

August 2009

NORTHWESTERN COLLEGE

Dear Northwestern Student:

The start of every academic year symbolizes new beginnings and challenges for the entire Northwestern community. There may be no other time in your life that you are surrounded by a community of such diverse thinkers and individuals. Opportunities for learning will take place both in and outside the classroom.

Northwestern strives to create an environment conducive to growth in all areas of your life - academic, spiritual, social, and physical. It is our hope that you'll choose to embrace the opportunities presented by becoming an active, involved member of the community.

I strongly encourage you to read through the entire student handbook. It contains a wealth of information concerning academics, spiritual formation, residence life, campus policies, and student services. Each student is responsible for reading, understanding, and following all policies contained in this handbook. If there are sections that you don't fully understand, please stop by the Student Development Office to discuss them.

We are here for you! Take advantage of the support we offer to meet the challenges you will 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. Have a great year!

Sincerely,

John Brogan
Vice President for Student Development

MISSION AND GOALS OF NORTHWESTERN COLLEGE

STATEMENT OF PURPOSE

The mission of Northwestern College is to provide a distinctively Christian liberal arts education of recognized quality in a primarily undergraduate, coeducational, intercultural residential environment.

As a Christian college in the Reformed tradition, the Northwestern community embraces the belief that Jesus Christ is Lord of all. The college promotes a comprehensive integration of faith, learning, and living that prepares students for lives of service to God and humankind.

As a liberal arts college, Northwestern strives to develop a broad and deep understanding of the human and natural worlds and to develop personal skills that will make Northwestern students, faculty, and staff effective members of their communities.

A VISION FOR LEARNING

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

In keeping with this commitment, we intend Northwestern graduates to be persons who Trust, love and worship God

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

Engage ideas

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

Connect knowledge and experience

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

Respond to God's call

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

THE GOALS OF NORTHWESTERN COLLEGE

1. Provide a distinctly Christian education:
 - that assists in the development of a Christian world- and life-view based on the foundation of Biblical teaching
 - that assists in the development of a sincere, personal Christian faith

- that assists in the development of a uniquely Christian system of values that will guide decision-making
 - that provides opportunities for Christian service
 - that prepares and motivates all members of the college community to use their gifts to glorify God, to transform human culture, and to be stewards of God's creation
2. Provide a liberal arts education:
 - that promotes study of and involvement with the major departments of the humanities, natural sciences and social sciences, recognizing their theoretical foundations and methods of inquiry
 - that assists in the understanding of and appreciation for the riches of our cultural heritage and the riches and diversity of other cultures
 - that provides a study of at least one academic field of significant depth
 3. Develop skills and creativity:
 - in written, oral, and artistic expression
 - in critical thinking and problem-solving
 - in leadership and interpersonal relations
 - in ethical decision-making
 4. Prepare members of the college community for the future:
 - to be lifelong learners
 - to be careful stewards of their physical and mental well-being
 - to be active and effective participants in church, social, and civic communities
 - to be effective in their careers
 - to be wise in their use of leisure time
 - to be sensitive and responsive to beauty
 5. Promote throughout the college excellence in teaching, research, scholarship, performance, and production
 6. Encourage the development of a Christian community:
 - that is reflected in godly lives marked by personal devotion, by caring interpersonal relationships, and by respect for others' unique gifts and perspectives
 - that is reflected in an appreciation for and promotion of cultural, ethnic, and racial diversity
 - that is reflected in a participatory system of governance
 7. Provide an attractive and efficient campus plant:
 - that is aesthetically pleasing
 - that promotes active stewardship of the environment
 - that is conducive to serious learning and Christian living
 8. Provide educational, cultural, and recreational opportunities for students, faculty, staff, and the surrounding communities
 9. Generate the financial resources necessary to provide educational excellence and maintain fiscal responsibility in all programs and operations

ACADEMIC AFFAIRS

DEGREE REQUIREMENTS

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

1. Complete the General Education requirements as listed in the General Education section of the catalog.

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

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Northwestern College seeks to operate in compliance with Section 504 of the Rehabilitation Act of 1973. A student will be eligible for protection under Section 504 if he/she has a mental or physical impairment that "substantially limits one or more major life functions and has a history of such impairment." If the student has met the academic standards required for admission to the college, then he/she will be ensured equal educational opportunity. In the case of students with disabilities, it is the responsibility of the academic support staff, working closely with faculty and students' academic advisors, to provide appropriate academic accommodations. Because these accommodations are based upon the student's diagnostic evaluations and past educational experiences, he/she will be expected to provide recent documentation (within three years) verifying the disability. Students should submit this documentation to the Director of Academic Support in Van Peurse Hall, Room 127.

WRITING CENTER

Northwestern's writing center offers services designed to help all students to become better writers. Using highly trained student tutors, the center offers tutorial services to students who voluntarily drop in or are referred to the center by faculty.

CHANGE IN ACADEMIC REQUIREMENTS OR POLICIES

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

ACADEMIC APPEALS

Students who wish to appeal academic program decisions or the decisions of a faculty member or an academic department concerning their academic progress must submit to the Dean of Faculty a written appeal of the decision within 30 days following their notification of the decision. The Dean of Faculty will provide a written acknowledgement of the appeal within 7 days. The Dean of Faculty will investigate the appeal and provide a decision which will be communicated in writing to the student within 15 days of this acknowledgement. A final appeal may be made to the Provost, following the same procedures and timetable.

ACADEMIC ADVISORS

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

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

COURSE LOAD

Northwestern's academic calendar consists of two 16-week semesters. The normal course load

for a student is 15-16 credits per semester. The maximum number of credits that a student may take during a given semester is 18*. First year students accepted provisionally will be allowed to take no more than 13 hours in their first semester. Adjustments to their schedules at midterm may be done at the discretion of the advisor or registrar. Exceptions for an overload are granted if the student has the following cumulative GPA: 3.30 when registering for the sophomore year; 3.15 when registering for the junior year; or 3.00 when registering for the senior year. Freshmen are not eligible for an academic overload. *Audit credits are not included when determining course overloads beyond 18 credits.

PASS/NO PASS COURSES

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

PASS/NO PASS OPTION FOR ELECTIVE COURSES

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

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

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

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

CLASSIFICATION

Freshman	0-23 credits
Sophomore	24-54 credits
Junior	55-88 credits
Senior	89 & above

ADDING AND DROPPING COURSES

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

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

Deadline for dropping: 1st half, 2nd half courses--25th day of each respective term at 5 p.m., full semester courses--50th day of term at 5 p.m.

Forms for adding and dropping courses are available in the Office of the Registrar or online. See the calendar for deadline dates for adding and dropping courses.

ACADEMIC ALERT SYSTEM

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

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

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

CLASS ATTENDANCE

Since a student generally benefits from regular class attendance and suffers if class is missed often, to enhance the learning process it is incumbent upon the student to attend regularly. Regular class attendance is essential to scholarship. No system of cuts shall be recognized. Each faculty member establishes his or her own attendance policy. Students shall inform instructors of any anticipated class absences. Instructors may reduce grades for absences, particularly if the nature of the class procedure depends on student participation. If such a reduction may be made, it shall be so stated in the course syllabus.

ABSENCES FOR FIELD TRIPS OR COLLEGE ACTIVITIES

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

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

MEDICAL EXCUSES FOR CLASS

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

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

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

FINAL EXAMS POLICY

1. If the requirements for a course include the giving of any written examinations, then the last examination, whether comprehensive or not, whether in class or take-home, shall be given or due during the final examination period at the time scheduled for that course. A comprehensive final examination is encouraged.
2. Scheduling of testing activities (as well as co-curricular) during the week prior to semester examinations should be sensitive to end-of-semester demands on all members of the campus community. No major examinations shall be given in full-semester courses during the final examination period for first half-semester courses.

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

INCOMPLETES

Incompletes shall be given only when the student has had serious unavoidable difficulty such as extended illness or family affliction. It shall not be given simply because a student has not met course requirements by the end of the course. An incomplete grade must be removed within six weeks after the end of the course through individual arrangements made between the student and the instructor.

ACADEMIC PROGRESS POLICY

A student's normal progress is based on the number of credits attempted at Northwestern College and if applicable, any credits transferred in, and the cumulative grade point average. A student is making normal progress toward graduation if he or she has attempted the credits and cumulative grade point average is at or above what's listed below.

	Attempted hours	Placed on probation when minimum cumulative GPA is below:	Suspended when cumulative GPA is below:
Freshman	0-23.99	1.75	1.00
Sophomore	24-54.99	1.90	1.50
Junior/Senior	55 and up	2.00	1.70

ACADEMIC PROBATION

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

While on probation, a student will be subject to the regulation of the Admissions, Retention, and Honors Committee concerning participation in college-connected activities.

The following additional guidelines apply to students on academic probation.

1. Students will not be eligible for activity grants in music, theater or athletics.
2. Students may represent the college in public performance for non-campus audiences only when such performances are required for an accredited course.
3. Students are allowed to be involved in chapel, intramurals, and on-campus activities of organ-

izations and clubs. However, these students are not eligible for office or committee chairmanship.

4. Students may participate in off-campus service projects.
5. Students may miss class for an activity only when participation in the activity is a requirement for an accredited course.
6. Students involved in athletics are ineligible for participating in contests.
7. Students must work closely with their advisor to establish plans for time management and strategies for improving academic performance.

ACADEMIC SUSPENSION

Any student who would be on academic probation for a second consecutive semester shall be suspended. An exception will be granted if the student's semester GPA during the semester on probation is above 2.00. In this case, the student shall be granted a second semester on probation. A student may be granted this exception only one time. Any student, who would be on probation for a third semester, whether or not any are consecutive, shall be suspended.

THE APPEAL PROCEDURE FOR STUDENTS WHO HAVE BEEN ACADEMICALLY SUSPENDED

1. A student may appeal their academic suspension only in cases of extenuating circumstances. An extenuating circumstance is defined as a disruptive, unavoidable circumstance beyond the student's control (e.g. chronic illness, medical emergency, family crisis, physical attack).
2. A student wishing to appeal their academic suspension must send a one-page typed letter (email is not acceptable), signed and dated, to the chairperson of the Admissions, Retention, and Honors Committee (ARHC) within three weeks of the last day of final exams. The letter should outline 1) the extenuating circumstances that affected the student, 2) actions the student has taken or is taking to address those circumstances so that they will not influence future academic endeavors, and 3) whether or not the student wishes to attend the appeal meeting. Letters written by outside persons supporting the appeal must also be sent to the chairperson at this time.
3. A subcommittee consisting of the chair of the committee, a faculty member of the committee and a staff member of the committee will review all appeals. The student may attend this meeting if they wish. If the subcommittee decides the appeal does not merit further review, the student will be notified of the subcommittee's decision.
4. If the subcommittee determines the appeal warrants further review, ARHC will convene to consider the appeal. Again, the student may choose to be present when the committee considers the appeal: a request for an outside party to be present at the appeal must be approved by ARHC prior to the appeal. After the appeal meeting, the student will be notified of the committee's decision.

THE REINSTATEMENT PROCEDURE FOR STUDENTS WHO HAVE BEEN SUSPENDED

1. A student is suspended for a minimum of one semester. Students wishing to return after one semester must submit a Reinstatement Application to the Office of the Registrar. (The Registrar shall provide a copy of the Reinstatement Application to the Director of Admissions, the Director of Residence Life, and the Director of Academic Support so as to provide adequate notification of the student's possible return to campus.)
2. At least one semester before the semester in which the student wishes to enroll, the student must contact and meet (in person or by phone) with the Director of Academic Support. At this meeting, the student and director will draw up and sign a Reinstatement Eligibility Contract. Students must draw up a Reinstatement Eligibility Contract *before* enrolling in college courses elsewhere. The contract will specify the following:

- a. In consultation with the Registrar, it will include what courses, at which institution(s), and what grades are necessary to be readmitted. At a minimum, the student must take at least four courses at a community college and attain at least a *3.0* grade point average in those courses. Type and level of difficulty of each course will also be factors.
 - b. The Reinstatement Eligibility Contract will have a *verifiable* plan to reverse past academic and personal patterns that hindered their success at Northwestern College.
 - c. The contract will spell out various academic 'scenarios' showing what courses and grades are needed at Northwestern College to attain good academic standing, should the student be readmitted.
3. The make-up of the Reinstatement Committee will be those who are best suited and trained to make an academic decision regarding the likelihood of a student's success. The Reinstatement Committee includes the Director of Academic Support, the Registrar, and three faculty members taken from the Academic Affairs Committee. Committee members should be well versed in the reinstatement guidelines, criteria, and process.
 4. The third Friday in July and the Wednesday before Spring classes begin are the *deadlines* for reinstatement applications. Reinstatement applications are available from the Office of the Registrar. All reinstatement application materials (Reinstatement Application, Reinstatement Eligibility Contract, and any academic transcripts) should be in the hands of the Registrar by the appropriate deadline.
 5. Upon receipt of ALL reinstatement materials, the Registrar shall notify the Reinstatement Committee of the request for reinstatement and schedule a meeting. The student has the option of meeting with the committee prior to its deliberation but must request this option on the Reinstatement Application. The committee will make a decision within one week after the deadline. The committee decision is final.
 6. The student shall be promptly notified by a member of the Reinstatement Committee of its decision which includes a phone call and an official letter providing details of the grounds for the committee's judgment.

MINIMUM CREDITS FOR EXTRA-CURRICULAR ELIGIBILITY

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

DECLARATION OF MAJOR

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

Students who wish to make a change in their declared major or who wish to declare an additional major may do so at any time by notifying the Office of the Registrar.

