student to have service animal reside in campus housing, the student must:

1. Contact the Disability Service Provider/ADA Advocate to express your desire to have an assistance animal on campus.
2. At that time the Disability Service Provider will provide the student additional forms that need to be completed.
   - Service Animal Verification form
   - Hold Harmless and Indemnification Agreement form
   - Assistance Animal Agreement
3. Once all forms are completed and turned into the Disability Service Provider/ADA Advocate, he or she will make a recommendation to the Dean of Residence Life regarding the request. (Renewal forms can go directly to the Dean of Residence Life).
4. The Dean of Residence Life will then make a final decision. Residence Life has the authority to relocate a student and the service animal as necessary in order to respect the health and well-being of other students.

Employee accommodation requests will be received and reviewed by Human Resources.

Process for requesting an Emotional Support Animal (ESA) on campus

Determination of need for an ESA will be made based on whether the information provided clearly supports the need for the requested accommodation by showing: (1) the individual has a disability (2) the animal is necessary for the individual 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. For renewals, contact the Student Life office for the appropriate forms and follow steps 2-5 listed below.

To be allowed to have an Emotional Support Animal reside in campus housing, the student must:

1. Contact the Disability Service Provider/ADA Advocate and complete an intake form.
2. At that time the Disability Service Provider will provide the student with additional forms that need to be completed:
   a. Verification of Psychological Disability form
   b. Hold Harmless and Indemnification Agreement form.
   c. Assistance Animal Agreement
3. The student must have the NWC Verification of Psychological Disability and Request for ESA form completed by a licensed mental health professional. This form will require the mental health provider to describe how the ESA will alleviate particular symptoms of emotional distress.
4. Once all forms are completed and turned into the Disability Service Provider/ADA Advocate, he or she will make a recommendation to the Dean of Residence Life regarding the request. (Renewal forms can go directly to the Dean of Residence Life).
5. Dean of Residence Life will meet with the applicant to go over guidelines and expectations.
6. The Dean of Residence Life will then make a final ruling. Residence Life has the authority to relocate a student and the support animal as necessary in order to respect the health and well-being of other students. Residence Life also has the authority to deny a request if the student has failed to meet the ESA guidelines and requirements in the past.

Guidelines & Requirements

An exception to the animal and pet policy is granted for approved animals provided that their behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for other residents. If the noise (crying, barking or meowing) is excessive as judged by residence life staff, it is grounds to terminate the student's contract.

The ESA must be contained within the student's room at all times, except when transported outside the private residential area. It may not be taken into hallways, lounges, bathrooms, laundry facilities, the cafeteria, or other areas of the residence hall. It also cannot be taken into classrooms or other buildings on campus.

Frequently Asked Questions

The U.S. Department of Justice, Civil Rights Division, provides answers to Frequently Asked Questions about Service Animals and the ADA.

Where are emotional support animals permitted to go on campus?
Emotional support animals are only allowed in the student's assigned housing unit and common use areas in and adjacent to the student's assigned room. Unlike service animals, emotional support animals are not allowed in food service areas even if the food service area is located in the student's assigned residence hall. Emotional support animals are also not allowed in classrooms, public buildings, events, transportation, etc.

Where are service animals permitted to go on campus?
Service animals are generally permitted to accompany their handler/owner on all NWC properties where members of the public, participants in services, programs or activities, or invitees are allowed to go. This includes classrooms, dining halls, residence halls, etc. College entities selling food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
Some exceptions to this general rule apply. For example, it may be appropriate to exclude a service animal if the animal's presence may compromise a sterile environment.

Where might a service animal's access to campus be restricted or limited?
Service animals are generally allowed anywhere on campus that their handler/owner is permitted, including classrooms, libraries, student dining, residence halls, etc. However, under certain circumstances, the owner of a service animal may be asked to remove the animal from restricted spaces or have its access to certain parts of campus (temporarily or permanently) restricted. Listed below are several examples of situations that may result in a service animal being removed or restricted from otherwise permitted locations.

- The service animal is found to be disruptive.
- The service animal shows aggression toward their handler/owner or others on campus.
- The service animal is physically ill.
- The service animal is unreasonably dirty.
- The presence of a service animal causes danger to the safety of the handler/owner or other others.
- The service animal's safety is compromised.
- The service animal's presence may compromise the setting (e.g., a sterile lab), or fundamentally alter an educational program (e.g., in a lab with lab animals where the service animal's presence will disrupt the lab or compromise the work being done there).

What documentation do I need to provide to have an assistance animal on campus?
The Disability Service Provider can assist students and visitors with service animal and assistance animal accommodation requests. Requests for disability accommodations involving service animals and/or emotional support animals will require appropriate supporting medical documentation. Please contact the Disability Service Provider as soon as possible to initiate this process.
Employees who want to request the use of a service animal as a disability accommodation request must contact Human Resources.

Who is responsible for cleaning up after assistance animals on campus?
As with all animals on campus, the assistance animal's handler/owner is personally responsible to immediately remove and properly dispose of waste from their assistance animal. They are also responsible for any damage the assistance animal does to College property and/or the personal property of any roommates or visitors.

Faculty, staff, roommates, etc. are not responsible for the care or supervision of assistance animals.

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

Damages & 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 4 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.
- Diffusers and humidifiers are not allowed in campus housing.

- 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. Requests and fees for an AC unit are for the fall semester only. Spring semester requests may be approved for an additional cost. 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.

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 $25.00 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/Loft Construction Guidelines
Platforms/lofts are NOT permitted in the following residence halls/apartments: Stegenga, Smith, Christy Suites, Heemstra Suites and Bolks Apartments. Platforms/lofts 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.

STUDENT PROGRAMS & ACTIVITIES

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

Personnel
Lindsay Simmelink, Director of Student Programs and First-Year Experience, 712-707-7206.

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 Lindsay Simmelink to join a planning team.

New Student Orientation

Each August and January, Northwestern College welcomes new students to campus through 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. Orientation 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 are geared toward helping students learn the skills to adjust to college life.

COUNSELING CENTER

Location: *Rowenhorst Student Center (RSC)*
Office Hours: *Monday – Friday 8:00 am – 4:30 pm*
Phone: *712-707-7321*
Email: *counselingcenter@nwciowa.edu*

Personnel
Jenna Visser, LISW,MSW, Director of Counseling Services
Jessica Tomke, LMHC, Therapist
Mariah Laughlin, MSW, LISW Therapist
Suzanne Haverdink, Administrative Assistant

The Counseling Center provides services designed to assist students in their mental health, 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, from how to deal with disappointments, recover from loss, become less anxious, improve your mood or learn how to make stress work for you. Services are provided with respect for the unique needs of each student in a safe, confidential setting. Please contact Suzanne Haverdink to make an appointment for counseling or to inquire about other services.

What We Offer
The Counseling 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 the 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 Counseling Center offers individual counseling, couples counseling, premarital counseling, assessment and evaluation, information and referral, consultation, crisis intervention, and workshops on requested topics. Books, Light Therapy Lamps and other resources are also available to borrow. The Counseling Center also has a full body massage chair and a Red Light Therapy Lamp, which students appreciate using as part of their stress management. The massage chair and Red Light Therapy Lamp are available on a first come first served basis during office hours and there is no cost to use these items.

In a Crisis
If you have a psychological or emotional crisis after regular office hours, *contact your RA or RD*. If you cannot locate yours, any Residence Life staff person can help you. RD's have access to the on-call therapist. You can also contact the following for help:

- Suicide Helpline phone 988 or text HOME to 741741
- Campus Security – Andy Van Ommeren 712-395-1077
- Police/Ambulance/Fire –911
- Orange City Area Health System emergency room – available 24/7 at 1000 Lincoln Circle, Orange City, phone (712) 737-4984

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 respect the religious commitments and lifestyle expectations of this Christian community. Students engaging in behavior inconsistent with the policies or philosophy of NWC may be subject to campus disciplinary action.

Jurisdiction

These policies apply to behavior that occurs on campus or at college-sponsored events or programs held either on or off campus. These policies may also apply to conduct that occurs off-campus and/or online when the Vice President for Student Life or the Dean of Residence Life determines the conduct affects a substantial Northwestern College interest, including but not limited to:

- Any action that constitutes a criminal offense as defined by local, state, or federal law.
- Any situation where it appears that the behavior presents a threat to the health or safety of self or others;
- Any situation that significantly impinges on the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational or missional interests of Northwestern College.
    - This may include but is not limited to cases in which a student serving in an official capacity, such as holding a leadership position, competing on a team, or performing in the arts, uses that position to advance a position that runs counter to Northwestern's educational or missional interests.

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; full or empty will be interpreted the same as actual possession by all 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. Clothing choices should not create a distraction to the living and learning environment. Students are expected to be fully clothed in modest, appropriate clothing in all public (non-residential) areas on campus. Nudity is not appropriate or tolerated in public areas. Nudity that occurs in the single-sex residence halls should be practiced with discretion and respect for others in the halls. Failure to observe these guidelines may 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.