TRANSCRIPTS

Transcripts are processed in the Office of the Registrar. In accordance with federal law, transcripts cannot be released without the written consent of the student. Transcripts are \$5 each for non-completers. There is no fee for graduates and current students of Northwestern College. Transcripts should be sent directly to another college or university or to an official of an organization. All transcripts released to the student will be stamped "issued to student." This advises a third party that the student had personal possession of the transcript. Because this transcript bears the Northwestern seal, it is still considered an official document. No transcript (or diploma) will be released until all

financial obligations to the college have been met.

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

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from college during a semester must obtain a withdrawal form from the student development office and complete the withdrawal process by obtaining the necessary signatures. The completed form must be returned to the student development office within two weeks of notifying either the registrar's office or the student development office of the student's intent to withdraw from college. If this two-week period falls within the last two weeks of the semester, this completed form must be returned by the last day of classes. Students will be granted honorable dismissal and receive W's in their registered courses provided the withdrawal form is submitted to the Registrar's Office within the time limit for dropping courses. Determination of tuition, room and board refunds is based upon the date the student initiates the withdrawal process.

NOTE: This completed form must be returned to the student development office within two weeks of notifying either the Office of the Registrar or the Student Development Office of your intent to withdraw from college. If this two-week period falls within the last two weeks of the semester, this completed form must be returned by the last day of classes.

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

A student who is withdrawing under the special withdrawal policy after the official deadline may be granted W's for all courses or (with the professor's approval) incompletes for all courses. Students taking an "I" will have until six weeks following the end of that semester to complete the course work. If the course is not completed, the grade for that course will revert to a "W".

Students who leave college without completing the official withdrawal process (or after the deadline for dropping courses) may not be granted honorable dismissal. A grade of "F" is given in each course in which they were registered.

REQUIRED WITHDRAWAL

In order to provide a safe environment conducive to the achievement of the college mission, the College may require a student to withdraw involuntarily when his/ her behavior or physical or psychological disorder is incompatible with minimal standards of academic performance and/or community life. Students to whom this policy applies include:

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

those available locally and whose condition may deteriorate (as in #3 above) without additional resources

The Director of Student Counseling Services will evaluate the student and make a recommendation regarding the student's condition to the Vice President for Student Development and/or the Provost. The Vice President for Student Development or Provost has the authority to make involuntary withdrawal decisions and may authorize other college officials to make the decision based on contextual and individual circumstances. A student has the right to appeal this decision to the Student Discipline Subcommittee of the Campus Life Committee.

ENROLLMENT DEPOSIT

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

ACADEMIC CONSEQUENCES OF DISMISSAL/SUSPENSION FOR DISCIPLINARY REASONS

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

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

The student is entitled to request that any or all of this information not be made publicly available. Such a request must be made in writing to the college Registrar on an annual basis. Requests filed within ten days after the start of registration for fall semester will normally block public information from appearing in directories and other annual publications. Requests filed after the first ten days of the fall semester shall be effective only with respect to the release of information prepared after the receipt of the request. All such requests shall remain in effect until the last day of the next summer session.

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

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

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

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

Parents who claim a student as a legal dependent on IRS income tax forms may also request to inspect and review the educational records of that student.

ACADEMIC INTEGRITY

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

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

PROCEDURES FOR DEALING WITH ACADEMIC DISHONESTY

1. If an instructor suspects that cheating or plagiarism has occurred, the instructor will consult with the department chair (or another faculty member). In the case of plagiarism, the instructor will consult with the department chair or another colleague using a blind copy of the paper. If the violation is verified, or if the instructor believes that a student has cheated, the instructor shall confront the student with the charge. The student shall have an opportunity to confirm or deny the allegation. If the instructor is not able to confront the student, the instructor shall notify the student of the intent to take disciplinary action.
 - a. If the student confesses to the charge of academic dishonesty, the instructor shall assess the case, determine the penalty, **and file an academic dishonesty report with the Provost**; the student shall retain the right to appeal the penalty.

- b. If the student denies the charge, but the instructor remains convinced of the accuracy of the charge, the instructor may yet enforce the penalty; the student shall have the right to appeal either the charge or the penalty.
 - c. If after confronting the student, the faculty member believes that academic dishonesty has occurred; the faculty member will inform the student of the details of the appeal process and file an academic dishonesty report with the Provost.
 - d. The ordinary penalty for a first offense shall be a failing grade for the assignment, test, or quiz in which the academic dishonesty occurred. The usual penalty may be modified, at the discretion of the instructor, to allow for greater or lesser penalties, ranging from a lower grade on the assignment to a failing grade in the course.
2. If the case of academic dishonesty represents a second offense for a student in his/her college career, the Provost, after the challenge period is over or after all challenges have run their course, will meet with the student to discuss the penalty for a second offense. The penalty will normally result in a suspension from Northwestern College for the remainder of the semester and the entire following semester. However the penalty may be as severe as a permanent expulsion from the College. The student shall have the right to appeal the penalty to the President of the college.
 3. A written record of all cases of academic dishonesty shall be maintained in the office of the Provost for the duration of the student's academic career at Northwestern College.
 4. If a student is suspended for academic dishonesty, the transcript will permanently record that the student has been academically suspended and the effective date. After five years the student may request in writing to the Provost for Academic Forgiveness to be noted on the transcript. If approved, the Academic Forgiveness notation will be listed on the transcript, along with the Academic Suspension notation, and the date that forgiveness was granted.

APPEALS

1. The student shall have five school days to submit a written appeal of a faculty member's decision to the Provost. The Appeal's Committee will be convened within *five school* days of the receipt of the appeal.
2. The Appeals Committee shall consist of three faculty members from the Academic Affairs Committee, and at least one student member from the Academic Affairs Committee.
3. The committee shall review both the charges of academic dishonesty and the penalty imposed. The committee shall hear testimony from the student and the instructor.
4. The committee shall vote on whether to sustain or dismiss the charge of academic dishonesty and whether to sustain, modify, or dismiss the penalty. The committee has 24 hours after the hearing of the appeal to make a decision.
5. The student or faculty member shall have the right to appeal the decision by the Appeal's Committee if done so in writing to the President of the college within five school days of the decision.
6. A student may appeal the Provost's decision if done so in writing within five school days. The Appeal's Committee will have the same makeup as above and will abide by the same deadlines. In case of an appeal, the Appeal's Committee will hear from both the student and the Provost. Either the student or the Provost may appeal the committee's decision to the President if done within five school days of the decision.

CHEATING AND PLAGIARISM

Rationale for Preventing Academic Dishonesty

Northwestern College constitutes a Christian academic community, and any policy formulated to deal with plagiarism, cheating, and other kinds of academic dishonesty shall take that fact seriously. Because it is an academic community, all shall follow the practice of giving proper acknowledgment to others for their thoughts, ideas and words whenever we make use of them. Because it is

a Christian community, it is necessary to obey God's commandment to respect and acknowledge the ownership of intellectual as well as material property. This formal policy is an expression of Northwestern College's commitment to integrity and honesty in all intellectual and academic matters.

Academic Dishonesty: Cheating and Plagiarism defined

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

- a) use of, or clear attempt to use, unauthorized materials for an examination or use of materials for completion of an assignment which the instructor has forbidden the students to use.
- b) providing unauthorized assistance to, or receiving unauthorized assistance from, another person on an exam.
- c) providing assistance to, or receiving assistance from, another person on an assignment where an instructor has clearly forbidden such assistance.
- d) resubmission of work previously or simultaneously submitted in another course, without the explicit permission of the instructor.
- e) falsifying data or other information for a course assignment.
- f) The use of unauthorized electronic devices in the classroom during exams, tests or quizzes. Or the use of an authorized electronic device if such a device has transmitting capability and this ability has not been discussed and approved by the classroom instructor prior to the exam, quiz, or test.

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

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

In two quotations taken from W. W. Tarn's *Alexander the Great* (Boston: Beacon Press, 1956) there are the following examples to illustrate the primary varieties of plagiarism.

Alexander was unfortunate in his death. His fame could hardly have increased; but it might perhaps have been diminished. For he died with the real task yet before him. He made war as few have made it; it remained to be seen if he could make peace. He had, like Columbus, opened up a new world; it remained to be seen what he could do with it. (Page 121)

Example A: The word-for-word use of unacknowledged sources

One might consider that Alexander's death at the age of thirty-two was tragic, but in at least one significant way he was fortunate in his death. His fame could hardly have increased; but it might perhaps have been diminished. For he died with the real task yet before him. He had made war as few have made it; it remained to be seen if he could make peace.¹

Comment: To eliminate plagiarism in Example A, it would be necessary to do three things: add a footnote to indicate the source of the ideas, introduce the quotation in such a way that the general nature of the source is understood, and place the quotation within quotation marks (or as in this case, because the quotation is lengthy, set the quotation off by indentation and single spacing).

Corrected Example A

One might consider that Alexander's death at the age of thirty-two was tragic. But the histo-

rian Tarn offers a different viewpoint: "Alexander was fortunate in his death. His fame could hardly have increased; but it might perhaps have been diminished. For he died with the real task yet before him. He had made war as few have made it; it remained to be seen if he could make peace."¹

Example B: Summary

In terms of his reputation, Alexander dies at the right moment. He had achieved splendid and remarkable success in military conquest. But he died before he had to face the more difficult challenge of administering what he had conquered.²

Comment: In Example B plagiarism can be avoided by referring to the source at the beginning of the summary (or paraphrase) and by adding a footnote at the end.

Corrected Example B

The historian Tarn contends that in terms of reputation, Alexander died at the right moment. He had achieved splendid and remarkable success in military conquest. But he died before he had to face the more difficult challenge of administering what he had conquered.²

^{1, 2} These examples and suggestions for their correction have focused on plagiarism and not on matters of style. For details about handling sources, the student is directed to the college's officially adopted manual of MLA style guide.

Conclusion

In formal writing, whenever you make use of someone else's intellectual work, you are expected to indicate that debt. The examples above are rather obvious instances of such borrowing. Yet even when you are not quoting or paraphrasing, but are using a particularly distinctive word, phrase or idea from another source, you must make specific reference to that source.

STUDENT DEVELOPMENT

STUDENT DEVELOPMENT OFFICE

Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday

Location: Rowenhorst Student Center (RSC)

Phone: 707 – 7200

John Brogan, Vice President for Student Development

Patrick Hummel, Director of Residence Life

Kim Case, Associate Dean for Student Development/Student Programs

Dale Thompson, Assistant Vice President for Student Development/Operations

Darla Hettinga, Administrative Assistant

Philosophy

Northwestern College is a Christian liberal arts college affiliated with the Reformed Church of America. The mission of the college is to provide a distinctively Christian liberal arts education in a primarily undergraduate, co-educational, residential environment.

Northwestern embraces a Christian holism, which seeks the meaningful development of the mind, body, and spirit. The college endorses students' efforts to discover and nurture God-given talents in all dimensions of life.

Student scholarship is central to personal development in the liberal arts vision of the Christian college. Recognizing that students develop spiritually, mentally, physically, and socially outside as well as inside the classroom, the college provides, supports, and endorses a broad spectrum of experiences designed to promote this development. The ultimate aim of these experiences within

the Christian campus community is to educate future leaders whose lives will be marked by serving humanity to the glory of God.

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 Development 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 meal ticket, library card, RSC pass, and 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. 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 Development Office. There will be a \$10 charge for a replacement ID card.

RESIDENCE LIFE OFFICE

Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday

Location: Rowenhorst Student Center (RSC)

Phone: 707 – 7200

Patrick Hummel, Director of Residence Life

Lisa Barber – Resident Director – Fern Smith Hall - 707-7213

Ann DuMez – Resident Director – Hospers Hall - 707-7214

Rebecca James – Resident Director – Stegenga Hall – 707-7216

Ryan Anderson – Resident Director – Colenbrander Hall – 707-7211

Brian Moriarty – Resident Director – Heemstra Hall – 707-7212

Seth Currier – Resident Director – West Hall – 707-7219

Philosophy

At Northwestern the residence halls and other housing facilities provide students with much more than a roof over their heads and a place to study. The residence program is an important part of the educational process, giving meaning to the concept of integrating living and learning.

The residential facilities and programs provide students with the opportunity to live, interact, and share with a wide variety of people that have differing backgrounds, interests, and values. Residence life provides students with the chance to develop meaningful relationships and the socialization skills necessary to be effective community members. Living together with other students encourages the development of tolerance and an appreciation for diversity amongst people and ideas. Residence life also encourages students to develop moral and spiritual values on a personal basis within a supportive environment.

RESIDENCE LIFE STAFF

The Residence Life Staff at Northwestern College is committed to a developmental view of men and women, within the context of holistic Christian liberal arts education. This educational process includes the spiritual, intellectual, social, and physical growth of the individual. Students and staff work together to communicate clearly and encourage all students.

Director of Residence Life

The Director of Residence Life oversees the Residence Life program at Northwestern. This includes selecting and supervising staff members, maintaining and updating housing policies, and administering the Residence Life budget.

Resident Directors

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

Resident Assistants

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

HOUSING PROCESS

Residences Available

Residence facilities for men include Colenbrander Hall, Heemstra Hall, West Hall, Courtyard Village Apartments, and the Bolks Apartments. Fern Smith Hall, Hospers Hall, Stegenga Hall, Courtyard Village Apartments, and the Bolks Apartments provide housing for women. There are also a few houses that the college uses for upper-classman student housing and when space permits up to ten Courtyard Village apartments can be designated as married housing. Any student who is married or who will be married during the academic year qualifies for married student housing.