Drug/Alcohol Treatment Facilities

Keystone Treatment Center
1010 E. 2nd Street
Canton, SD 57013
(844)-849-1331

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;

Often harassment focuses on race, color, national origin, sex, age, disability, or other defining characteristics. In such instances, Northwestern will observe its policy on non-discrimination (see Title IX policy for more information). Institutional responses will focus on:

- Caring for the victim(s) of the behavior and protecting them from future harassment.
- Educating the offender on the seriousness of the offense and its effect on the victim(s) and on the campus as a whole.

- Imposing sanctions in proportion to the offense, up to an including dismissal.

Title IX (page 43) (see attached document)

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.

No contact directive (NCD)

There are times when friendships or other relationships become unhealthy, resulting in emotional distress that hinders the academic performance and/or emotional well-being of one or both parties. Where possible and advisable, the college will first attempt to facilitate conflict resolution between the parties. However, there are instances in which conflict resolution is not a viable alternative and it is necessary to put in place a no contact directive (NCD) between the parties. Being named in a NCD does not imply that a student has violated a conduct policy, only that they are party to a friendship/relationship that may lack proper boundaries. A NCD is meant to establish clear boundaries, and in so doing, relieve emotional/academic distress.

A NCD may include restrictions on communication, proximity, and access to certain campus locations. Although the parties will likely continue to see one another in common spaces on campus, this directive prohibits initiating communication and contact with the other person(s) and/or through third parties on behalf of the students named in the order. NCDs are distinct from court-ordered restraining orders, as they do not carry legal penalties beyond the college's disciplinary process. Violating the terms of the NCD can lead to disciplinary action, including suspension or expulsion. NCDs may be reviewed annually or upon request to the Student Life Office.

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 therapist, 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 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.

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.

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 HIPPA/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

All students are eligible for campus employment opportunities. This includes doing necessary work in college offices, the library, residence halls, the dining hall, etc. Some summer contracts are also available. Students are able to apply through Handshake on MyNWC for open positions whenever there are positions available (usually at the beginning of each semester). For further information, contact Sara Zomermaand in the Human Resources Office (712-707-7224 or sara.zomermaand@nwciowa.edu).

Financial Aid

Students seeking financial aid should submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Make sure to include Northwestern in the list of colleges, using FAFSA school code of 001883.

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.

Lux Circle

This space was designed to be a place for worship and gathering for the entire NW community (students and employees). If you want to ensure Lux Circle is available for your class, event or activity, please reserve it through Outlook's location reservation system for conference rooms.

At its center is a gas-powered firepit intended to provide ambiance and to remind its users of the light of Christ. The firepit can be used by turning on the switch and turning the timer knob to desired length of time. Maximum setting is 2 hours, after which the fire will extinguish itself. Do not use it as you would a campfire pit. Using the fire to roast marshmallows or cook food is not allowed.

Please be conscientious and observe quiet hours. Do not play music or make noise during quiet hour times: after 11 p.m. Sunday to Thursday, and after 1 a.m. Friday and Saturday.

Fundraising

Fundraising for any college-sponsored activities must have the approval of either the Director of Student Programs, the Athletic Director, or Campus Ministries with final approval granted by the Advancement Office.

The Advancement Office must be contacted *at least 4 weeks in advance* of any proposed fundraiser. This allows the Advancement Office time to evaluate and advise the group and ultimately approve or deny the proposed fundraiser. Clubs should start this process before they get too far into planning fundraising activity.

Examples of fundraising activities needing prior approval may include: 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. **You may not use zz-students@nwciowa,edu for fundraising purposes unless given special permission by the Advancement Office.**

Insurance & Liability

U.S students should be covered by a family health care policy because they are not covered by Northwestern College in cases of illness or injury that requires medical attention or hospitalization.

Students-athletes are required to be covered by insurance to participate in Raider athletics. Proof of your insurance must be provided to the Raider athletic training department.

International students whose primary address is outside the U.S. are required to enroll in the Northwestern College Student Health Insurance Plan (SHIP) before classes begin each semester and to maintain that coverage while on campus. Contact the Bridge Center for information and instructions.

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.

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: Tracy Smidt 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.

Building	Phone	Lost and Found Location
Bultman Center	7181	Athletic Office (Jim Burmakow)
Rowenhorst Student Center	7280	Athletic Office (Jacki Goebel)
Chapel/Performing Arts	7062	Music Office (Blair Lansink)
Fern Smith Hall	7213	Residence Hall Director Office
Hospers Halls	7214	Residence Hall Director Office
Learning Commons	7234	Circulation Desk
Heemstra Suites Hall	7212	Residence Hall Director Office
Ramaker Center	7200	Front Desk Downstairs (Tanya Vaas) or Student Life Office Upstairs (Amber DenHartog)
Rowenhorst Student Center	7230	RSC Control Desk

Stegenga Hall	7216	Residence Hall Director Office
Summer Camps	7280	Athletic Office
Theatre Building	7341	Theatre Office
VanPeursem 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.

Photo Release Policy

Northwestern College reserves the right to photograph members of the college community, including—but not limited to—its students, faculty, and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in Northwestern publications, video, websites, news media, social media, or other recruitment or promotional materials. If you do not want to be photographed or you don't want a photograph of you to be used by Northwestern, let the photographer or the marketing & communications office (news@nwciowa.edu) know.

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.

Sexuality, Gender Identity, and Sexual Misconduct

Sexual Activity

Northwestern College calls its faculty, staff, and students to practice Christian chastity, which involves abstinence outside of marriage and fidelity within marriage. Northwestern 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 expected to refrain from sexual activity contrary to Biblical standards. This includes, but is not limited to, extramarital, premarital, or same-sex sexual activity. Inappropriate displays of affection will not be tolerated, since they infringe upon the rights of others in the community. Students are called to live into this vision for human sexuality, particularly those who are part of the on-campus residential community. Students found in violation of these standards may be subject to disciplinary action including possible dismissal.

Gender Identity

Northwestern College's position on gender identity is rooted in deeply-held convictions about God's design for human personhood, revealed to us through Scripture, the Christian tradition, and general revelation. We come to this position out of a longing to promote human flourishing and to honor God with our bodies, not out of malice toward persons who identify as transgender or non-binary. While our Christian convictions challenge the emerging gender paradigm present in American culture, they also call us to treat all persons as image-bearers of God. When someone has entrusted their story of distress related to gender identity to a member of the campus community, we must work to hold together our care for the person with our commitment to Biblical convictions, in a posture of humility, recognizing that we have more to learn and to understand.

The following statement does not attempt to answer every question related to transgender students and employees on our campus, but rather:

- to set out some basic definitions and
- to provide a Biblical, theological and philosophical foundation for specific policies on housing, athletics, academic records, and human resources

Definitions

"**Transgender** is an umbrella term for many ways in which people experience, express, or live out a gender identity different from the gender identity corresponding to their birth sex."[i] In contrast, "**Non-binary** refers to a wide range of gender identities that are not exclusively male or female or masculine or feminine."[ii] Sometimes identifying as transgender or non-binary is a personal preference unrelated to psychological distress. As a college, we are concerned that these preferences fail to acknowledge the created goodness of our male and female bodies, and as such, we do not affirm such self-expressions.

At other times, identifying as transgender is rooted in significant psychological distress caused by the incongruence between one's birth sex and one's gender identity. The standard psychological diagnostic manual, the DSM-5, defines gender dysphoria as clinically significant distress or impairment related to gender incongruence, which may include desire to change primary and/or secondary sex characteristics. As a college, we strive to be a community in which those suffering from gender dysphoria find empathy, belonging, and compassion. Having gender dysphoria should not be treated as either a willful choice or a sinful act. Any person experiencing gender dysphoria should be free to speak with members of the campus community without fear of judgment or retaliation.

A small percentage of individuals are born with Differences in Sex Development (DSD)/Intersex conditions. This phenomenon should not be conflated with transgender or non-binary gender identities. Students and employees with DSD will generally be treated at Northwestern in continuity with the sexual/gender identity they have lived into prior to coming to the college.