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 and development 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 unless permission is granted by the Vice President for Student Development, upon adequate grounds for residence elsewhere.

A "commuting student" is understood to be a married student or an unmarried student living at home with his/her parents. All other exceptions require approval of the Student Development Office, and may be granted: 1) if a student is above 23 years of age; 2) if a student's parents request permission for him/her to live with a close relative who is married and has an established home in or near Orange City; 3) if required by physician for health (physical, mental) reasons (Contact the Student Development Office for appropriate documentation); 4) for fifth-year seniors; or 5) for off-campus program/internship/student teaching.

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

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

International students are expected to reside on campus their first year at Northwestern College regardless of class rank or program. The goal is that they may have a North American roommate and benefit from residential life and hopefully experience a sense of Christian community. This also encourages English usage, fuller integration into campus life, and the benefits of the Student Development support system (e.g., RDs, RAs, food service, etc.).

Housing Application

Housing sign-up for the fall semester takes place in the spring. The first step is application for cottage and apartment housing. The second step is application for rooms in residence halls, which follows these procedures:

1. "Squatters"—Individuals already living in a particular room have first choice to sign up with a roommate.

2. Rooms will then be designated for incoming students.
3. Resident Assistants and their roommates from the previous year (They are unable to "squat" a room.).
4. Signing up by classes - seniors, juniors, sophomores.

Any questions concerning housing should be directed to the Director of Residence Life, Resident Director, or online at <http://intranet.nwciowa.edu/reslife/>. Any attempts to circumvent the process will result in a loss of housing rights. The Student Development 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 Development staff as space is needed.

Housing Contract

All students will be expected to have a complete housing contract on file in the Student Development 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 at an additional 25% charge. 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 Director of Residence Life.

Room Changes

If circumstances exist that you feel warrant a room change during the semester, all students involved must discuss it with and receive the approval of their resident director before any changes are made.

Residence Hall Opening and Closing Dates

New students may move into their rooms the first day of Orientation. 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. All other students may not arrive earlier than **noon on Friday before classes begin** for new students, and **1:00 pm on Sunday before classes begin** for returning students.

Exceptions to this policy may be granted through the Residence Life office only for:

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

As a general rule, residence halls close shortly after the last class and are opened 24 hours prior to when classes resume. Because all housing is closed for Christmas vacation and Spring Break, students are responsible for finding their own housing during these breaks. Any student in the halls during breaks while the halls are officially closed will be subject to a \$50.00 fine.

Check-Out Procedures

Students must check out of their rooms within 24 hours of their last exam or at 5:00 p.m. on the day of commencement exercises in which they participate. Permission to remain longer must be obtained from the Resident Director. All personal property, including carpeting, must be removed from their rooms and thoroughly cleaned before checkout. The RA will then check the residence for cleanliness. The Residence Life staff and Maintenance staff will assess damages after students have moved out of the room, and students will be notified of damages by letter. Students must turn in their room keys. A \$20.00 fine will be assessed for a missing key. In certain situations that students will be notified of in advance, the Residence Life staff may request that a stu-

dent vacate his/her room and move to another room on campus or may request a damage assessment by their RD before they leave campus. There is a \$25.00 fine for improper check-out or failing to check out with a Residence Life staff member.

CAMPUS HOUSING GUIDELINES

Class Attendance/Failing Classes

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

Damages and Repairs

Each student is financially responsible for any damage occurring in his/her room and areas of the hall or 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 candy machines, lobby, etc.), it is sometimes necessary to assess damage charges against a given house, wing, or hall. The Director 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, or hall.

Violations of policies may make it necessary for the college to charge for labor and material, and/or for the advisory staff to make judicial referral depending upon the violation. When transgression of a civil law occurs it may be necessary to involve the local police and legal action may be taken against an offender.

Electrical Appliances and Guidelines

Tampering with the electrical system is not allowed. Therefore, dimmer switches are not permitted in student rooms. Exterior antennas and satellite dishes are not permitted in any residence hall room. The use of electrical appliances is limited because of sanitation, safety, and circuit overload. The residence hall rooms were not designed for cooking. Therefore, only small appliances with completely enclosed coils are permitted (i.e. corn popper, coffee pots, hot pots).

Microwaves are not allowed with the exception of Micro fridge units in RA rooms only. Under no circumstances will toaster ovens, frying or boiling units be permitted. The use of multiple head plugs should never be used with any appliances which have a heating element. The use of space heaters is prohibited unless permission is given by an RD. Motor vehicles may not be plugged in during the winter months.

Air conditioner units are only allowed with approval of the Residence Life office following a written statement from a medical doctor. If approved, window units can be rented from Northwestern College. The fee to cover rental, installation and energy costs is \$150 per year. Students may not bring their own air conditioning unit. Installing or using an air conditioning unit without permission will result in a \$50 fine.

Furniture and Window Screens

1. Furniture supplied by the College for living areas may not be removed from the room or disassembled in any way.
2. 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. If a key is lost, the Resident Director should be notified immediately so a replacement can be made. A replacement fee of \$20.00 is charged for a lost key. Because of security reasons, irresponsible use of keys will

result in disciplinary action.

Laundry Room

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

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. 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

The only pets allowed in campus housing are fish. Cats, mice, and hamsters are not acceptable.

Platform Construction Guidelines

Platforms are not allowed in Stegenga Hall, Fern Smith Hall or Bolks Apartments. In all other living areas platforms are permitted if the following guidelines are adhered to:

All platform plans or drawings must be cleared with the Director of Residence Life prior to construction using the on-line form found at www.nwciowa.edu/studentlife/faqs/loftguidelines.aspx.

In order to extend the life of residence hall furniture, the use of college furniture in the building of the platform is not allowed. It may not be disassembled or removed from the room.

The structure must be free standing and not fastened to the walls, floor, ceiling, or any college furniture. In areas where the structure is close to or against walls, there must be protection used to prevent damage.

The use of concrete blocks or concrete products is prohibited.

The maximum height allowed is 60 inches, and it must maintain 24 inches around all heating and cooling equipment.

Platforms bearing the weight of one or more students require the following:

Platform area will be no more than 50% of the square footage of the room.

All legs and posts will be 4x4 or two 2x4's fastened together. All legs shall be connected using ½" bolts.

Legs and posts over 24 inches will need corner supports at 45° angle, at least 16 inches long.

Platforms will be framed with 2" dimensional lumber on edge and on 16" center. Joist/frame/stringers require 2x4 up to 80 inches. Anything over 80 inches requires 2x6 lumber.

All connections of framing should use 3" hardened wood screws. Drywall screws are not allowed. Decking will be ¾" plywood fastened with 1 1/2" hardened screws 12" on center. No nails are allowed.

Failure to adhere to these policies could result in being required to disassemble the platform. Students will be charged for any damage to college property as a result of the construction.

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 occurred.
2. If a staff member enters a room and views an item that is in violation of a regulation (i.e. fire-

arms, 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.

Refrigerators

The use of refrigerators within the residence halls is permitted if they do not exceed five cubic feet. Refrigerators may not be stored in the residence hall during summer months. The contents and cleanliness of the refrigerator may be inspected by the Resident Director or Resident Assistant at any time.

Responsible Living

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.

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 may not be used to hang items on the walls.
3. Consideration for others and standards of good taste are important to Northwestern. Therefore, pornographic materials and obscene pictures are not appropriate room decorations. (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. 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. Caution should be exercised when using these items and someone must be present at all times in any room where Christmas lights are on.
6. Because of fire hazard, halogen lamps are not permitted in college residence facilities.

Storage

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

Telephones

Each room is equipped with a telephone outlet for personal use. Students are required to provide their own phone. The college provides billing for long distance calls. Students will receive a

monthly bill in their mailbox. If a student does not want to use the NWC phone system, they must provide an alternate phone number. This is done through their SWISS account.

COMMUNITY LIVING

Philosophy

Northwestern College is committed to being a liberal arts college within the context of the Christian faith. Students who enroll at Northwestern have indicated on their application for admission that they will conduct themselves in a manner in accordance with the college's standards and in keeping with the spirit of the institution. Therefore it is expected that students, both on and off campus, will behave in a manner consistent with both the policies and Christian philosophy of NWC. Students engaging in behavior inconsistent with policies or philosophy of NWC are subject to campus disciplinary action.

One aim of Northwestern is to aid its students in becoming responsible Christian citizens. This includes the developing of respect for one's self, for fellow members of the college community and for the college as an institution. This requires a conscious effort and self-disciplining attitude on the part of all members of the community. Since members are expected to show respect and concern for others, any actions that disrupt the normal activities and/or functions of the college or cause physical or mental harm to others are considered unacceptable behavior. The college expects all students to adhere to local, state, and federal laws.

Lifestyle Expectations

As a community whose stated mission is to be Christian in all its endeavors, we strive to integrate a Biblical view throughout all areas of our lives. Scripture is explicit in our responsibility to love God with all our being and to love our neighbors as ourselves. We are also responsible to seek after righteousness, to practice justice in our dealings with one another and in our social institutions, and to help those in need.

We need to exercise our freedom responsibly within the framework of God's moral law, in relationship to the various communities of which we are a part, and with loving regard for the sensitivities and weaknesses of others.

Practices which are known to be morally wrong by Biblical teaching are not acceptable for members of the Northwestern College community.

As responsible members of the Northwestern community, students are expected to maintain the college standards of academic and social conduct. The following standards were developed to clearly define Northwestern's expectations for student behavior.

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 the discipline of abstinence on campus, in college owned off-campus housing, and at off-campus college events.

Principles

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

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to

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

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

Alcohol Regulations

The following regulations will be followed in implementing this policy:

1. The possession or use of alcoholic beverages on college-owned property, in off-campus housing or at college-sponsored activities, functions, trips, etc., (on or off campus) is forbidden. On college-owned property, the presence of any alcoholic beverage container will be interpreted the same as actual possession by those in the area where the container is found. Any member of the college community found in violation of this policy will be subject to discipline.
2. Any member of the college community who returns to campus and gives clear evidence of intoxication (i.e. incoherent speech, lack of physical coordination) or creates a disturbance on campus related to the consumption of alcohol will be subject to discipline.
3. An off-campus social event sponsored by a college organization or group, an event advertised on campus, or an event in any way related to the college shall be subject to the on-campus regulation.
4. Students who are underage should be aware that they are violating the law if they consume alcoholic beverages. This fact is taken into consideration during the disciplinary procedure. Students can face campus discipline for on-campus or off-campus underage drinking. In accordance with Title II of public law 101-542, Crime Awareness and Campus Security Act of 1990, statistics will be kept on the frequency of underage liquor law violations on the Northwestern campus.
5. If the student who has been misusing alcohol seeks help from the college prior to being confronted for a violation, the college reserves the right to suspend normal disciplinary action. A student seeking assistance for a substance abuse problem is encouraged to seek out a faculty/staff member. That faculty/staff member will assist the student in finding appropriate treatment and follow-up care. Professional confidentiality will be maintained. In special cases, such as the safety of the individual and community, the limits of confidentiality may need to be extended past the initially involved parties. The difficulties of freeing oneself from alcohol abuse are well known, and the college wants to surround the person with the best possible support to deal with this problem. Alcohol/Drug Treatment Facilities can be found on p. 28.
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.

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). Students found in violation of the policy a second time will be recommended to the Vice President for Student Development for suspension of 2-3 days, a more significant educational component, and completion of 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 Development for

dismissal from the College.

Candles and Incense

For safety reasons, candles and incense may not be burned in the residence halls.

Chapel and Attendance

Principles: Northwestern College is founded upon Christian principles and strives to help students grow as Christians in their daily lives. Mandatory chapel is a discipline that fosters a sense of community, encourages devotion to God, unity of spirit, and concern for the larger issues of Christian witness, social justice, and discipleship. It is, therefore, one of many expressions of Northwestern's Christian commitment.

The chapel program has three goals:

- 1) worship of God;
- 2) integration of biblical thinking and world issues;
- 3) application to life

There is a great deal of variety in the chapel program, including traditional worship services, films, and speakers. The Chapel schedule is available on the NWC Campus Net.

Attendance Policy: Because Northwestern believes that both classroom attendance and chapel attendance are critical to a whole person education, all full-time students must attend chapel.

If, at the end of the semester, a student does not meet the chapel credit requirement of 45 credits for the semester, he or she is automatically dismissed for the next semester. To allow for cases of sickness, field trips, emergencies, etc., the policy grants seven chapel credits during the course of a semester. Students dismissed for violation of the chapel 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. Seniors who fail to meet the chapel requirement will not be issued their diploma or transcripts. In such cases, the student must meet with the Director of Residence Life or the Vice President for Student Development to determine how the student will fulfill the chapel requirement in order to graduate.

Procedure: Chapel cards are handed out in chapel daily. Students write their name and student ID number on the card. (Fictitious and/or other student's names and numbers will not be given credit.) They are then collected at the door at the end of every service. Students who compromise the integrity of the chapel attendance procedure or fail to comply with chapel behavioral expectations will not receive chapel credit for that chapel period and also will be subject to discipline. **All faculty and staff have the authority to take a chapel slip from a student who is not complying with behavioral expectations.**

Appeal: The Director of Residence Life shall be responsible for enforcement of the chapel policy. Any student dismissed for failure to meet chapel attendance requirements has the right to appeal. Student appeals should be made to the Vice President for Student Development by 5:00 PM of the following school day after notice of dismissal. The student's academic, disciplinary, and community involvement will be considered in the appeal. If dissatisfied with the decision of the VPSD, students may appeal to the Subcommittee on Student Discipline of the Campus Life Committee. Further appeals, if necessary, can be made to the Provost. If a student's appeal of a chapel dismissal results in a behavioral agreement, the terms of the agreement must be met whether the student is full time or part-time.

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 Development staff. Computing Services will also notify Student Development of any other network infractions listed above, each of which is subject to campus discipline.

Dancing

Dances are part of a varied program of social and recreational activities aimed at development of the total person within a Christian residential community. The time, place and purpose of all dances must be approved by the Student Activities Office.

Dishonesty

Not being truthful with residence life staff members will likely result in disciplinary action.

Dress

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

Drugs

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

1. Any student who gives evidence of illegal possession, improper disposition, or use of drugs (or possession of drug paraphernalia) on or off-campus could be subject to immediate dismissal by the Vice President for Student Development, and may be reported to the proper legal authorities. 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.

Federal Penalties and Sanctions For Illegal Possession of a Controlled Substance

21 U.S.C. 844 (a)

- First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.
- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.
- Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both if:
 - (a) First conviction and the amount of crack possessed exceeds five grams.
 - (b) Second conviction and the amount of crack possessed exceeds three grams.
 - (c) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

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

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

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

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

21 U.S.C. 844a

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

21 U.S.C. 853a

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922 (g)

- Ineligible to receive or purchase a firearm.

Miscellaneous

- Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Federal Schedule of Controlled Substances

Schedule I

- A. The drug or other substance has a high potential for abuse.
- B. The drug or other substance has no currently accepted medical use in treatment in the United States.
- C. There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II

- A. The drug or other substance has a high potential for abuse.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- C. Abuse of the drug or other substances may lead to severe psychological or physical depen-

dence.

Schedule III

- A. The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Schedule V

- A. The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- B. The drug or other substance has a currently accepted medical use in treatment in the United States.
- C. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.

Area Alcohol/Drug Treatment Facilities

Inpatient Treatment Facilities

New Life Treatment Center
P.O. Box 38
Woodstock, MN 56186
(507) 777-4321

St. Luke's Chemical Dependency Unit
Sioux City, IA 51104
(712) 279-3960

Outpatient Treatment Facilities

NW Iowa Alcohol and Drug Treatment Unit
1126 Main Street
Hull, IA 51239
(712) 439-1170

118 North 7th Avenue
Sheldon, IA 51201
(712) 324-3276

Fire Alarms and 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 during a fire alarm will result in a \$25 fine.

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.

Students will be held responsible for damaged personal or college property caused by sprinklers that are set off due to carelessness and/or inattentive cooking. If a student leaves food unattended or are negligent while using a range or microwave and a fine is assigned to Northwestern College, the student will be responsible to pay the entire 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, and 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. Those students wishing to have rifles or shotguns for the purpose of hunting must make arrangements with their Resident Director for their proper storage. 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, knives (other than pocket), and items that may be used to physically harm others are not allowed in the residence halls.

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. 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 development office during normal business hours for temporary parking permits. You can also get a temporary tag from you RD.

Harassment

Harassment of fellow students is not permitted. Not only is harassment detrimental to the individuals involved but also to the campus community as a whole. Therefore, any verbal or physical harassment will be dealt with in a strict manner. Sexual harassment is specifically addressed below.

Hazing

Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the college. Any initiation practice must receive prior approval by a Resident Director.

Language

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

Pornography

The intent of the various forms of pornography (books, magazines, Internet, movies) is contrary to Biblical standards. 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, and videos such as those with x-ratings, and accessing pornography through the Internet. For violations on the Internet, campus computer privileges may be revoked and/or monitored. The use of pornography is subject to campus discipline.

Pranks

It is recognized that wholesome pranks are part of a college experience. While we accept the positive and creative aspects of pranks, we discourage the negative, destructive aspects of them. The following guidelines have been established:

1. Pranks must not result in personal harassment, invasion of privacy, or destruction or damage of property.
2. Pranks must be safe. Those participating will be responsible for the results. This responsibility includes cleaning up messes or financial remuneration for damages incurred to a fellow student or institution.
3. College rules and regulations must not be broken during pranks.
4. Entering a locked campus building or being on a roof of a building without authorization will result in a \$150 fine per person.

Quiet Hours

Each resident facility has established quiet hours of 11 p.m. until 9 a.m. 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

1st Incident – Verbal Warning

2nd Incident – Written Warning – 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.

3rd Incident – Fine – 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.

Raid

A raid is defined as any student-initiated activity occurring on a floor or hall without the consent of the floor members, which infringes on the rights of the floor/hall residents, violates the floor visitation policy, and/or destroys property. Students involved in an activity concerning any or all of the above may be subject to either a fine and/or other disciplinary action as determined by the Student Development staff.

Safety and Security

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

Sexual Activity

Consistent with the position of the Reformed Church in America

<http://www.rca.org/Page.aspx?pid=501&srcid=491>, the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Students are not permitted to engage in sexual activity contrary to biblical standards. This includes, but is not limited to, adultery, premarital sex, and homosexual activity. Cohabitation between unmarried male and female students is also prohibited. Students found in violation of these standards will be subject to disciplinary action including possible dismissal.

Prohibited sexual activity that results in an unplanned pregnancy is a challenging consequence for the student(s) involved as well as the rest of the campus community. As a Christian liberal arts college, Northwestern believes in the sanctity of life and that life begins at conception. The college is willing to assist those involved in an unplanned pregnancy to consider the options available to them within the Christian moral framework. Abortion is not considered a Christian alternative. Both male and female students will be held equally accountable for their sexual activity that is not consistent with Christian teaching (i.e. premarital sex). Due to the importance of appropriate prenatal care and well-being issues for all involved, the college believes it is not in the best interest of the mother to remain in campus housing during the semester the baby is due. The offices of Student Development and Residence Life are willing to assist the mother in finding appropriate off-campus housing, but are not responsible to find housing. In the case where the father is also a student, similar housing restrictions will apply when appropriate. It is necessary for the mother to receive regular prenatal medical care. The mother (and father) will be expected to seek counseling and/or participate in a mentoring relationship that will be set up by members of the Student Development Office. It is our hope that any student who becomes pregnant will find NWC to be a forgiving and supportive environment and that all involved would be provided with comprehensive, confidential, and respectful counsel and support.

Sexual Harassment

Preliminaries

Northwestern College encourages its employees and students to live by Biblical principles. When dealing with our sexual roles, we would expect people to treat one another with respect, courtesy and justice in keeping with Biblical norms. In a perfect world, we would not need a sexual harassment policy. Since we live in a fallen world, it is necessary to have guidelines for our actions as well as procedures to follow when our actions do not conform to our ideals.

Statement of Policy

Northwestern College as a Christian institution deplores harassment, sexual or otherwise, and maintains its commitment to a learning and living environment which is fair, respectful, and free from sexual harassment. Northwestern College will take prompt aggressive action to eliminate and deal with such behavior. The college is also committed to ensuring that others who may have a connection to our community do not subject students and employees to harassment. Accordingly, this policy applies to visitors, vendors, and other non-school personnel with whom we have a relationship.

Definition of Sexual Harassment (source: Equal Employment Opportunities Commission)

Sexual harassment is constituted by unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature which is directed toward a person because of his/her gender, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress,
2. submission to, or rejection of, such conduct by an individual is used or may be used as the basis for decisions about employment, performance evaluation, selection for academic awards or benefits, or academic decisions affecting an individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for employment, learning, on-campus living, or participation in a College activity.

Behavior that rises to the level of sexual harassment is unwanted, one-sided, demeaning and can include a range of subtle and not so subtle behaviors. Whether subtle or not, it is usually persistent, repetitive or egregious conduct that would cause a reasonable person to feel humiliation or discomfort. Although repeated incidents generally create a strong claim of sexual harassment, a serious incident, even if isolated, can be sufficient. The fact that someone did not intend to harass an individual or did not realize their conduct was offensive is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Behaviors that may be considered sexual harassment include, but are not limited to:

- unwelcome sexual flirtations, advances, propositions or requests for sexual favors whether direct or implied;
- offers of employment or academic benefits in exchange for sexual favors;
- offensive risqué jokes or derogatory comments about sex or gender-specific traits;
- sexual slurs, innuendos, and other comments about a person's clothing, body and/or sexual activities;
- inappropriate touching, patting, hugging, leering, ogling, or brushing against a person's body;
- invading one's personal space, standing too close, impeding or blocking movement, and stalking;
- pressure to accept social invitations, to meet privately, or to date;
- suggestive, obscene or harassing messages sent via letters, computer or left on an answering machine or voice mail;
- display or circulation of sexually suggestive objects or pictures on or in college property (including through e-mail and Internet);
- giving unwanted gifts; or
- any other offensive, hostile, intimidating, or abusive conduct of a sexual nature.

There are other types of behavior that could be considered a violation of this policy and that could result in discipline up to and including termination of employment or dismissal from school. The college reserves the right to exercise judgment in determining other types of prohibited behavior.

Informal Procedure

Some sexual harassment results through ignorance of appropriate behavior. Students who believe they are victims of sexual harassment by another student are encouraged to respond to the alleged harasser directly by objecting and requesting that the unwelcome behavior stop. In some cases this may be the only action necessary to eradicate the behavior. Students who believe they are the victims of sexual harassment by a faculty or staff member may also choose to confront the alleged harasser directly, but recognizing the complexities of faculty/staff and student relationships, the student may decide to discuss the situation informally with a Resident Director, the Vice President for Student Development, or the Director of Human Resources. The informal and confidential discussion will help to clarify whether sexual harassment appears to have occurred and to explore possible actions such as, but not limited to, commencement of the Formal Procedure.

Formal Procedure

A student who believes that he or she has been subjected to sexual harassment should report the alleged charge to a Resident Director, the Vice President for Student Development, and/or the Director of Human Resources. For the Formal Procedure to continue, the complainant must sign a written statement setting forth the facts of the alleged charge of sexual harassment and submit it to the Vice President for Student Development and/or the Director of Human Resources.

Within seven working days following the receipt of the written and signed statement the individual charged with sexual harassment will be provided with a copy of the statement or a written summary of the complaint.

The Administrative Council member and/or the Director of Human Resources shall promptly investigate the complaint and upon completing a thorough investigation provide a written solution or explanation to the complainant and also to the accused within fifteen days following the receipt of the complainant's statement. In the event that the solution or explanation is not acceptable to the complainant or the accused, either one of the parties may appeal to the President in writing within seven working days after receiving the decision.

The President shall promptly investigate and provide a solution or explanation to the complainant or accused within fifteen days following the receipt of the appeal. In the event that the solution or explanation from the President is not acceptable to the complainant or accused, then either party may appeal finally to the Executive Committee of the Board of Trustees. The complainant or accused has seven working days after receiving the President's response to submit a written request to the Chair of the Executive Committee.

The Executive Committee shall promptly investigate and provide a solution or explanation to the complainant or accused within fifteen days following the receipt of the appeal. The decision of the Executive Committee of the Board of Trustees is final.

The officials listed directly above, or their appointed designees, will conduct whatever inquiry they deem necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the alleged harasser an opportunity to respond to the allegations. The complainant and the alleged offender will be notified of the outcome of the investigation; however, that information should be treated by both parties as confidential and private.

Reporting Incidents

Reports of sexual harassment should be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the college to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. For reports of sexual harassment brought after one year, the college will respond to reports of sexual harassment to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

Notification of President

The President will be kept apprised by the Administrative Council member or the Director of Human Resources of any informal discussions or formal complaints of alleged harassment, unless the charge involves the President.

Responsibilities of Supervisory Personnel

All members of the college community have a general responsibility to contribute in a positive way to an environment that is free of sexual harassment. Supervisors or department heads, however, have additional responsibilities for supporting the effective administration of this policy. Supervisors or department heads who observe sexual harassment or become aware of any incidents or alleged incidents of harassment must take prompt action to stop it and report the incident to a member of the Administrative Council and the Director of Human Resources. Any supervisor or department head who fails to report allegations of sexual harassment or who otherwise fails to deal properly with such allegations will be subject to corrective action, up to and including dismissal.

Other employees at the college who witness or observe harassing behavior are also requested to report such incidents as indicated above.

Personal Advocate

A complainant or alleged harasser may be accompanied by a representative of his/her choice during any part in the informal or formal procedure to offer support or advocate on his or her behalf. Any individual acting in an advocacy role will be expected to respect and preserve confidentiality throughout the process.

Range of Disciplinary and Redemptive Actions

Disciplinary or redemptive actions for a faculty or staff member of the college found to have harassed another individual will depend upon the severity of the incident, the offender's prior record

and intent, and the specifics regarding the nature of the violation. In a situation where sexual harassment has occurred, disciplinary actions can include, but are not limited to:

- a. Counseling
- b. Written warning
- c. Impact on promotion or salary
- d. Participation in an educational program
- e. Suspension
- f. Termination

In the case of a student perpetrator, a behavioral contract will be issued incorporating any of the following actions:

- a. Counseling
- b. Written warning
- c. Probation
- d. Participation in an educational program
- e. Required consultations
- f. Suspension
- g. Dismissal

Whenever possible, the college will meet with the victim of sexual harassment for the purpose of keeping the victim informed as to the steps being taken and as part of the disciplinary decision-making process. The college will take the victim's perspective into consideration, but it is not bound to the victim's disciplinary requests.