Christian commitments related to sex and gender

As a Christian college that is Reformed, evangelical, and ecumenical, we affirm that

- *Sexual difference is part of God's good creation*. God created his image bearers, male and female, as two distinct sexes. The differentiation between the sexes is reiterated throughout the Old and New Testaments (Gen 1:27, Deut. 22:5, Matthew 19:4, Mark 10:6, 1 Cor. 11: 1-16). Our sex is not arbitrary. It is meaningful because it is part of the way we reflect God's image in the world.
- *We are our bodies*. Although there is more to us than our bodies, our bodies are not simply containers of our true selves. Our bodies are central to the Biblical drama of creation, fall, redemption, and restoration, and are a means by which God reveals himself to us. We lament gender paradigms that define the self in disembodied or dualistic ways and that deny the reality and significance of the body. We call upon our community to embrace a biblical anthropology that understands human beings as embodied creatures, fearfully and wonderfully made. (Gen. 1:7, Mk. 12:30; Lk. 10:27).
- *The fall affects all parts of creation, including our bodily existence.* In this world, we groan inwardly while we await the redemption of our bodies (Rom 8:23). Gender dysphoria is one example among many others that creation is not always how God intended it to be. This recognition of the human condition should instill compassion for those who experience gender dysphoria. Students and employees in distress are urged to seek out professional counseling, pastoral support, and/or mentoring.
- *Our bodies belong to God*. As Christians in the Reformed tradition, we hold to the words of the Heidelberg Catechism that "I am not my own, but belong, body and soul, in life and in death, to my faithful savior, Jesus Christ." (Heidelberg Catechism, Q&A #1). As such, we submit our lives to the will of our loving Creator who desires our flourishing.
- *We have freedom to express ourselves within the goodness of God's creational design*. As Christians, we are granted freedom to express our uniqueness as persons and are not bound to overly-narrow cultural definitions of what constitutes masculinity and femininity. We lament that these narrow definitions can contribute to gender dysphoria.
- *We are called to Christ-like love*. All members of the community are called to care for and respect one another as persons made in the image of God. If a Northwestern student or employee experiences harassment, intimidation, or abuse due to their gender expression, they should report those offenses to the proper campus authorities so that the offending party or parties can be held accountable. Such behavior will not be tolerated on our campus.
- *Jesus's sacrifice on the cross is for all persons who confess him as Lord*. Having gender dysphoria does not prevent one from being part of this Christian community. It is our prayer that all persons will grow in their knowledge and love of Jesus while at Northwestern and will experience the love of the Christian community while here.

Implications of our Christian commitments

Based on these Christian convictions, we call students and employees to live in congruence with their sex at birth. In decisions about housing, employment, academic records, athletic participation, and more, Northwestern College will prioritize sex over gender identity as a more meaningful marker of one's personhood. In all situations, we will do our best to care for the individual and the community as a whole. We recognize that, just as every person is unique, so must our response to individual cases be discerned in light of the posture, role, and expectations of the person in question and our understanding of how our Christian convictions apply in particular situations.

There may be instances when a person's gender identity/expression and their gender-related requests are incompatible with the Christian convictions outlined in this statement or with the kind of Christian community we strive to cultivate on campus. In such cases, it may not be possible for that person to remain a member of the college community. When such a judgment is made, the college will work closely with that person to ensure a graceful and respectful exit. In all situations, the college is committed to treating people with dignity and care, recognizing one another as God's beloved children.

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[1] Mark Yarhouse and Julia Sadusky, *Emerging Gender Identities*, Brazos Press, 2020, p. 8.
[1] Preston Sprinkle, *Embodied*, David C. Cook, 2021, p. 30.

TITLE IX Equal Opportunity, Harassment & Nondiscrimination Policy & Procedures[1]

FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD-PARTIES

Effective August 1, 2026

Northwestern College is committed to providing a working, learning, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from discrimination, harassment, and retaliation. Discrimination, harassment and retaliation 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 discrimination, harassment and retaliation 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 harassment, discrimination and retaliation. This policy refers to all forms of discrimination and harassment, including but not limited to: unfair treatment based on protected class, sexual and other harassment (including sexual assault, domestic violence, dating violence, and stalking), hazing, and bullying, by other students, employees, or third parties. Northwestern College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Northwestern College's "Process A" or "Process B," as determined by the Title IX Coordinator or designee, and as detailed below. This policy and procedures will be reviewed at regular intervals by the Title IX Coordinator. The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. During any resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with prior written notice to the Parties upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

This policy is not a contract, is not intended to afford contractual or third-party beneficiary rights to any individual, and does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

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. Copies of this policy and procedures will be continuously available at appropriate college centers and offices.

Glossary of Policy Terms

- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class as prohibited by this policy; or retaliation for engaging in a protected activity.
- *Confidential Resource* means an employee, person, or entity, who by a legal privilege, professional obligation, or otherwise must maintain confidence of communications, including reports of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Northwestern College is in normal operation.
- *Final Determination:* A conclusion by the preponderance of the evidence that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding:* A conclusion by the preponderance of the evidence that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means "Process A," a method of formal resolution designated by the College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Investigator* means the person or persons charged by Northwestern College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Official with Authority* (OWA) means an employee of the College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above for qualifying allegations of sexual harassment under Title IX (including sexual assault, dating violence, domestic violence, and stalking) in the United States involving students, staff, administrators, or faculty members which fall within the College's educational programs or activities. Process A complaints can be resolved formally or informally.
- *Process B* means the resolution procedures for offenses that violate policies on protected class harassment or discrimination, including but not limited to sexual harassment, sexual assault, dating violence, domestic violence and stalking, but that do not fall under the jurisdiction or scope of Title IX.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; sexual harassment; and/or retaliation for engaging in a protected activity.

[1] ATIXA 2020 One Policy, Two Procedures Model use and adaptation of this model with citation to ATIXA is permitted through a limited license to Northwestern College. All other rights reserved. ©2020. ATIXA

- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 15.b., for greater detail.

- *Student* means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Northwestern College.

- *Title IX Coordinator* is at least one official designated by Northwestern College to ensure compliance with Title IX and the College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, investigators, hearing officers, decision-makers, or appeal decision-makers.

1. Policy on Non-Discrimination

Northwestern College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education on the basis of race, color, national origin, sex (including pregnancy), age, disability, or other characteristic protected by law, in admission, access to, or employment in its programs and activities except as modified by the protections of Northwestern's religious identity, beliefs, and practices found in the First Amendment, the Religious Freedom Restoration Act, Title IX Religious Colleges Exemption, the Title VII Religious Employers Exemption, and other federal and state legal protections for religious freedom. 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, the Americans with Disabilities Act of 1990 (ADA), as amended, 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 discrimination in all of its forms.

2. Title IX Coordinator

The Director of Human Resources serves as the Title IX Coordinator and ADA/504 Coordinator and oversees implementation of Northwestern College's disability compliance and policy of equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating Northwestern College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

3. Independence, Conflict-of-Interest, and Training

The Title IX Coordinator oversees the Title IX process and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The other personnel involved in the process of investigating, responding, coordinating or otherwise assisting in the adjudication of complaints under this policy are vetted and trained as appropriate to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest, misconduct, or discrimination committed by the Title IX Coordinator, contact Northwestern College's President Gregory E. Christy president@nwciowa.edu or 712-707-7100. Concerns of bias or a potential conflict of interest, misconduct or discrimination committed by any other personnel involved in a process under this policy should be raised with the Title IX Coordinator.

4. Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Title IX Coordinator
Mindy Stichka, Director of Human Resources
101 7th St. SW
Zwemer Hall
Orange City, IA 51041
712-707-7223 (office)
515-783-4176 (cell)
mindy.stichka@nwciowa.edu

Deputy Title IX Coordinator (in the event the coordinator acts as an investigator)
Andy Van Ommeren, Director of Campus Safety & Security
101 7th St. SW
Ramaker Center
Orange City, IA 51041
712-707-7475 (office)
712-395-1077 (cell)
andrew.vanommeren@nwciowa.edu

Title IX Investigators

Julie Elliott, Vice President for Student Life	Marlon Haverdink, Dean of Residence Life
101 7th St. SW	101 7th St. SW
Ramaker Center	Ramaker Center
Orange City, IA 51041	Orange City, IA 51041
712-707-7204 (office)	712-707-7205 (office)
484-318-9063 (cell)	712-454-0328 (cell)

julie.elliott@nwciowa.edu marlon@nwciowa.edu

A party may also contact the Assistant Secretary for Civil Rights of the United States Department of Education.

5. Applicable Scope and Jurisdiction

General Scope: The core purpose of this policy is the prohibition of all forms of discrimination and discriminatory harassment as defined herein. Members of the College community, guests and visitors have the right to be free from discrimination, harassment, and retaliation. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The purpose of this policy is to promote compliance with applicable campus, state and federal regulations; to allow for behavior that is inconsistent with College policies to be appropriately reported, investigated, and sanctioned; and to educate all members of the College community about implications and consequences of their behavior.

This policy covers conduct that occurs at all College sponsored programs and activities, as well as conduct that occurs on the campus or on property owned or controlled by the College. The policy can also cover prohibited conduct that initially occurs off-campus when students or employees experience continuing effects of the off-campus acts in the educational or work setting that effectively deprive them of access to the College's educational program. The Policy covers conduct perpetrated by faculty, staff, students, and third parties, and if the Respondent is unknown or not a member of the Northwestern College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report. Any person may file a complaint alleging a violation of this policy.

Scope under Title IX for Sexual Harassment: The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the Respondent and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

If a report or complaint falls under the College's scope under Title IX, the College will utilize Process A to respond, and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's scope under Title IX, but nonetheless falls under this policy and/or its general scope, the College may still take action for such alleged conduct, including under Process "B" of this Policy.

6. Prohibited Conduct

A. Discrimination

As described in the College's Policy on Nondiscrimination, the College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of such protected class characteristics.

Any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied according to the appropriate resolution process described elsewhere in this Policy.

B. Discriminatory Harassment

Students and employees are entitled to an employment and educational environment that is free of discriminatory harassment. Northwestern College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

Discriminatory harassment is defined as unwelcome conduct on the basis of actual or perceived membership in a class protected by policy or law, and which creates a "hostile environment." Northwestern College does not tolerate discriminatory harassment of any employee, student, visitor, or guest, but will still act to remedy harassment whether or not it rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe ***or*** pervasive ***and*** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the Respondent through application of the appropriate resolution process below. The College also reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct may not result in the imposition of discipline under the College's policy, but may be addressed through respectful conversation, remedial actions, education, effective alternate resolution, and/or other informal resolution mechanisms.

For assistance with reports, complaints, and resolution options and approaches, employees should contact the Director of Human Resources, and students should contact the Vice President for Student Life.

C. Sexual Harassment

Prohibited acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses below:

1. Conduct on the basis of sex that satisfies one or more of the following:
    a. Quid Pro Quo: An employee of Northwestern College conditions the provision of an aid, benefit, or service upon an individual's participation in unwelcome sexual conduct;
    b. Hostile Environment: Unwelcome[2] conduct on the basis of sex that is so **severe, pervasive and objectively offensive** that it effectively denies a person equal access to a College education program or activity, including work. (Note: Alleged conduct that meets this criteria will be addressed through the Title IX resolution process, Process A. Unwelcome[3] conduct on the basis of sex that is so **severe or pervasive and objectively offensive** that it effectively denies a person equal access to a College education program or activity, including work, still constitutes discriminatory sexual harassment. Alleged conduct that meets this definition will be addressed outside of the Title IX resolution process under Process B).

2. *Sexual Assault*: One of the following offenses in which one has or attempts to have sexual contact or sexual penetration with another individual without their consent:
    i. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;
    ii. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
    iii. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
    iv. Statutory rape: sexual intercourse with a person who is under the statutory age of consent.

3. *Dating Violence:* Violence committed by a person who has been in a romantic or intimate relationship with another. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. *Domestic Violence*: Felony or misdemeanor crime of violence committed by:
    i. Current or former spouse or intimate partner of the victim;
    ii. Person with whom the victim shares a child in common;
    iii. Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    iv. Person similarly situated to a spouse of the victim under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred; and
    v. Any other person against an adult or youth victim who is protected from that person's act under the laws of the State of Iowa.

    To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

5. *Stalking*: Engaging in a course of conduct toward another person under circumstances that would reasonably cause a person to fear bodily injury to themselves or others or to experience substantial emotional distress.

    For the purposes of this definition—
    (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
    (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

As used in the offenses above, the following definitions and understandings apply:

Consent: Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

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[2] Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Consent cannot be inferred from lack of resistance, passivity, or lack of response.

Consent is not effective if a party is incapacitated, or it results from the use of force.

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

Incapacitation: Incapacitation is defined as 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. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

D. Other Prohibited Offenses

In addition to the forms of discriminatory and sexual harassment described above, Northwestern College additionally prohibits the following offenses as forms of discrimination/harassment when the act is based upon the Complainant's actual or perceived membership in a protected class. In this section, the definition of "consent" is the same as defined above.

1. *Sexual Exploitation,* defined as*:* taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that conduct does not otherwise constitute sexual harassment under this Policy. Examples of Sexual Exploitation include, but are not limited to:
    a. Sexual voyeurism (such as viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent);
    b. Invasion of sexual privacy;
    c. Prostituting another person;
    d. Recording images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
    e. Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure, including the making or posting of revenge pornography;
    f. knowingly transmitting a sexually transmitted disease (STD) or infection (STI) or human immunodeficiency virus (HIV) to another individual without informing the other person of the infection;
    g. exposing one's genitals to another when the exposing individual knows or should have known that the other person did not consent to such exposure and objects to such exposure; causing another to expose genitals without that person's effective consent;
    h. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity;
    i. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections;
    j. Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity;
    k. Knowingly soliciting a minor for sexual activity;
    l. Engaging in sex trafficking;
    m. Creation, possession, or dissemination or child pornography.

2. *Threatening or causing physical harm*, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

3. *Intimidation*, defined as implied threats or acts that cause an unreasonable fear of harm in another;

4. *Hazing*, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Northwestern College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

5. *Bullying*, defined as: Repeated and/or severe unwelcome aggressive behavior that is likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally.

Violation of any other College policies may constitute prohibited conduct herein when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

E. Retaliation

Retaliation occurs when an individual harasses or intimidates another person because of that other person filed a complaint, participated in the resolution process of a violation of this policy, supported a Complainant or Respondent, and/or acted in good faith to oppose conduct that constitutes a violation of this policy. Harassment or

intimidation includes but is not limited to threats or actual violence against the person or the person's property, adverse educational or employment consequences, ridicule, taunting, bullying or ostracism. Retaliation is prohibited under this policy and is expressly prohibited by Title VII, Title IX and other state and federal laws.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a resolution proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Northwestern College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

7. Seeking Help After Sexual Harassment or Violence

If you are sexually assaulted or experience other violence, your first priority is to find a safe place. Next, seek medical attention; swift medical treatment is critical for protecting you from sexually transmitted diseases and preserving evidence. In Iowa, your medical exam and follow up visits are free, even if you don't report the assault to the police.

In the immediate aftermath of a sexual assault or violence, you may not know whether you will eventually want to press charges. Taking care to preserve and collect evidence does not commit you to reporting anything. It's important that you not shower, bathe, urinate, douche, smoke, brush your teeth or drink anything before going to the emergency room. It's best if you don't change your clothes, but if you do, the clothes you were wearing should be brought to the ER in a paper bag (not plastic). If you suspect you have been drugged, either refrain from urinating or urinate in a clean container and bring it with you to the ER. Leave the assault scene as is so you don't inadvertently destroy evidence before you've had time to make a decision about reporting the assault.

- Local Area Hospital: Orange City Area Hospital (712-737-2000)

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 Counseling Center, located in the Rowenhorst Student Center, or the Student Life Office, located in Ramaker Center, 2nd floor.

Complainants may also contact the following:

- Family Crisis Center (1-800-382-5603)
- CAASA: Centers Against Abuse & Sexual Assault www.caasaonline.org
- Iowa Victim Service Call Center (1-800-770-1650)
  - www.survivorshelpline.org
  - Text: 'IowaHelp' to 20121

8. Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Northwestern College encourages persons who have experienced any form of discrimination, harassment or retaliation to report the incident promptly, to seek all available assistance, and where appropriate, to report the incident to local law enforcement. Northwestern College takes reports of discrimination, harassment and retaliation very seriously and will work with all parties to ensure their safety and to investigate and adjudicate the situation.

A. Official College Reporting Options

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator or a Deputy Coordinator at the contact information listed in Section 4. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

2. Report online using the Raider Reporting Center. Anonymous reports are accepted, but the College's response may be necessarily limited without the identity of the Complainant. Northwestern College tries to provide supportive measures to all Complainants, which is impossible with an anonymous report.

3. Report to a College Official With Authority (OWA)

An individual who is subjected to conduct covered by this Policy is encouraged to make an official college report directly to the Title IX Coordinator, but may also report to a College Official with Authority, or OWAs. At Northwestern College, the OWAs are:

- Northwestern College Office of Human Resources
  - *Mindy Stichka, Director of Human Resources*
- Northwestern College Student Life Office (Resident Assistant, Resident Director, Dean of Residence Life, or Vice President for Student Life)
  - *Abigail Noonan, Christy Suites RD*
  - *Jason Katsma, Bolks Apartments and Courtyard Village RD*
  - *Brian Follett, Smith Hall RD*
  - *Dana Van Ostrand, Hospers Hall RD*
  - *Audrey Punt, Stegenga Hall RD*

- *Jonah Tews, Heemstra Suites RD*
- *Marlon Haverdink, Dean of Residence Life*
- *Julie Elliott, Vice President for Student Life*

- Director of Campus Safety and Security
  - *Andy Van Ommeren*

A report to an OWA is expected to be transferred immediately to the Title IX Coordinator.

i. Report to Other, Non-Confidential College Employees

At Northwestern College all employees (including student employees) are expected to report instances of alleged discrimination and harassment, including sexual harassment, to the Title IX Coordinator or an OWA, unless the employee is acting as a campus chaplain or campus counselor covered by confidentiality as listed elsewhere in this policy. When a complainant tells a College employee, other than the Title IX Coordinator, about an incident involving conduct covered by this policy, the individual should not expect confidentiality in that communication. Likewise, any College employee is expected to promptly share with the Title IX Coordinator all known details of a report made to them concerning conduct covered by this policy. College employees are not to investigate and are not required to obtain proof of any actual policy violation.