Prompt and appropriate steps will also be taken if any non-employee (visitor, vendor, supplier and other non-school personnel with whom Northwestern College has a relationship) is found to have unlawfully harassed any students.

Perpetrators of sexual harassment may be liable as individuals for civil or criminal penalties as well.

Retaliation

Retaliation or adverse treatment against anyone reporting alleged sexual harassment or discrimination behaviors, or against an individual accused of committing harassment is prohibited. Such retaliation is considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Any employee or student who threatens, intimidates, or retaliates against a student or witness because of a complaint of discrimination or harassment, or because of participation in any investigation, will be subject to disciplinary action up to and including termination of employment or dismissal from school.

Confidentiality

Every reasonable effort will be made to preserve the confidentiality and to protect the rights of employees or students involved in complaints of harassment. Information collected during an investigation will generally only be disclosed to persons involved directly in conducting the investigation and those determining what action, if any, to take in response to the complaint. However, complete confidentiality cannot be guaranteed because an effective investigation usually requires revealing certain information to the alleged harasser and potential witnesses. In addition, if the complainant chooses to speak publicly regarding the case, the college shall not be held liable.

False Claims

The college takes all allegations of harassment, discrimination, and/or retaliation seriously. Due to the nature of harassment, complaints cannot always be substantiated. The lack of corroborating evidence should not discourage complainants from seeking relief through the procedures in this policy. Failure to prove a claim of harassment is not equivalent to a false allegation. However, a complainant whose allegations are found to be intentionally false or made with malicious intent will be subject to disciplinary action up to and including termination of employment or dismissal from school.

Records

All records generated during an investigation at any level in the handling of a complaint of sexual harassment shall be retained confidentially in the offices of the Administrative Council member who received and investigated the complaint or the Director of Human Resources if he/she received

and investigated the complaint. Both the complainant and the harasser may include a written statement to be included in these records that would provide an opportunity to explain, concur with, or dispute either the College findings with respect to the complaint or the disciplinary action imposed, if any.

No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the student conduct file if the complaint is found to be unsubstantiated and without merit. Where a complaint results in a finding that the complaint was well-grounded and substantiated, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member or in the student conduct file of the student against whom the complaint is filed and any official punitive action will be noted in the file.

Counseling and Support

Harassment can leave an individual with feelings of anger, guilt, shame, confusion, depression, or embarrassment, among other feelings. Those emotions can be hard to handle and may affect an individual's work or academic life. To help resolve those feelings, individuals involved in these situations should seek assistance from a counselor, psychologist, or psychiatrist. Counseling services are available through the college's Counseling Services office and/or by the Chaplain.

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.

Tobacco (Smoking and Chewing Tobacco)

During the 2008 Iowa legislative session, the Smoke-free Air Act was passed to protect the public's health from the dangers of exposure to secondhand smoke. Private educational institutions are covered under the Smoke-free Air Act. As of July 1, 2008, our entire campus, including buildings and outdoor spaces, will be smoke and tobacco free. Smoking and chewing tobacco will be prohibited on our athletic fields, inside or outside of our buildings, on parking lots, or in a vehicle on one of our parking lots. Violators of these guidelines will be subject to fines and disciplinary action.

Visitation (Open Hall) Hours in Residence Halls

Open hall hours:	Wednesday	5:00 p.m.-11:00 p.m.
	Thursday	5:00 p.m.-11:00 p.m.
	Friday	4:00 p.m.-1:00 a.m.
	Saturday	11:00 a.m.-1:00 a.m.
	Sunday	11:00 a.m.-11:00 p.m.

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 Development 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, Bolks Apartments, and Cottages, 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, Cottages, 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 life commitment 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 Development 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:

- a. community service (Each hour of community service equals one hour of community renewal.)
- b. a written response in the form of an "insight paper" (3 pages = 1 hour)
- c. counseling on campus with staff/faculty
- d. counseling off campus at a referral site (i.e. Sioux County Alcohol and Drug Abuse Center)
- e. a fine (1 hour = \$25.00)
- f. a 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 Development 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 Development staff (an RD, Director of Residence Life, or Vice President for Student Development) and the issue under question will be discussed.
2. If, after discussion, the Residence Life Staff has reason to believe a violation has taken place, a Resident Director, Director of Residence Life, and/or the Vice President of Student Development will discuss a contract with the student concerned. The intent of the contract will be to

further the student's individual growth. The contract would state both the offense and the expected penalty, and will be signed by the student and pertinent Student Development staff members. The student is then 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. The involvement of professional legal counsel in all disciplinary proceedings is prohibited.

Procedures for Appeal

A student may appeal any disciplinary decision made by the Student Development staff 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 (email 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:

- a. The introduction of new evidence or factors which were not included in the original disciplinary decision.
- b. 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. In the event that an appeal occurs after the completion of the spring semester, the chair of the Student Discipline Subcommittee, or his/her designee, will make every reasonable effort to convene the originally elected subcommittee. If members of the originally elected subcommittee are unavailable, then the chair, or his/her designee, will assemble a representative group of no more than three faculty and two students to hear the appeal. The appeal over the summer vacation period will be handled as soon as possible but not later than one week before classes resume in the following fall semester.

A decision made by the Student Discipline Subcommittee may be appealed to the Provost of the college, who is the final authority of appeal.

ATHLETIC DEPARTMENT POLICY ON CONDUCT AND 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 and 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 Associate Dean of Residence Life and the Assistant Director of Athletics 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 and 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 Development in conjunction with the Associate Dean of Residence Life.

If an infraction occurs which indicates a need for action involving the Athletic Conduct and Discipline Board the Associate 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:

- a. The introduction of new evidence or factors which were not included in the original disciplinary decision.
- b. 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

POLICIES AND PROCEDURES

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 Development before being posted. Posters are not to be taped to the windows of any buildings.

Bicycles

The college provides bike racks behind the residence halls, at the Rowenhorst Student Center, and next to Van Peurse Hall. Bikes are not to be parked in front of, in the lounge, or in the hallways of the residence halls. However, bicycles are allowed to be stored in an individual's dorm room throughout the academic year. Students are required to register all bikes at no charge. Bike registration is not available online so students will have to register their bikes with the Office of Communications in Zwemer Hall.

Students are encouraged to bring their bicycles home during the winter months. Northwestern College is NOT responsible for any damage done to bicycles left in the bike racks or damaged by snow removal equipment. All students are given the opportunity to store their bikes with the Maintenance Department for the winter months free of charge. The date for bringing the bikes to the Maintenance Office is decided by the Director of Maintenance and will be announced in the Informer and the Beacon. All bikes stored for the winter need to be picked up by May 1. Any bikes left after graduation will be given away to non-profit organizations.

College Motor Vehicles

Students wishing to operate a college vehicle must obtain approval to do so from the college Maintenance Office. A student must be at least 21 years old, have a good driving record, complete a Driver Request Form, and have a photocopy of a valid driver's license. All student drivers will be required to go through a driving course. The course will be offered twice a year. The dates will be decided by the Director of Maintenance. Authorization to drive a college vehicle will be given after the college insurance company has approved the request.

Campus Employment: Work Study

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

Financial Aid

Students seeking financial aid should submit the Free Application for Federal Student Aid as soon as possible after January 1 of each year. Northwestern College (school code 001883) should be designated as one of the results recipients. Students are encouraged to file on-line at www.fafsa.ed.gov.

The Financial Services 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. The award may be one, or a combination of scholarships and grants, workstudy and loans. 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 Services Office.

Fund-Raising

Fund-raising for any college-sponsored activities must have the approval of either the Director of Student Activities or a member of the Campus Ministries staff, depending on the activity. Final approval is given by the Advancement Office. This includes the production of t-shirts or similar items.

In order to protect our students, faculty, and staff from a barrage of fund-raising requests unrelated to Northwestern College, mass, untargeted solicitation is not allowed.

Please contact the Advancement Office if you have questions about any fund-raising activities.

Insurance and Liability

Students are not covered by Northwestern in case of illness or injury that requires medical attention or hospitalization. The college offers an inexpensive group plan for student health insurance covering accidents and sickness. A student who is not fully covered by a family health care policy is strongly urged to purchase this coverage. Students may enroll at anytime during the year. Students with an address outside the United States are required to take out this policy unless they can prove insurability while in the U.S.

The policy is not a blanket policy covering all expenses, but it does provide coverage for minor accidents and illnesses. An enrollment form and an information brochure for international students are available from Northwestern College's business office. Domestic students should review plan details and apply online at www.sas-mn.com.

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 for loss or damage to your property

Lost and Found

The college cannot be responsible for lost or stolen items. If you lose something, check with the director of the building in which the article was believed lost or with the RSC desk. If articles are found, they should be turned in to a resident hall director or at the RSC control desk. Student identification cards should be turned in to the Student Development Office immediately.

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 Development 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 Director of Residence Life.

Theft

Thefts should be reported to the Campus Security Office.

PARKING

Motor Vehicle Registration

All vehicles used on campus by members of the college community (students, faculty, and staff) must be registered. Failure to do so will result in citations/fines, as well as a possible towing. The cost for student parking registration is \$80 per year for \$40 per semester or residents and \$40 per year or \$20 per semester for commuters. Registration takes place at the beginning of each semester. If a vehicle is brought to campus later in the semester, it must be registered in the Office of Operations and Facilities in Zwemer Hall. The license number and a description of the vehicle is required for registration. Changes in vehicle registration must be reported within one week to the Office of Operations and Facilities. If a vehicle is not registered within two weeks after being on campus, it may be towed away at the owner's expense. A current registration tag must be hung on the rear view mirror with the tag number facing forward so it is visible with no obstructions from the outside.

Handicapped Parking Tags

Any student with a handicapped permit must be registered with Office of Operations. Temporary handicapped tags can be obtained from the Campus Security Office, Campus Communications, or Student Development Office during normal office hours of 8:00 AM – 5:00 PM. You can also get a temporary handicapped tag from your RD.

Temporary Parking Tags

If a student brings a car to campus temporarily or for less than two weeks, they can obtain a temporary tag at no cost. Failure to display a temporary or regular parking tag results in a fine, because the college has no way of knowing if the vehicle is a legitimate campus vehicle. Temporary parking tags can be obtained from the Campus Security Office, Campus Communications, or Student Development Office during normal office hours of 8:00 AM – 5:00 PM. You can also get a temporary parking tag from your RD.

Parking Regulations and Limitations

Parking on and around campus is limited. Proper parking within designated areas is required to make efficient use of parking spaces. Tickets of \$15 will be issued for violation of campus parking codes. The \$15 fine will be reduced to \$10 if paid within three days of being issued. Parking registration is currently \$80 per year for full time student and \$40 per year for commuters. Freshmen may only park in lots designated "Open Parking."

Designated Parking

1. Event Parking (no overnight)

No parking allowed in the following areas from midnight to 6:00 a.m. during the week and from 1:00 a.m. – 6:00 a.m. on the weekends.

- Lot A (East side of island)
- Lot D (Chapel Parking Lot)
- Lot G (Rowenhorst Student Center Parking Lot) – 3 hour limit
- Lot H (Faculty/Staff/Commuter Lot)
- Lot I (west half of Bultman Center Parking lot)
- Lot J (west half of Bultman Center Parking lot)
- The circle drive in front of Fern Smith Hall – 3 hour limit
- Central Avenue north of Christ Chapel to 6th Street
- Albany Strip Lots (in front of Colenbrander, Hospers and Jaycee Park)
- Korver Art Center parking lot
- Industrial Road (south of Bultman Center & Rowenhorst Student Center)
- Off-street parking after October 15

2. *Restricted Parking (upperclassmen)*

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

- Lot A (behind Colenbrander and Hospers)
- Lot E (north of Courtyard Village)
- Lot I (east half of Bultman Center Parking lot)
- Lot M (corner of Arizona and 6th Street SW)
- Courtyard Village Strip Lots

3. *Open Parking*

The following parking lots are for all students but intended primarily for freshmen:

- Lot B (north of Jaycee Park)
- Lot C (corner of Albany and 6th Street)
- Lot F (north across the street from the RSC)
- Lot J (east half of Bultman Center Parking lot)
- Lot K (Seventh and Delaware)
- Lot L (north and west of Bushmer Art Center)
- Lot N (north of Granberg Hall)
- Heemstra Strip Lots (north of Heemstra on 7th Street)
- Franken Center for Faith, Learning, and Living (alley parking)

4. *Other Restrictions*

- Spaces reserved for the handicap must be left clear for disabled persons. Unauthorized vehicles in these areas are subject to a \$50 fine and may be towed at the owner's expense.
- Sidewalks, driveways, grassy areas, emergency, loading and service areas must be kept clear at all times. This includes access to trash bins. Vehicles parked in these areas may be ticketed and towed at the owner's expense.
- Driving too fast in campus parking areas, driving on the grass/sidewalks or altering a parking tag can result in fines and/or removal of your parking tag.

Towing Policy

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

Some situations 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 for an extended time, in a college parking lot and appear to be abandoned.
5. Vehicles that are not registered.
6. If a vehicle is towed it will be taken to the east side of the Maintenance Building where the owner can retrieve it. The vehicle will be ticketed, and the Business Office will be notified to invoice the owner for the towing charge. This fine will then be charged to the students/staff/faculty account and, in the case of students, must be paid before class credit is released.