For these reasons, Complainants may want to carefully consider whether they share personally identifiable details with non-confidential College employees. To the extent possible, information reported to any College employee will be shared only with officials with authority responsible for handling the College's response to the report. College employees expected to report who knowingly condone, fail to report, or fail to take action to remedy incidents of discrimination, harassment, and/or retaliation is a violation of Northwestern College policy may themselves be subject to sanctions and/or disciplinary action, up to and including termination.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Northwestern College.

B. Confidential Reporting/Resource Options

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Resources:

- Northwestern College Counseling Center
  - *Jenna Visser, Therapist and Director*
  - *Jessica Tomke, LMHC, Therapist*
  - *Mariah Laughlin, MSW, LISW Therapist*
- Northwestern College Campus Ministries
  - *Mark De Younge, Dean of Christian Formation*
  - *Natalie Wheeler, Director of Discipleship*
  - *Patrick Hummel, Director of Missions*
- Off-campus (non-employees):
  - *Licensed professional counselors and other medical providers*
  - *Local rape crisis counselors*
  - *Domestic violence resources*
  - *Local or state assistance agencies*
  - *Clergy/Chaplains*
  - *Employee Assistance Program*
  - *Attorneys*

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics and/or professional credentials, except in extreme cases of immediacy of treat or danger or abuse of a minor or individual with a disability, or when required to disclose by law or court order.

Northwestern College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

C. When a Complainant Requests Confidentiality and/or Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will weigh the request for confidentiality/no formal action against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. In conducting this analysis, the Title IX Coordinator will weigh the complainant's request and preferences against factors such as: the seriousness of the alleged misconduct; the complainants' age; whether there have been other complaints against the accused that increase the risk of the campus community; whether the alleged incident involved threatened future sexual violence or use of force or a weapon; whether an incident involved multiple respondents; whether an incident involved alcohol, drugs, or any date rape drug; whether the school has other methods for obtaining relevant evidence (i.e., security cameras or physical evidence); and, when the matter is under the scope of Title IX, to what extent non-participation by the Complainant may impact the availability of evidence and the College's ability to pursue a Formal Grievance Process fairly and effectively.

Based on this assessment, the College may decide not to honor the complainant's desire for confidentiality, and investigate and adjudicate a violation of this policy, when doing so is not clearly unreasonable. If so, the Title IX Coordinator may sign a formal complaint to initiate a resolution process. The Title IX Coordinator will not

become the Complainant. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. The College will not be able to ensure the complainant's confidentiality, but will still offer and provide supportive measures.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the College to honor that request, the College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

Note that Northwestern College's ability to remedy and respond to notice may be limited if the Complainant does not want Northwestern College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Northwestern College's obligation to protect its community.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Northwestern College, and to have the incidents investigated and properly resolved through these procedures.

D. Law Enforcement

Along with the on-campus reporting options described above, Northwestern College strongly encourages a Complainant to make a report to local law enforcement, to the extent alleged discrimination or harassment constitutes a crime. Although reporting to law enforcement is strongly encouraged, at no time will any individual be forced to make a report to law enforcement as a precondition to using the internal reporting/resolution processes described in this policy. The Title IX Coordinator, Deputy Coordinators, OWAs or off-campus victim advocates can assist in notifying law enforcement, if a complainant chooses.

- Orange City Police Department (911)

9. After Notice/a Report is Made

A. Supportive Measures

Northwestern College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Northwestern College's education program or activity, including measures designed to protect the safety of all parties or Northwestern College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator or Vice President for Student Life will promptly make supportive measures available to the parties upon receiving notice or a complaint. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Northwestern College will maintain the privacy of the supportive measures, provided that privacy does not impair Northwestern College's ability to provide the supportive measures. Northwestern College will act to ensure as minimal an academic impact on the parties as possible, and without an unreasonable burden the other party.

These supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing mutual contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

In most instances, both the complainant and the respondent will be instructed to mutually avoid all contact with the other. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another. If these instructions are not heeded, disciplinary action may be taken. In addition, a party may seek an order of protection, "no-contact" order, restraining order, or similar order issued by a criminal, civil, or tribal court. If an individual obtains an order of protection from a court in Iowa, the Title IX Coordinator should receive a copy to be aware of any limitations or restrictions and to develop a plan to abide by the court order. The College cannot enforce a violation of a court order, but can assist an individual in contacting law enforcement to report a violation. If any terms of a court order are unclear in their application to the campus environment, it is up to the parties to seek clarification through the court – the College cannot render a legal opinion or give advice other than to develop a plan to reasonably prevent violations of the order.

B. Emergency Removal

Northwestern College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when the Respondent's presence constitutes an immediate threat to the physical health or safety of any student or other individual. This risk analysis is performed by the Title IX Coordinator in conjunction with the Office of Student Life using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator and/or Vice President for Student Life prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator and/or Vice President of Student Life for the show cause meeting. The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

C. Promptness

All allegations are acted upon promptly by Northwestern College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Northwestern College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Northwestern College's procedures will be delayed, Northwestern College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

D. Privacy

Northwestern College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the resolution processes in this policy, including the conducting of any investigation or hearing.

Northwestern College reserves the right to designate which Northwestern College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Division of Student Affairs, Safety and Security Office, and the Human Resources Office. Information will be shared as necessary with Investigators, Hearing Officer/Decision Maker, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Northwestern College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

E. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Northwestern College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

F. Federal Statistical and Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Northwestern College must publish an annual report of certain crimes that fall within the scope of this policy that have occurred and their general location (on or off campus or in the surrounding area; no addresses are given). These reports contain statistical information only. All personally identifiable information is kept confidential.

Under the Clery Act, the College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. Northwestern College will ensure that a Complainant's name and other identifying information is not disclosed in such a warning, while still providing enough information for community members to make safety decisions in light of the potential danger.

G. False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Northwestern College policy.

H. Amnesty for Complainants and Witnesses

The Northwestern College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Northwestern College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Northwestern College community that Complainants choose to report misconduct to Northwestern College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Northwestern College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

1. **Overview**

Northwestern College will act on any notice or complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination ("the Policy") that is received by the Title IX Coordinator[4] or OWA by applying these procedures, which includes two possible methods for resolution known as "Process A" or "Process B".

2. Initiating a Formal Complaint

When the College learns of potential discrimination or harassment, in most cases outreach will be done with the Complainant to identify reporting options (discussed earlier) within and outside the College and to offer supportive measures. The Title IX Coordinator is available to meet to discuss those reporting options with the Complainant or answer questions from the Respondent.

A Complainant who proceeds with a formal complaint must do so in writing, and by filing a complaint with the Title IX Coordinator by hard copy, email, or any other writing evidencing a physical or digital signature, or otherwise verifying the Complainant is filing the complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not become a party or Complainant for purposes of the processes below.

3. Initial Assessment of Applicable Scope/Process

Upon receipt of a formal complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Northwestern College initiates a prompt initial assessment to determine the next steps the College needs to take.

Northwestern College will initiate at least one of three responses:

a. Provide the Complainant with assistance and support only, based on the Complainant's request that the College not take action, where that request is not clearly unreasonable and/or consistent with the College's obligations under law;

[4] Anywhere this procedure indicates "Title IX Coordinator," Northwestern College may substitute a trained designee.

b. Determine the circumstances satisfy the jurisdictional requirements of Title IX at 34 CFR 106.45 and resolve the complaint under informal or formal "Process A" resolution procedures;

c. Determine the circumstances do not satisfy the jurisdictional requirements of Title IX at 34 CFR 106.45 and dismiss the complaint under Title IX, but resolve the complaint under informal or formal "Process B" resolution procedures, or other policies and procedures, as applicable. Specifically, Process A procedures apply **only** to qualifying allegations of sexual harassment under Title IX (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrators, or faculty members. If they do not, they must or may be "dismissed" as follows:

Northwestern College must dismiss a formal complaint or any allegations therein from Process A if, at any time during the investigation or hearing, it is determined that:

1) The alleged conduct would not constitute sexual harassment as defined in the policy hereinabove, even if proven;

2) The College does not substantially control both the Respondent and the context in which the alleged harassment occurs, nor did it occur in any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority; ;

3) The alleged conduct did not occur against a person in the United States; and/or

4) At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program, activity or workplace of Northwestern College.

Northwestern College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or

2) The Respondent is no longer enrolled in or employed by the College; or

3) Specific circumstances prevent Northwestern College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Upon any dismissal, Northwestern College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate or refile it.

Dismissing a complaint under Title IX may be procedural, and does not limit the College's authority to address a complaint with an appropriate process and remedies. If the Title IX Coordinator determines that the misconduct alleged does not fall within the scope of Title IX, other policies may apply and the matter may be referred for resolution, including under Process B.