Appeals of Parking Tickets

All parking appeals are heard by an Appeals Board made up of members of the college communi-

ty. Appeal forms can be printed off under the "Campus Safety & Security" icon in the Student Life section of Northwestern's internet site. 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 Communications Office while your appeal is being considered by the Appeals Board. Failure to pay your ticket fine will result in your appeal being denied. You will be notified in writing when a decision has been made concerning your parking appeal. If your appeal is granted, then you will receive a refund of your ticket charge. If your appeal is denied by the Appeals Board, you will not be refunded your parking fine.

All appeal decisions by the Appeals Board are final and may not be appealed to other members of the campus community!

Snow Removal from Parking Lots

Students will be expected to move their cars from student parking on days where snow removal is needed. Notification will be done via campus e-mail and signs in the dorms. Cars not moved when there is snow removal will be towed at owner's expense. Cars will be towed to the lot east of the Maintenance Building.

Parking Over Breaks and Summer

All cars left over Christmas or Spring Break should be parked in Lots B, L, M, or N. All other lots will be subject to towing. If you leave your vehicle over the summer, please leave a key with the Student Development Office in case the vehicle needs to be moved during that time.

JAMES L. FRANKEN CENTER FOR FAITH, LEARNING, AND LIVING

LILLY GRANT OFFICE OF VOCATION

Location: Franken Center for Faith, Learning, and Living

Hours: 8:00 a.m. – 5:00 p.m.

Phone: 707-7221

Dave Nonnemacher, Director of Lilly Grant/Director of Experiential Learning

Rachel TeGrootenhuis, Executive Assistant

Vocare: Find Your Place is a Northwestern College project funded by a Lilly Grant; it began in 2003 with a \$2 million gift from the Lilly Endowment for a program that theologically explores vocation (TEV). "Vocare" is a Latin verb that means "to call" and communicates specifically a call from God. Vocare seeks to help students better integrate their academic, spiritual and co-curricular learning and experiences while at Northwestern into a map that directs them to a future in which they can use their gifts to meet the world's needs. The following describes opportunities to help students explore their calling while at NWC.

Major Help - Make an appointment to meet with Kirsten Hyatt or Bill Minnick in the Career Development Center during your freshman year (or as soon as you can), *even if you've already declared a major*. Use center resources and discover your gifts and abilities well before your senior year. They will provide you with opportunities and guidance to help take the stress and anxiety out of the inevitable question, "So, what are you doing after college?"

Vocare Events - Vocare brings speakers and artists to campus to speak in chapel, lead a retreat, visit classes and interact with students. These guest visits all have a "Find your calling" theme. To make sure Vocare events are on your calendar, visit the Vocare Web site: nwciova.edu/vocare.

Spiritual Practices - Let go of the notion that quietness means you're not accomplishing something. Spiritual practices—like silence, prayer and meditation—can enable you to escape the busyness of college life and *just LISTEN*. *Watch for the campus calendar for invitations to "Spiritual practices" opportunities.*

CAMPUS MINISTRY

Location: Franken Center for Faith, Learning, and Living

Hours: 8:00 a.m. – 5:00 p.m.

Phone: 707-7190

Harlan Van Oort, Chaplain

Barb Dewald, Associate Dean of Spiritual Formation

Tommy Moon, Director of Missions

Marlon Haverdink, Director of Service Learning

Heather Josselyn-Cranson, Associate Professor of Music, Director of Music Ministries

Luanne Keith, Campus Ministry Assistant/Publicity Specialist

Brittany Caffey, AmeriCorp Vista Volunteer Coordinator

Mission Statement

Campus Ministry at Northwestern College exists to equip the college community for the lifelong task of spiritual formation. In community and as individuals we develop the practices of study, worship, prayer and service for spiritual growth.

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 together in community. Campus Ministry supports this specifically. Stop by the Franken Center and investigate the opportunities and resources available for your growth at Northwestern.

Chapel Services and Programs

Monday, Wednesday, and Friday: 10:05 – 10:30 a.m.

Tuesday: 11:05 – 11:55 a.m. (double chapel credit)

No regular chapel service on Thursday.

The chapel program provides a vehicle for a variety of worship expression, biblical instruction and challenge, provocative exchange of ideas, and personal sharing, all vital aspects needed for Christians living, growing, and working together in an academic community.

Church Participation

Within Orange City and the surrounding communities there are a number of churches. Each student is encouraged to become involved with one of the local congregations as Sunday morning worship services are not held on campus.

Counseling Services

The Campus Ministry staff members are available to talk with students about personal and spiritual problems and concerns. They work in cooperation with the campus counseling services at ext. 7321. For further information, check the counseling services section in the handbook.

Campus Ministry Opportunities

Each ministry area (worship, discipleship, service and compassion, missions) has several student leaders working together to effectively organize and carry out the purpose of the ministry.

WORSHIP

- Sunday Night Praise and Worship: Weekly Sunday Night Praise and Worship Services (led and coordinated by the Worship Team).
- Travel Worship Teams: Student teams visit area churches and conduct all or part of their worship services.
- Chapel Music Team: Chapel music team contributes to music and other aspects of campus chapel services.

- Worship Interns: Students with experience in visual arts, theatre, the written and spoken word, or music assist in integrating the arts more fully into worship.

DISCIPLESHIP

- Campus Discipleship: Provides opportunities to learn about God through studying Scripture and practicing the spiritual disciplines, campus retreats, individual and group events, and spiritual formation activities related to the Lilly Grant.
- Hall Discipleship: Hall interns partner with Residence Life staff and Discipleship Group Leaders in each hall to strengthen the spiritual life of all hall residents.
- Discipleship Groups: Peer lead small groups meet weekly on campus to provide a setting where students can "pursue God in the company of friends." These groups bring together faith, learning, and living through study, community, worship, and mission

COMMUNITY SERVICE LEARNING & OUTREACH

- Called2Go: Provides opportunities for students to serve at soup kitchens and homeless shelters while also providing campus-wide educational programs that address issues of homelessness and hunger.
- Project Serve: Provides opportunities for students from the residence halls to serve together in a variety of local ministries and service organizations.
- Prison Ministry: Provides opportunities for students to interact with and minister to a variety of people in area prisons and juvenile facilities through visits, letters, and participation in the Angel Tree gift program.
- International Justice Mission: IJM is an international human rights organization which seeks to rescue victims of violence, sexual exploitation, slavery and oppression. Our campus chapter provides a variety of educational and service opportunities for students to learn about issues of national and global injustice.

MISSIONS

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

- Summer of Service: Sends NWC students around the world to partner with existing mission work each summer.
- Spring Service Projects: Teams led by students and advised by faculty or staff, assisting domestic and global ministries during Spring Break.
- Enlaces en Cristo: Activities designed to interact with and minister to the local Hispanic population, including teaching English, sports, child care, and social events.

SERVICE LEARNING

Location: Franken Center for Faith, Learning, and Living

Hours: 8:00 a.m. – 5:00 p.m.

Phone: 707-7259

Marlon Haverdink, Director of Service Learning

Educator and theologian Steven Garber said, "When students are able to touch the world with their learning, they see why ideas matter." Theories and ideas from books along with class lectures and discussions with professors become more real when students see how their learning is a foundation for responding to the needs of the world.

Using the resource of service learning, Northwestern seeks to enhance the academic experience of students and to support faculty efforts, while at the same time providing benefits to a partnering community agency or organization. Students in classes with a service-learning emphasis read, study, and discuss ideas and issues and then they are connected with a partner organization that enables them to put their learning into practice.

CAREER DEVELOPMENT CENTER

Location: Franken Center for Faith, Learning and Living – First Floor

Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday; evening by appointment

Phone: 707-7225

Bill Minnick, Director

Kirsten Brue, Career Counselor

Nancy Landhuis, Program Coordinator

Denise Mulder, Office Assistant

The Career Development Center, located in the Franken Center for Faith, Living, and Learning, is open year round.

The office provides personal, professional service to both students and alumni in career planning and in job search assistance. Information on various businesses, social agencies, government associations, and graduate schools is available in the Career Development Center. The staff assists students in developing an understanding of themselves and the world of work, and then builds on that understanding so that effective career decisions can be made.

In addition to its work in career planning, the Career Development Center also works in career placement, maintaining a professional credential file, giving notification of position vacancies, arranging for interviews, and filing descriptive literature regarding potential employers.

Other information may be obtained concerning the following areas: Myers-Briggs Type Indicator, Strong Interest Inventory, Career Direct Computerized Career Assessment, Strengths Quest, resume-writing, interviewing, job hunting, part-time and summer employment, and internships.

Students interested in more information about Northwestern's Internship Program should see the director of the program early in your college career. Also, remember to inform your advisor about your plans so he/she can help you fit an internship into your schedule as a junior or senior. Some things to keep in mind regarding internships:

1. You must submit an application and you should apply early as placements are becoming more competitive.
2. You should prepare a resume and submit that with your application.
3. You should submit at least three recommendation forms including two from Northwestern faculty members and one from a Northwestern student development or campus ministry professional.
4. You must submit a copy of your current transcript.
5. Deadline dates for completed applications and any additional forms:
 - September 30 for spring internships
 - February 1 for summer internships
 - March 1st or the Monday prior to spring break if March 1 falls during break for fall internships
6. Internship placements are competitive and are not guaranteed. Placement into an internship is a group effort between you, your faculty advisor and the Director of Career Development.

GLOBAL EDUCATION CENTER

Location: Franken Center for Faith, Learning, and Living, Suite 102

Hours: TBA

Doug Carlson, Associate Dean for Global Education, Phone: 707-7055

Carrie Krohn, Summer Study Abroad Coordinator, Phone: 707-7223

Nancy Landhuis, Program Coordinator, Phone: 707-7225

The Global Education Center is committed to providing safe, educational, and enriching study abroad opportunities for NWC students. The GEC oversees off-campus programs, including

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

Semester Off-Campus Study

The college offers study abroad programs in locations on every continent. The Romania Semester and Oman Semester are NWC's own programs, offering an exciting combination of academic study and service learning in the post-Communist culture of Romania and religious dialog and intercultural experience in a Middle Eastern Country. Other study abroad opportunities include the semester programs of the CCCU, the Creation Care Studies Programs, as well as others listed on the Study Abroad webpage. Domestic off-campus semesters are also available in the Chicago Semester and several CCCU programs, also listed on the webpage. Students attending off-campus semesters earn 15-16 credits toward graduation. These credits usually meet some General Education requirements and perhaps credits towards a major. Students who attend programs approved by the Global Education Center may use all of their financial aid toward their off-campus experience for one semester. A 2.5 GPA is required for off-campus study.

Key Date: application deadline is **February 10** (or the next business day if February 10 falls on a weekend), of the school year prior to attending the program.

For further information and to discover the options for Off-Campus Semesters contact Doug Carlson or Nancy Landhuis.

Summer Study Abroad

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

Key Dates:

November 15: Summer Study Abroad Programs and faculty leaders announced

January 15-30: Application Deadlines (*Final dates TBD*)

For further information about NWC Summer Study Abroad Programs and opportunities, contact Carrie Krohn.

STUDENT SERVICES AND FACILITIES

CAMPUS SECURITY

Location: *Rowenhorst Student Center*

Hours: *TBD*

Phone: *707-7475*

Perry Krossschell, Director of Campus Safety & Security

COLLEGE BOOKSTORE

Location: Rowenhorst Student Center (RSC)

Hours: Monday 9:00 a.m. – 4:30 p.m.
Tuesday 9:00 a.m. – 4:30 p.m.
Wednesday 9:00 a.m. – 4:30 p.m.
Thursday 9:00 a.m. – 8:00 p.m.
Friday 9:00 a.m. – 4:30 p.m.
Saturday 12:30 p.m. – 2:30 p.m.

Note: The Bookstore is closed on Monday, Wednesday, and Friday from 10:00 – 10:30 a.m. during chapel.

During afternoon home football games, the bookstore is open from 12:30 – 4:30 p.m.

Phone: 707-7195 (bookstore)

Glenda De Vries, Manager

Students operate the bookstore under the supervision of a staff manager

Return Policy:

1. Book returns are limited to schedule changes or dropped classes; return books promptly.
2. All returns must be accompanied by the bookstore sales receipt.
3. Returned new books must be in the condition in which they were purchased to receive full refund.

Book Buyback:

The bookstore holds two buybacks each year – one at the end of the fall semester and the other at the end of the spring semester. A used book distributor conducts the buybacks. Books ordered by faculty for use in the upcoming term are purchased for the bookstore, and the distributor buys books for their inventory. This arrangement allows students to sell to the distributor books that will not be needed in the bookstore.

COLLEGE MAIL ROOM

Location: Rowenhorst Student Center (RSC)

Hours: 9:30 a.m. – 3:30 p.m. Monday through Friday

Phone: 707-7198

Deb Wolthuizen, Supervisor

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

All out-going USPS mail will be delivered to the Orange City post office at 3:00 p.m. Monday through Friday. A mail key will be issued to each new student during orientation. The key remains in the student's possession as long as they remain a registered student at Northwestern College (NWC). The replacement fee for a lost mail key is \$5. Mail cannot be obtained without a key. Failure to return the mail key when leaving NWC will result in a \$5 deduction from the student's enrollment deposit.