Process B applies to the resolution of offenses such as violations of policies on protected class harassment or discrimination above. Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as specified by the Title IX Coordinator.

4. Counterclaims

Northwestern College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Northwestern College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator or the Investigator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

5. Disabilities Accommodations in the Resolution Process

Northwestern College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Northwestern College's resolution process.

Anyone needing such accommodations or support should contact the Academic Support Center if a student or the Human Resources Office if an employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

6. PROCESS A: Formal Grievance Process for Qualifying Allegations of Sexual Harassment Under Title IX

Process A procedures apply only to qualifying allegations of sexual harassment under Title IX (including sexual assault, dating violence, domestic violence, and stalking, as defined in this policy) involving students, staff, administrator, or faculty members.

A. Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. A party may elect to change advisors during the process and is not obligated to use the same advisor throughout.

a. Who Can Serve as an Advisor

A party may select whoever they wish to serve as their Advisor. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Northwestern College community.

b. Advisors in Hearings/Northwestern College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, Northwestern College will appoint an Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If a party does not have an advisor at the hearing, the College will be in the College's sole discretion. Northwestern College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, Northwestern College is not obligated to provide an attorney.

c. Expectations of Advisors

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present.

All Advisors are subject to the same Northwestern College policies and procedures, whether they are College-appointed or not. Advisors are expected to advise their advisees without disrupting proceedings. The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or Decision-maker except during a hearing proceeding, during cross-examination. In conducting cross-examination, the advisor will not be abusive towards any party or witness, and will act with appropriate decorum.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

d. Sharing Information with the Advisor

Northwestern College expects that the parties may wish to have Northwestern College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor, but the Advisor will be under the same expectations of privacy as the party. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

Northwestern College requires a consent and privacy form that authorizes Northwestern College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator, or provide similar documentation demonstrating consent to a release of information to the Advisor before Northwestern College is able to share records with an Advisor.

If a party requests that all communication be made through their Advisor, Northwestern College will not comply with that request.

B. Informal Resolution

After the filing of a formal complaint, the College may facilitate an informal resolution between the parties, and at any time prior to the Decision-Maker's determination of responsibility via the issuance of a written decision.

The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate. Informal Resolution will not be available to resolve allegations involving an employee sexually harassing a student.

The College will not require the parties to participate in the Informal Resolution process as a condition of enrollment, continuing enrollment, or employment or continuing employment, or of any other right conferred by the College.

The Title IX Coordinator, or trained designee, will provide the parties with a written notice setting forth the allegations, the requirements of the informal resolution process set forth in this Policy, the right of any party to withdraw from the informal process and proceed with the formal complaint resolution process above, at any time prior to agreeing to a resolution; and any consequences resulting from the participation in the informal process, including the records that will be maintained or could be shared by the College. Both parties must voluntarily consent in writing to participation in the informal resolution process.

The Title IX Coordinator, or trained designee, will attempt to aid the parties in finding a mutually acceptable resolution to the complaint. This resolution will be reduced to writing and must be signed by the Complainant and the Respondent. Once both parties have voluntarily signed the written resolution, the written resolution becomes final and neither party can initiate the formal complaint resolution process above to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

C. Grievance Process Pool

The resolution processes below relies on a pool of trained investigators, administrators, or other individuals ("the Pool") to carry out the process. The Title IX Coordinator, in consultation with the President, appoints the Pool, which acts with independence and impartiality. The College reserves the right to appoint external Pool members with expertise in investigation and in chairing/ facilitating hearings.

Members of the Pool may serve in in the following roles, at the direction of the Title IX Coordinator:

- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution if appropriately trained
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

b. Pool Member Appointment

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. Appointments may be made to serve in all roles or only one or more specific roles. The Pool members receive annual training based on their respective roles. The materials used to train members of the Pool are publicly posted here: https://www.nwciowa.edu/campus-life/TitleIX

D. Formal Resolution Process

a. Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") simultaneously to the parties.

The NOIA will include:

- The identity of the involved parties (if known),
- The misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The policies potentially implicated,
- A statement that Northwestern College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- The party's right to have an Advisor of their choosing, who may be an attorney,
- A statement informing the parties that Northwestern College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process, the consequence for which is up to and including suspension or expulsion of a student or termination of an employee's employment;
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have.

The NOIA shall be provided prior to the initial interview of any party, and within a sufficient amount of time to prepare. Parties will be also be provided advance notice in writing of the date, time, location, participants, and purpose of any interview, hearing, or meeting in the investigation and resolution process.

If, during the course of investigation, the College determines that additional allegations will be investigated as part of the pending complaint, the Title IX Coordinator or designee will provide written notice of the additional allegations to any identified Complainant(s) or Respondent(s).

b. Resolution Timeline

Northwestern College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

c. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints one or more investigators to conduct the investigation who have received annual training to investigate campus matters of sexual harassment and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability to conduct the investigation. The investigation team may be composed of internal Pool members, external professionals, or a combination of both.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President.

d. Investigation Timeline

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Northwestern College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

e. Delays in the Investigation Process and Interactions with Law Enforcement

Northwestern College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Northwestern College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Northwestern College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Northwestern College will implement supportive measures as deemed appropriate.

Northwestern College action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

f. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; and obtaining available, relevant evidence, both inculpatory and exculpatory.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

All investigations will be conducted as discreetly as is practicable. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the College and not with the parties. The investigation may include, but is not limited to, interviews with the Complainant, the Respondent, any witnesses identified by the parties or by the investigator as having information relevant to the complaint, and collecting and reviewing any relevant documents, communications, or physical evidence if possible. The Investigation typically includes the following:

- Interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The order of the interviews will be determined by the Investigator(s) based on the circumstances of each complaint.
- The investigator(s) will make a good faith effort to contact and interview relevant witnesses.
- In the event Complainant or Respondent request reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Title IX Coordinator.

Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party.

The Investigator(s) will evaluate all relevant evidence, both inculpatory and exculpatory. The Investigator(s) will only access, consider, disclose, or otherwise use a party's treatment records made or maintained by a health care provider, or other records protected under a legally recognized privilege, if the party provides the investigator(s) with voluntary, written consent to do so. The Investigator will also deem irrelevant questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

g. Inspection and Review of the Evidence and Investigation Report

Prior to the completion of the investigation report, the Complainant and Respondent and, unless directed otherwise by the respective parties, their Advisor, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including both inculpatory and exculpatory evidence, and evidence that the College does not intend to rely on in reaching a determination. The College may require both parties and their Advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in resolution process.

Complainant and Respondent will be given *at least ten days* to inspect and review the evidence collected during the College's investigation and to submit a written response the Investigator(s) will consider in preparing a final investigation report. The parties can waive all or part of this inspection period.

The final investigation report will summarize the information and include any documents gathered. The investigative report will not include determination of responsibility for the complaint itself. Complainant and Respondent will be given at least an *additional ten days* after receiving a copy of the College's final investigation report to respond to the investigation report, in writing. In their written response to the investigation report, Complainant and Respondent may provide written comments regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed, concurrently, to both of the parties and the Title IX Coordinator at least ten (10) calendar days prior to a hearing to determine responsibility.

h. Hearing Decision-maker

Northwestern College will designate one or more Decision-Maker, at the discretion of the Title IX Coordinator, with one Decision-Maker designated to Chair the hearing. The Decision-Maker(s) cannot also be Investigators, Advisors, witnesses, or otherwise have had any previous involvement with the investigation.

At the discretion of the Title IX Coordinator, a Decision-Maker/Chair may be appointed to facilitate the hearing and reach a decision on responsibility for a policy violation based of a preponderance of the evidence, and reserve a decision on sanctions for a separate Decision-Maker who may or may not attend the hearing. The Decision-Maker(s) may be internal or external to the College.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Title IX Coordinator, Chair or designee.

i. Evidentiary Considerations in the Hearing

Any evidence that the Decision-Maker(s) determine is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

j. Notice of Hearing

No less than ten (10) days prior to the hearing, the Title IX Coordinator, Chair or a designee will send notice of the hearing to the parties. of the time and date of the hearing, as well as the identities of the Decision-Maker(s). Within five (5) calendar days, either the Complainant or Respondent may request, in writing to the Title IX Coordinator, that the Decision-Maker(s) be recused because of an identified conflict of interest. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

If a party requests, the entire hearing will be conducted with the parties in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the witness answering questions.

k. Notice of Witnesses

At least five (5) calendar days before the hearing, the Decision-Maker(s) will notify the parties in advance which witnesses (including Complainant or Respondent) they would like to be present at the hearing. The Decision-Maker(s) or designee will notify these witnesses of the hearing date and time and that their presence has been requested. Any witness called by the Decision-Maker(s) will also be expected to answer questions from the parties.