U.S. postal regulations require that to ensure delivery, mail must be addressed as follows:

Student's Name
NWC/RSC Box _____
208 8th St. SW
Orange City, IA 51041-1919

COMPUTING SERVICES

Learning Resource Center (LRC)

Location: Van Peursem Hall

Hours: Monday – Thursday 7:30 am – midnight
Friday 7:30 a.m. – 6:00 p.m.
Saturday 8:30 a.m. – 5:00 p.m.
Sunday 2:30 p.m. – midnight

Phone: LRC: 707-7250

Computing Services: 707-7333

The Learning Resource Center (LRC) serves as the technological hub for the campus, housing both the Computing Services department and the Audio-Visual department. Within the LRC are a general purpose computer lab with printers, the Computer Science teaching lab, a video editing system, a scanner, and various other specialized technologies. At the AV desk you can check out media for class work (like tapes, records, slides, compact discs, etc.), equipment, and other services. Audio-visual media may be "checked-out" for two hours and must remain in the LRC, while some equipment (like digital cameras) can be checked out for longer periods. The LRC is also where you will find the Computing Services Help Desk, staff and work-study offices. The Help Desk is staffed during office hours and in the evenings to provide support for computer issues.

General Information

Computers are available for use in many campus buildings, including all dorms on campus. Wireless access is also available in some areas, including the Library and Van Peursem hall. 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 per day. All other computer labs are available depending on the hours of the building. Computers in the LRC may be reserved for academic use up to two weeks in advance. Reservations are made at the LRC desk and are limited to a maximum of two hours per session and a maximum of six hours per week.

On the Intranet Menu (<http://intranet.nwciowa.edu>, the home web page for NWC computers) 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, a link to change your password, and the Help Desk, a place to request help for computer issues. The Intranet Menu is also the place to get email, view registration information, get into MyNorthwestern (the course management software), and get to the Library's home page.

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 on 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 and gain unauthorized access to any other computer system.

You must not deliberately attempt to alter or otherwise impair the operation of the computer sys-

tems 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. Almost all of the software in use at the LRC and on the network is copyrighted. It 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 resource. 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:

1. Reserved in advance for academic use.
2. Student needing the computer for academic work.
3. Faculty needing the computer for academic use.
4. Anyone needing a computer for personal use.
5. 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 (say, once a month). Passwords will expire after six months. A well-chosen password is often not in the dictionary and has little or no connection with the individual user.

All users have the right to privacy. This includes your network account storage space, e-mail, disk-

ettes, 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 "all right" 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 diskette 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 peoples 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 sponsor to approve the message.

Policies Concerning Your Own Computer on Campus

All dorms on campus have network hook-ups for your personal computers, and some areas also have wireless coverage. You will need a network card in your personal computer. Most computers produced in the past several years now come with network cards, and many laptops include wireless networking capability as well. If you need a network card, it can be purchased and added on your own, or the Computing Services can assist with recommendations, and, for a fee, will help you install it. If you would like to have your computer set up on the network, call 7333 to schedule a time. There are also instructions on the Intranet Menu web site, and you can follow them to set up your computer to get to network resources like drives and printers and to configure wireless access.

Notice: Viruses on any computer on campus can cause major networking problems with email and with network traffic on campus. Anti-virus software with up-to-date virus definitions, and the required security patches from Microsoft are required for all systems on the campus network. This means that you must periodically use online updates from the Antivirus software vendor of your choice. Our 'Clean Access' security system will not allow access to the network if these requirements are not met.

If you are having campus related problems with your personal computer you can *Log a Help Desk Call* at <http://intranet.nwciowa.edu/helpdesk/students/default.asp> or call the Help Desk at extension 7333. If you are having a hardware issue we will not be able to replace hardware components; you will need to contact the vendor of your computer or a service center.

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.

FOOD SERVICE

Cafeteria

*Hours: **Monday through Friday***

Hot Breakfast 7:00 – 9:00 am

Lunch 11:00 am – 1:30 pm, Monday, Wednesday, Thursday, Friday

11:00 am – 2:00 pm Tuesday

Dinner 5:00 – 7:00 pm

Saturday and Sunday

Lunch 11:30a.m. – 1:00 pm

Dinner 5:00 – 6:30 pm

The Hub (RSC Snack Bar)

9:00 am – 11:00 am, Coffee Bar, Monday through Friday

11:00 – 11:30 pm, Full Bar, Monday through Friday

6:00 pm – 11:30 pm, Full Bar, Saturday

10:00 pm – 11:30 pm, Full Bar, Sunday

*Phone: **Sodexo Campus Services 707-7185***

Today's Menu 707-7188

Don Keith, General Manager

Wanda Pauling, Production Manager

Andrew Woodbury, Hub Retail Manager

Sarah Kooima, Catering Manager

ReNae Van Voorst, Administrative Assistant

All students living on campus are required to be on a meal plan. Student teachers, interns, and those living in the apartments or cottages are eligible to participate in a reduced meal plan.

Special meals may be provided for those requiring such under a physician's orders. Contact should be made with the Food Service Director regarding specialized meal plans.

Party dinners are provided for wings, floors, and various other clubs at generally no cost to those on a meal plan. Arrangements for these may be made by contacting the food service office. The last two weeks of each semester are not an option for reserving these parties.

There are two (2) private dining rooms available for use during meal hours on a reservation basis. These rooms are open to any college group desiring to meet over a meal.

The last meal preceding and the first meal following breaks are determined by college officials and will be posted. Board meals will not be provided during official holiday vacations or spring break.

No food, drink, chinaware or utensils may be removed from the cafeteria without permission. Students found in possession of any of these items outside of the cafeteria will be fined \$5 per item. If items are found in a residence hall room and no one claims responsibility, all roommates will be fined.

If classes conflict with the meal times, a box lunch can be obtained in the Foodservice during regular serving hours.

INTERNATIONAL & INTERCULTURAL AFFAIRS

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Location: Rowenhorst Student Center (RSC)

Kevin McMahan, Director – 707-7016

(Grace) Ming Chen Lo Rohrer, International Student Counselor – Phone: 707-7033

Anila Karunakar, Intercultural Affairs Coordinator – Phone: 707-7327

Intercultural Connection Interns - Jamiella Quinn, Robi Bogdanffy, Christine Roy, Kepha Abraham

I-Club – President, Wincy Ho; Vice President, Eduardo Rodriguez

The International and Intercultural Affairs Office works closely with international students and American students of color. Services provided include student recruitment, financial aid, assistance with immigration, student counseling and support, intercultural activities and programs and promotion of intercultural competence throughout the campus community. They help coordinate events supporting many different cultures on campus.

KORVER WEIGHT ROOM

Hours: During the school year, when classes are in session, the hours for the weight room will be:

<i>6:00 a.m. – 7:30 a.m.</i>	<i>Monday – Friday</i>
<i>11:00 a.m. – 10:00 p.m.</i>	<i>Monday – Thursday</i>
<i>11:00 a.m. – 6:30 p.m.</i>	<i>Friday</i>
<i>10:00 a.m. – 3:30 p.m.</i>	<i>Saturday</i>

Hours during the college vacation breaks and the summer will vary. Check with the weight room staff before the breaks for further information regarding hours.

Phone: 707-7293

Membership Requirement

To use the weight room you must have a valid ID card for either Northwestern College or the Rowenhorst Student Center.

Orientation Requirement

To use the weight room you must attend an orientation session which explains the basic operation of the room. Orientation will be given separately for the free weight area or the selective machine area. There will be no casual use of the room or “walk-in” traffic.

RAMAKER LIBRARY

<i>Hours: Monday – Thursday</i>	<i>7:30 a.m. – midnight</i>
<i>Friday</i>	<i>7:30 a.m. – 10:00 p.m.</i>
<i>Saturday</i>	<i>8:30 a.m. – 5:00 p.m.</i>
<i>Sunday</i>	<i>1:30 p.m. – midnight</i>

Phone: 707-7234

Fax: 707-7247

TBD, Director

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

Services

- Check-out Books (3 week loan period)
- Course Reserves
- Photocopiers and Printers
- Library Instruction
- Fax Machine
- Interlibrary Loan
- Research Desk Help
- Desktop Computers
- Wireless Laptop Computer Checkout

Collections

Archives, General Stacks, Reference Collection, Career Development (RSC), Children's Library, Dutch Heritage Room, Government Documents, Kooiker Music collections, Periodical/Journal Collection, Video/Audio Collection (LRC)

Library Home Page <<http://www.nwciowa.edu/library/>> is a Gateway to...

- Search systems for books, including e-books
- Full-text journal and newspaper databases, including EBSCOhost, JSTOR, and Lexis-Nexis
- Web resources for Art, Business, Chemistry, Communications, Education, English, History, Music, Neuroscience, Physical Education, Political Science, Psychology, Religion, and Social Science
- Online reference works including Oxford English Dictionary, Oxford Reference Online, and Britannica Online

ROWENHORST STUDENT CENTER (RSC)

Hours: 6:00 a.m. – 11:30 p.m., Monday through Friday
8:00 a.m. – 11:30 p.m., Saturday
1:00 p.m. – 11:30 p.m. Sunday

Phone: 707-7230

Dale Thompson, Director

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.

Facilities

The RSC houses the college post office, class rooms, conference rooms, college snack bar – The Hub, and the college bookstore. The following offices are located in the RSC: Wellness Center (Nurse and Student Counseling Services), Student Development, International and Intercultural Affairs, Student Government, Student Programs, Campus Safety and Security, and Intramurals. The DeWitt Physical Fitness Center is also housed in the RSC. This includes racquetball courts, mini-gym, tennis courts, indoor track, locker rooms, basketball courts, and a multi-purpose room.

For further information regarding RSC policies and facilities, please pick up the RSC policies and procedures handbook at the control desk within the RSC.

STUDENT PROGRAMS AND ACTIVITIES

Location: Rowenhorst Student Center (RSC)

Hours: 8:00 a.m. – 5:00 p.m.

Phone: 707-7200

Kimberly F. Case, Associate Dean for Student Development/Student Programs (707-7200)

Lori Couch, Director of Student Activities (707-7295)

Student Activities

The Student Activities Office provides a variety of social, recreational, and cultural opportunities for the Northwestern community. The majority of activities are sponsored and coordinated through the Student Activities Council (SAC). The Student Activities Council, under the leadership of a student president, is responsible for planning and hosting concerts, dances, travel, films, and special events (including Clash of the Classes, Homecoming, Family Weekends, and Spring Fest). One of the major goals of SAC is to build a positive campus environment by promoting strong student community, social interaction, and interactive campus activities.

New Student Orientation

In the fall, winter and spring, Northwestern College welcomes new students to campus through the Orientation program. The O-Staff is a group of 40 student leaders who are committed to 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.

Leadership Development

Student leadership opportunities abound at Northwestern. In January students attend "Leadership Opportunity Night" to learn about nearly 200 leadership positions that are available for the coming academic year. In the spring students can engage in leadership development by attending the Northwestern College Leadership Conference. Over 250 students from various colleges gather for this two-day event. For more intentional and consistent leadership training, students have the opportunity to serve on our Student Leadership Council (SLC). The SLC consists of students who coordinate Northwestern's College Leadership Conference, and they also meet regularly to learn about leadership from various campus and community leaders.

All students are invited to participate in the events provided through Student Programs. Please contact the Office of Student Programs for more information on how you can become involved with organizing and planning aspects of these programs.

Retention

The Retention program examines the student experience at Northwestern focusing on student success and key risk factors that may impact student success. Newsletters, satisfaction assessment instruments and focus groups are used throughout the year to gain feedback in this area.

STUDENT PUBLICATIONS

Beacon - The Northwestern College's *Beacon* is the principal paper serving the campus community. It is published weekly and distributed by Friday noon. The *Beacon* encourages comments from its readers. Letters must be submitted to an editor through the campus mail or via email (beacon@nwciova.edu) before 2:30 p.m. Wednesday for publication Friday. Students who want to join the staff should see the advisor, Carl Vandermeulen.

Cornerstone, Northwestern's yearbook, attempts to capture the people and events of each academic year. The yearbook is created by students using a variety of formats – photography, writing layout and design, and digital media. Activity awards are provided for all *Cornerstone* staff positions. Contact Kim Case, kmcase@nwciova.edu for more information.

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

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

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

STUDENT TELEPHONE SERVICES

Northwestern offers long distance calling at a reasonable rate directly from your room. Local calls

are placed by dialing 9-phone number. Long distance calls are placed by dialing 9-1-area code-phone number-when you hear the tone, enter your 7-digit telephone access code. International calls are placed by dialing 9-011-country code-city code-number-when you hear the tone, enter your 7-digit telephone access code. If you wish to have long distance service and voicemail, you must request a 7-digit telephone access code - PIN from NW Communications through their SWISS account. If a student already has a PIN number, they will keep the same one all four years. NOTE: Telephones are not provided by the college.

WELLNESS CENTER SERVICES

Location: Rowenhorst Student Center (RSC)

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

Phone: 707-7321

Sally Oakes Edman, Ph.D., Director

Joan Andres, LMFT, LMHC, Therapist

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

Kimberly Wright, Office Manager

The Wellness Center provides services designed to keep students healthy in mind and body, in order to equip them 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 they need to know: how to prevent injuries, deal with disappointments, recover from an illness, or how to make stress work for you. Services will be provided with respect for the unique needs of the student in a safe, confidential setting.

A certified nurse practitioner is available on a half-time basis to students for their physical health concerns. The nurse practitioner is available for the assessment and treatment of illness or injury, routine physical exams, women's gynecological exams, blood pressure checks, and is happy to provide information or programs regarding a wide variety of health related topics. In addition, the wellness center can provide short-term supplies for colds and injuries.