- When notifying the parties of these witnesses, the Decision-Maker(s) will also request the parties identify any additional witnesses they wish to have present at the hearing for cross-examination.
- The Decision-Maker(s) or designee will notify relevant witnesses of the hearing date and time and that their presence has been requested by the party for cross-examination.

l. Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties to invite them to submit the questions or topics they wish to ask or discuss at the hearing, so that the Chair can consider and discuss their relevance ahead of time. However, this advance review discussion does not preclude a party from introducing evidence or an advisor from asking any cross-examination question at hearing.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party, the Chair may consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

m. Hearing Procedures

At the hearing, the Chair has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation.

The hearing is closed to the general public. Participants at the hearing will include the Chair, any additional Decision-Makers, the parties, Advisors to the parties, any called witnesses and anyone providing authorized accommodations or assistive services. Any additional persons present must be approved by the Chair.

The Chair will answer all questions of procedure and make all evidentiary rulings. There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.

Hearings (but not post-hearing deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

The Chair conducts the hearing, which may include, but is not limited to, the following steps, in the Chair's discretion:

- The Chair explains procedures and introducing participants;
- The Chair will advise the parties if opening statements or closing statements are permissible;
- Investigator(s) may be asked to present a summary of the final investigation report, and will be subject to questioning by the Chair and the parties (through their Advisors). Neither the parties nor the Chair should ask the Investigator(s) their opinions on recommended findings, or determinations. If such information is introduced, the Chair will direct that it be disregarded.
- The parties may be asked if they have any additional evidence they wish the Decision-Maker(s) consider, and if the parties wish to comment on the Investigation Report and evidence. Any new evidence presented by a party, if admitted as relevant, will be provided to the other party to review and provide comment

Testimony and questioning: Parties will be allowed, through their Advisors, to cross-examine all other parties and any witnesses, including fact and expert witnesses, and to ask all relevant questions and follow-up questions including those challenging party or witness credibility, directly, orally and in-real time. Any party without an Advisor will be appointed an Advisor by the College, with selection of the Advisor being at the sole discretion of the College. The following applies to cross-examination:

- All questions are subject to a relevance determination by the Chair. The advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing. The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive.
- The Chair may ask advisors to frame why a question is or is not relevant from their perspective, if the Chair so chooses. The Chair will explain any decision to exclude a question as not relevant. The Chair has final say on all questions and determinations of relevance, subject to any appeal.
- If a party's Advisor of choice refuses to comply with the College's established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a College-provided Advisor refuses to comply with the rules of decorum, the Title IX Coordinator may provide that party with a different advisor to conduct cross-examination on behalf of that party.

Refusal to Submit to Cross-Examination and Inferences: If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting after being called, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. Evidence provided that is something other than a statement by the party or witness may be considered. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

n. Deliberation, Decision-Making, and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used, which generally means "more likely than not." The Decision-Maker(s) will independently evaluate the evidence, without deference to the investigative report.

A written decision called a Notice of Outcome will be provided simultaneously to the parties and include the following information:

1) allegations of sexual harassment,
2) procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence and hearings held),
3) findings of fact supporting the decision,

4) conclusions regarding application of policy to the facts,
5) rationale for the decision/finding of responsibility as it applies to each allegation,
6) disciplinary sanctions imposed on respondent, if any,
7) whether (but not the nature of) remedies designed to restore/preserve equal access to any or all education programs or activities that will be provided to the Complainant, and
8) procedure and permissible bases for appeal.

The Title IX Coordinator will be responsible for coordinating the effective implementation of remedies, as well as any non-punitive or non-disciplinary supportive measures imposed.

The possible range of sanctions and remedies are detailed below. The Notice of Outcome, including the imposition of any sanctions, will become final upon written notification to the parties of the outcome of an appeal or, if there is no appeal, the date on which an appeal would no longer be considered timely. The Appeal Rights and Procedures are detailed below.

o. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

p. Recording Hearings

Hearings (but not deliberations) are recorded by Northwestern College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of Northwestern College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

q. Sanctions

Student Sanctions
The following are the usual sanctions[5] that may be imposed upon students or organizations singly or in combination[6]:

- *Warning:* A formal written statement that the conduct was unacceptable and a warning that further violation of any Northwestern College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either Northwestern College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Community service:* A requirement to complete a specific number of community service hours at an approved site.
- *Required training or education:* Required reading, writing, and/or reflection that enables the student to consider the effects of his/her actions and choices.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Northwestern College.
- *Expulsion/Dismissal:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Northwestern College -sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.
- *Building or Facility:* A directive that prohibits or limits access to a building or facility.
- *Activity Restriction:* A directive that prohibits or limits participation in an academic and/or non-academic program or activity.
- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Northwestern College registration) for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, Northwestern College may assign any other sanctions as deemed appropriate.

Employee Sanctions
Responsive actions for an employee who has engaged in sexual harassment and/or retaliation include:

- *Warning:* Formal written discipline
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*

[5] Recipient policies on transcript notation will apply to these proceedings.

[6] Subject to Northwestern College's Student Code of Conduct.

- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination/Revocation of Tenure*
- *Other Actions:* In addition to or in place of the above sanctions, Northwestern College may assign any other sanctions as deemed appropriate.

r. Withdrawal or Resignation While Charges Pending

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the Northwestern College, the resolution process ends, as Northwestern College no longer has disciplinary jurisdiction over the withdrawn student.

However, Northwestern College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment, sexual misconduct, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Northwestern College. Such exclusion applies to all campuses of College. A hold will be placed on their ability to be readmitted. They may also be barred from Northwestern College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Northwestern College unless and until all sanctions have been satisfied.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Northwestern College no longer has disciplinary jurisdiction over the resigned employee.

However, Northwestern College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment, sexual misconduct and/or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the Northwestern College, and the records retained by the Title IX Coordinator will reflect that status.

All Northwestern College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

s. Appeals

Any party may submit a request for appeal ("Request for Appeal"). Only requests for appeals submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome may be considered under these procedures. The Title IX Coordinator will transmit a timely Request for Appeal and the case file to the appropriate Appeal Officer (see Section A below) within three (3) days of receiving the Request for Appeal.

A single Appeal Decision-maker will Chair the appeal. The Decision-maker will not have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

Upon receiving a timely Notice of Appeal, the Title IX Coordinator will determine if the request meets the grounds for appeal (A Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

b. Response to Appeal

If any of the grounds in the Request for Appeal do not meet the grounds above, that request will be denied and the parties and their Advisors will be notified in writing of the denial and the rationale.

If a timely submitted Request for Appeal meets the grounds above, then the Title IX Coordinator will notify all parties and their Advisors that an appeal is proceeding and will provide each of them the Request for Appeal by mail, email and/or hard copy as appropriate.

No later than five (5) business days after delivery of the Request for Appeal, each of the parties may submit a response to the portion of the appeal that involves them. All responses will be forwarded by the Title IX Coordinator to all partied for review and comment. The Title IX Coordinator will

ensure that the Appeal Decision-Maker is provided with the following materials in addition to the Request for Appeal: (a) the Notice of Investigation and Allegations; (b) the Investigators' Final Investigation Report; and (c) the Notice of Outcome.

Once the time to submit a response to Appellant's Request for Appeal has lapsed, no party may submit any new request for appeal.

c. Appeal Outcome

The Appeal Officer will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard. The Appeal Officer will send the decision ("Appeal Outcome") to the Title IX Coordinator.

The Title IX Coordinator will send Notice of Appeal Outcome to all parties simultaneously. The Notice of Appeal Outcome will affirm, reverse, or modify the Notice of Outcome. When the Appeal Office issues its decision in writing and simultaneously to the parties, the matter is final.

d. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process described above. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

t. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop and remedy sexual harassment and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Education to the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found, as long as the measures are not disciplinary nor constitute an unreasonable burden on either party.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by Northwestern College to the Respondent to ensure no effective denial of educational access.

Northwestern College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the Northwestern College's ability to provide these services.

u. Recordkeeping

Northwestern College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Northwestern College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
    a. The basis for all conclusions that the response was not deliberately indifferent;
    b. Any measures designed to restore or preserve equal access to Northwestern College's education program or activity; and
    c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Northwestern College will also maintain any and all records in accordance with state and federal laws.

PROCESS B: Informal and Formal Resolution of All Other Complaints Outside the Scope of Title IX

Process B applies to the resolution of offenses such as violations of policies on protected class harassment or discrimination involving students, staff, faculty members, or third parties. Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as determined by the Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student, faculty, and staff policies.

Any non-confidential College employees should report any information about potential violations of this policy to the Title IX Coordinator as soon as possible. The report should not be made to the person who is engaging in discrimination, harassment, or retaliation.