The Wellness Center also provides professional assessment and therapy for those students who are facing emotional, personal or relational difficulties and assists in developing strategies for handling problems of daily living. All full-time students are welcome to use these services. Students may choose to seek help during times of personal difficulty for issues such as: depression, death of a loved one, traumatic family experiences, sexual assault, suicidal thoughts, eating disorders, body image issues, drug/alcohol abuse, adjustment difficulties, medical/health problems, identity issues, stress, relational/roommate issues, dating, violence, pornography, addiction, anxiety, or with any other personal concerns. The Wellness Center offers individual counseling, couples counseling, educational groups, support groups, assessment and evaluation, information and referral, consultation, crisis intervention, and workshops on requested topics. Books and other printed resources are also available for students to borrow.

Because it is convenient, and geared toward student needs, students will generally want to seek assistance in the Wellness Center before going off-campus. However, off-campus referrals are offered by the Wellness Center when students prefer an outside referral or when the Wellness Center schedule is filled to capacity. If you are sick, injured, or have a psychological or emotional crisis after regular office hours, contact your RA or RD. RD's have access to the on-call therapist. For medical emergencies, each RD maintains a first aid medical kit containing minor medical items for student use. Orange City also has a medical clinic that has served the college for many years. A community hospital and emergency room (located one mile east of the college on Highway 10) is also available 24 hours a day. 9-911 access is available. In the event of a minor illness, the student should isolate him/herself as much as possible to prevent the spread of disease throughout the residence area. Sick tray requests may be obtained through the RA.

Students are not automatically covered by the college in case of illness or injury that requires off-campus medical attention or hospitalization. Northwestern offers a group plan of student health insurance for accident and hospitalization. **A student who is not fully covered by a fam-**

ily health care policy is strongly urged to purchase this coverage or purchase a medical policy on their own. This policy is not a blanket policy covering all expenses, but it does provide adequate coverage. Information regarding this insurance is available at the Business Office (Zwemer Hall). This insurance may be purchased during registration.

All services may be accessed by calling 707-7321, sending an email to wellness@nwciova.edu, or stopping by during office hours 8:00 – 4:30 Monday through Friday.

NORTHWESTERN COLLEGE

Final Exam Schedule (For 2ndH and Full Semester Classes) Fall 2009

Exam Day & Time

Monday, December 14

8:00 – 10:00 a.m.

10:30 – 12:30 p.m.

2:00 – 4:00 p.m.

Class Day & Time

MWF, 8:55 – 9:55 a.m.

MWF, 1:00 – 2:00 p.m.

TTh, 3:25 – 4:55 p.m. &

MWF, 4:30-5:30 p.m.

Tuesday, December 15

8:00 – 10:00 a.m.

10:30 – 12:30 p.m.

2:00 – 4:00 p.m.

7:00 – 9:00 p.m.

TTh, 9:25 – 10:55 a.m.

TTh, 12:05 – 1:35 p.m.

TTh, 7:45 – 9:15 a.m.

Tuesday Evening Classes

Wednesday, December 16

8:00 – 10:00 a.m.

10:30 – 12:30 p.m.

2:00 – 4:00 p.m.

7:00 – 9:00 p.m.

MWF, 7:45 – 8:45 a.m.

MWF, 11:50 – 12:50 p.m.

TTh, 1:45 – 3:15 p.m.

Wednesday Evening Classes

Thursday, December 17

8:00 – 10:00 a.m.

10:30 – 12:30 p.m.

2:00 – 4:00 p.m.

7:00 – 9:00 p.m.

MWF, 10:40 – 11:40 a.m.

MWF, 2:10 – 3:10 p.m.

MWF, 3:20 – 4:20 p.m.

Thursday Evening Classes

Note:

1. All courses running four or five days per week will have their exams according to the first named day.
2. Courses whose meeting times fall within the above class days and times will follow the respective final exam day and time.
3. All double period classes will have their exam according to the first named period.
4. No exams are to be given other than the scheduled time.
5. Changes in Final Exam times are granted for only three reasons:
 1. A student has three or more final exams on the same day. No student is expected to take more than two in-class examinations on a given day per Section 4.32 of the Northwestern College faculty handbook.
 2. Illness. The illness must be severe enough to require medical treatment and a student may be asked to provide a doctor's note verifying the illness.
 3. A personal or family emergency.
6. You may go to the **Registrar** for a Final Exam Change Form, or you may print one from this link: <http://intranet.nwciowa.edu/registrar/Forms/FinalExamChange.aspx>. This form must be signed and returned no later than **5:00 p.m. Friday, December 4**. Any exceptions to the final exam schedule, other than noted above, must be made by the **Dean of Faculty**, upon written request of the student. Exceptions will be made only in cases of illness or personal or family emergency. No exceptions will be made due to conflicts with outside work commitment or transportation plans. All transportation plans must be built around the final exam schedule.

APPENDIX A

Counseling Centers

Mercy Behavior Care

Sioux City, IA 51104

(712) 274-4200 (outpatient)

Bethesda Midwest

Orange City, IA 51041

(712) 737-2635

Note to Faculty/Staff:

Questions concerning our college insurance coverage for these treatment programs should be directed to:

First Administrators

1-800-206-0827

Note to Students:

Questions concerning your insurance coverage for these treatment programs should be directed to your health insurance provider. If you have the NW student health insurance you may direct your questions to:

Student Assurance Services, Inc.

1-800-328-2739

LEGAL SANCTIONS RELATED TO SUBSTANCE ABUSE
State and Local Laws Concerning Use of Illicit Substances and Abuse of Alcohol
(Chapter 321J of the Code of Iowa)

Alcohol

Operating While Intoxicated (OWI)

1st Offense	2nd Offense	3rd or Subsequent Offense
Imprisonment for not less than 48 hours and not more than 1 year. Fine is \$1000 but can be reduced by the judge. Maximum is \$1,500.	Imprisonment in county jail for not less than 7 days nor more than 2 years. Fine of not less than \$500 nor more than \$2,000.	Confinement not less than 30 days nor more than 1 year in county jail or 5 years in prison. Fine of not less \$750 nor greater than \$5,000.

Determination of Number Offense

Includes all convictions in this state and others within the previous six years.

Substance Abuse Evaluation

If convicted of a second or subsequent offense or had a Blood Alcohol Concentration in excess of .20, required to undergo substance abuse evaluation and follow recommendations of evaluation. May include inpatient substance abuse treatment, Alcoholics Anonymous.

Revocation of Driver's License

License will be revoked if person refuses Blood Alcohol test or tests in excess of .10 or more Blood Alcohol Concentration. If second offense no work permits are given. If third or subsequent offense no work permit will be given for at least one year.

Description	1st Offense	2nd Offense	3rd or Subsequent Offense
Refusal to submit	240 days	540 days	6 years; may apply for reinstatement after two years
Excess BAC & revocation upon conviction	240 days	1 year	
Serious personal injury	One year in addition to any other period of revocation		
Incident involving death	Six years in addition to any other period of revocation		
If person is under age 18	Normal period of revocation or until person turns 18, whichever is longer.		

Homicide by Vehicle

When person operating motor vehicle while intoxicated causes the death of another, he/she is guilty of the crime of homicide by vehicle. The penalty is imprisonment not to exceed five years and a fine not to exceed \$7,500.

Simple Misdemeanors

Carry a maximum penalty of thirty days in jail and/or a fine not to exceed \$100. These include: open container in a motor vehicle, persons under legal age, public consumption.

Involuntary Commitment for Substance Abuse

A person may be committed without his/her consent for treatment of substance abuse. Committed by court order for initial period of thirty days and thereafter for additional ninety-day periods, if necessary.

AREA CHURCH GUIDE

ORANGE CITY

<p>American Reformed 407 Albany Avenue SE (712) 737-4430 Senior Pastor: Keith Krebs Assoc. Pastor: Liz Moss archurch@orangecitycomm.net Worship: 9:15 AM Education Hour: 10:30 AM www.americanchurchoc.com</p>	<p>Faith Lutheran (LCMS) 710 8th Street SE (712) 737-2112 (O) or (707) 8727 (H) Pastor: Dave Daumer daumer@pionet.net Worship: 9:30 AM Education Hour: 10:45 AM</p>	<p>New Hope Evangelical Free 718 Florida Ave SW (712) 737-4620 Pastor: Jeff Whitt Youth/Family Pastor: chuck Mulikin newhopeefc@orangecitycomm.net Worship: 8:30 & 10:45 AM Education Hour: 9:50 AM www.newhopeorangecity.org</p>
<p>Calvary Christian Reformed 709 5th Street SE (712) 737-2797, ext. 101 Pastor: David Heilman secretary@calvaryoc.org Worship: 9:30 AM & 6:00 PM Education Hour: 10:45 AM</p>	<p>First Christian Reformed 408 Arizona Avenue SW (712) 737-4165 Pastor: Tim Ouwinga oc1crc@orangecitycomm.net Worship: 9:30 AM & 6:00 PM Sunday School: 10:40 AM</p>	<p>Redeemer United Reformed 302 St. Paul Ave SE (712) 737-4901 Pastor: Todd DeRooy pastorderooy@gmail.com Worship: 9:30 AM & 6:30 PM Sunday School: 10:45 AM www.redeemerurc.org</p>
<p>Cornerstone Baptist (SBC) 221 3rd Street SW (712) 737-8444 Pastor: Jay Anderson cornerstonebc@frontiernet.net Worship: 10:30 AM Education Hour: 9:15 AM</p>	<p>First Reformed 420 Central Ave. NW (712) 737-4909 firsloc@orangecitycomm.net www.frcoc.org Pastor: Jim Daniels Worship: 9:15 AM & 6:30 PM Education Hour: 10:45 AM</p>	<p>Trinity Reformed 310 Albany Avenue NE (712) 737-4542 Sr. Pastor: Jonathan Opgenorth Assoc. Pastor: Jonathan Nelson trinity@orangecitycomm.net Worship: 8:45 AM & 11:00 AM Education Hour: 10:00 AM</p>
<p>Dover Avenue Alliance, Christian & Missionary Alliance 417 3rd Street NE (712) 737-8442 Pastor: Jeff Keady Assoc. Pastor: Dennis Rockhill office@doverchurch.org Worship: 10:30 AM & 6:00 PM Education Hour: 9:00 AM</p>	<p>Immanuel Christian Reformed 1405 Albany Ave NE (712) 737-8388 Pastor: Bob Drenten immrcoc@orangecitycomm.net Worship: 9:30 AM & 6:00 PM Education Hour: 10:45 AM</p>	<p>Maurice First Reformed 410 Main Street (712) 567-4665 Sr. Pastor: Wayne Sneller Assoc. Pastor: Mark Haverdink mrch@mauricereformed.org Worship: 8:30 & 10:45 AM & 6:30 PM Sunday School: 9:40 AM www.mauricereformed.org</p>
<h2>ALTON</h2>		
<p>Alton Presbyterian 311 12th Street (712) 756-4591 Pastor: Ron Brink altonpresb@midlands.net Worship: 9:30 AM Sunday School: 10:45 AM</p>	<p>Alton Reformed 305 8th Street, PO Box L (712) 756-4187 Co-Pastors: Michael & Elizabeth Hardeman mikearch@midlands.net Worship: 9:30 AM Education Hour: 10:45 AM</p>	<p>St. Mary's Catholic 609 10th St.reet (712) 756-4224 Father: John Vakulskas altonsmc@midlands.net Mass: 5:00 PM Saturday 8:30 AM Sunday</p>

Student Activities 2009-2010 Events

AUGUST

Friday, 28th Clash of the Classes, Slime Fight, East of Maintenance, 6 pm
Saturday, 29th Clash of the Classes, Class Competition, Campus Green, 11 am
Sunday, 30th Clash of the Classes, Finals, Campus Green 5:30 pm

SEPTEMBER

Friday, 11th Drive-in Movie, Zwemer Parking lot, 10 pm
Monday, 14th Activities Fair, RSC, 5:30 – 7 pm
Saturday, 19th Minnesota Twins Baseball Bus Trip, TBA
Homecoming
Monday, 28th Dodgeball Tournament, RSC Gym, 6 pm - Midnight
Tuesday, 29th Dodgeball Tournament, RSC Gym, 6 pm - Midnight
Wednesday, 30th Dodgeball Tournament Finals, RSC Gym, 10 pm

OCTOBER

Friday, 2nd Battle of the Bands, Campus Green 9 pm
Saturday, 3rd Homecoming Dance, White tent North of Hospers, 9 pm
Fall Family Weekend
Friday, 30th NC/DC Northwestern Selection, Christ Chapel, 9:30 pm

NOVEMBER

Friday, 6th NC/DC 1st Round, Bultman Center Gym, 10 pm
Friday, 20th NC/DC Finals, BJ Haan Dordt College, 10 pm

DECEMBER

Saturday, 5th Winter Formal, RSC Mall, 9:30 pm
Sunday, 13th Study Break 10 – 11:30 pm

JANUARY

Friday, Jan. 15th Movie Night Out, Holland Plaza, TBA
Saturday, Jan. 30th Speed Dating, RSC, 9:30 pm

FEBRUARY

Saturday, 6th Dancing with the Profs, Christ Chapel, 7 pm
Friday-Sunday, 12th-14th Colorado Ski trip, TBA
Friday, 19th Bingo Night, RSC Big Gym, 9:30 pm

MARCH

Friday, 19th Movie Night Out, Holland Plaza, TBA

APRIL

Spring Fest
Monday-Friday, 19th-24th Ultimate Frisbee Tournament, Football Field, TBA
Friday, 23rd Northwestern Dance Crew, 10 pm Bultman Center
Saturday, 24th Battle of the Mighty Floyd, Alton, 1:15 pm

MAY

Sunday, 2nd Study Break, 10-11:30 pm