A report may be filed at any time regardless of the length of time between the alleged occurrence and the decision to report. However, the College strongly encourages persons to report promptly in order to facilitate an effective investigation and access to information. A delay in reporting may compromise the investigation, particularly if neither the reporter (and alleged victim if different from the reporter) nor the accused are employed by the College or enrolled as a student at the time.

a. Informal Resolution

Individuals are encouraged to tell the person causing or contributing to alleged discrimination or harassment that the conduct is unwelcome, and to stop. If this effort is unsuccessful or the complainant is not comfortable confronting the alleged perpetrator directly, the complainant may reach out to their immediate supervisor (if an employee) or the Title IX Coordinator.

The Title IX Coordinator will conduct a preliminary assessment of the report. Every effort will be made to handle such reports fairly, impartially, discreetly, and efficiently to every extent possible. If the report is under the scope of Title IX Sexual Harassment, the Title IX Coordinator will refer the complaint to Process A. If not, the Title IX Coordinator will proceed under this Process B.

Before pursuing the formal complaint process, every reasonable effort shall be made to constructively resolve issues with students, faculty, and staff. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the formal process will be initiated.

b. Formal dispute resolution and investigation process.

Upon a determination that a report or formal complaint of discrimination, harassment, and/or retaliation will not be resolved informally, the Title IX Coordinator will initiate a formal process which shall include assigning appropriate, trained college representatives to direct the investigation.

The parties will each have the opportunity to be advised by a personal advisor of their choice, at their expense, and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.

Investigation protocol:

The assigned investigator(s) shall:

- Meet with the complainant to finalize the complaint;
- Investigate the complaint as necessary based on the circumstances, including party and witness interviews and evidence gathering. The parties will each have the opportunity to participate in the investigatory process, and suggest witnesses and evidence;
- Making a finding, based on a preponderance of the evidence whether a policy violation has occurred (preponderance of the evidence means “more likely than not”).

Following the investigation:

1. If the respondent is a student: Upon a finding by the investigator that the accused individual violated the policy, the matter will be referred for a potential sanctions and an appeals hearing under the Student Discipline Process in the Student Handbook.

2. If the accused individual is an employee: Upon a finding by the investigator that the accused individual violated the policy, the matter will be referred to the appropriate administrator/department for disciplinary action or other appropriate action as appropriate under applicable College procedures, handbooks/manuals, or contracts.

Under applicable law in cases of alleged sexual assault, dating violence, domestic violence, and stalking, the complainant will be permitted to participate in the full disciplinary process as a party. The parties will also be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final. If there is a right to appeal, the right is granted co-equally to the parties. The parties will be notified simultaneously in writing of the final outcome of an appeal, if applicable.

In all other cases, the complainant will be kept informed as appropriate to resolve the complaint and provide remedial measures.

Sanctions for policy violations may include all sanctions listed above under Process A.

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 10:00 AM – 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 must be done within 2 weeks of purchase and have dropped the course to receive a full refund. Returns can be made outside this timeframe for a partial refund based on market rates of used copies. You must have a bookstore receipt for any returns made.

Book Buyback & Rental Returns

On campus book buybacks are offered during the last two weeks of each semester. Dates will be posted in the Campus Store and on posters around campus. Book rentals are due back in-store by the Friday of finals week of each semester.

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 residential students with 12 or more credit hours will be assigned and given a key to a mailbox and are encouraged to check it daily. Commuter students will not initially be assigned post office boxes. Mail and package deliveries arrive throughout the day and will be distributed in a timely manner. Students will be notified when they receive packages via a slip in their mailbox. Packages can be picked up during mailroom hours. Per shipping/vendor restrictions, the mailroom is not able to accept any package that requires an ADULT SIGNATURE (Age 21+) when a government-issued photo identification is required. This requirement may pertain to high-value items such as computers, phones and other electronics. Mail and packages cannot be obtained without a key. The replacement fee for a lost mail key is $10.00.

USPS postal regulations require that mail be addressed as follows:

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

The mailroom is able to ship via USPS and UPS, to state-side addresses only. All outgoing mail and packages need to be at the mailroom by 1:30pm Monday through Friday.

If you cease to be a residential student at NWC, or leave the institution, your mailbox will be closed. You are required to return your mailbox key and provide a forwarding address. There is a $10.00 fee for non-returned mailbox keys.

Computing Services

Location: Van Peursem 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 Peursem 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 a 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

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 **Zoom**, FaceTime, Youtube, and Netflix, as the wired network provides a faster and more reliable connection than wireless. **To activate your port, please email** helpdesk@nwciowa.edu **with your dorm, room number, and the number listed on the port, and they will let you know once it has been turned on.**

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. You can follow the instructions located at helpdesk.nwciowa.edu, to connect your computer 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 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* by e-mailing 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

Patrick Murray, Food Service Director, 707-7186
Shelly Grotenhuis, Catering Manager, 707-7246
ReNae Van Voorst, Administrative Assistant, 707-7185
Jim Vanase, Executive Chef, 707-7362
Steven Knape, Retail Manager, 707-7476

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 – Friday.....9:00 am – 11:00pm
Saturday .....CLOSED
Sunday.....6:00 pm – 11:00pm
Hub Summer Hours: Monday—Friday…….11:00am – 2:00pm

Common Grounds
Monday – Thursday.....8:00 am – 9:00 pm
Friday.....8:00 am – 2:00 pm
Saturday .....Closed
Sunday.....3:00 pm – 9:00 pm
(All hours subject to change)

Christy Suites Micro Market
Open 24/7 August-May All Students, faculty, and staff have access with campus id card.
Accepts Flex, Raider Cash, and Credit Cards

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:

18 Meal Plan
- 18 meals per week including 8 meal exchanges to use in the Hub
- $75.00 flex money per semester that can be used at all campus dining locations*
- No more than 3 meals can be eaten during the same meal period at the Café' or the Hub.
- Meals reset every Friday

15 meal Plan
- 15 meals per week including 10 meal exchanges to use in the Hub
- $125.00 flex money per semester that can be used at all campus dining locations*
- No more than 3 meals can be eaten during the same meal period at the Café' or the 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*
- No more than 3 meals can be eaten during the same meal period at the Café' or the 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.
- No more than 3 meals can be eaten during the same meal period at the Café' or the Hub.
- Meals reset every Friday
- Room and board charges will be reduced by $600/yr or $300/sem for this plan.

Block 75 meal Plan
- 75 Meals per semester including 2 meal exchanges a week to use in the Hub.
- $37.50 flex money per semester that can be used at all campus dining locations.
- $595/per semester
- You can use multiple meals per meal period in the Cafe

Flex Money/Raider Cash
Additional flex money can be added as Raider Cash at any time during the semester at a discount rate. Add $50 or more and NWC Campus Dining will add 20% more to your account. Example: Add $50 and NWC Campus Dining will add $10.00 more for a total of $60.00. Go to the website https://tinyurl.com/NWCMeals to add money to your account. Flex dollars will roll over from the fall semester to the spring semester but not year to year. Any additional funds added as Raider Cash WILL roll over 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 and Raider Cash 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 Food Service Director, Patrick Murray, patrick.murray@nwciowa.edu about how your needs can be met.

The Zone is available in the Café'. It is an allergen friendly station. A gluten Sensitive toaster is available.

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 except those provided. Reusable To-go containers are available for a $5 deposit each semester in lieu of eating in the Dining Hall. Bring your clean used container and exchange for a sanitized one for a meal swipe. If you wish to eat in the dining room and take a meal to-go using this container an additional meal swipe is required. Abuse of these policies 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:

Services

- Individual and group study spaces; most are reservable
- Research and citation help
- Desktop computers
- Photocopier, scanners, and printers (including color)
- Interlibrary loan
- Book & media checkout
- Course reserves
- Laptop & iPad checkout
- Audiovisual equipment checkout (video cameras, voice recorders, projectors, web cams, GoPro, and more)
- Bicycle and hammock checkout

Print/Electronic Resources

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

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.

Ramaker Facility Use Policy

Reservations
Ramaker Center is designed to be a space where staff in the student life and campus ministry work together and alongside students. Reservations for the Fireside Room, Conference Rooms 130 and 216, Prayer Room, NW student lounge 120, Lower Level Lounge and Upstairs Student Lounge 219 are considered public spaces need to be reserved through Amber DenHartog 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: *Jackie Goebel, Administrative Assistant for Athletics*
Phone: *712-707-7280*
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: Counseling Center (counseling & health services), Athletics, Kinesiology and Intramurals. The DeWitt Physical Fitness Center is also housed in the RSC. The fitness center features a workout area equipped with 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 and distributed (in print and online) nine Friday's out of the semester. 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@nwciowa.edu) to be considered for publication. Students who want to join the staff as reporters, editors, columnists or photographers should contact Madison Follett at madison.follett@nwciowa.edu.

The Classic

Northwestern College produces an annual issue of the college's magazine, *The Classic,* is sent to alumni, parents and friends of NWC. *The Classic* is available for students to pick up in various locations on campus, including the RSC, DeWitt Learning Commons, Zwemer Hall and Ramaker Center.lia