

DEPARTMENT OF STUDENT AFFAIRS

# Student Policy Book

Last Revised: June 2007



NORTHWESTERN CHRISTIAN UNIVERSITY

# **Northwestern Christian University**

## **Student Policy Book**

**Last Revised: June 2007**

**The Student Policy Book represents a general guide to the policies, procedures and rules of Northwestern Christian University. All students should read the Policy Book carefully and are responsible for its contents.**

### **NCU Policy 1.1 - Academic Honesty**

Members of the Northwestern University community are expected to conduct themselves responsibly and honestly in academic matters. Cheating and plagiarism are serious offenses against this expectation and are subject to disciplinary action.

We define plagiarism as follows:

"Plagiarism is the dishonest act of presenting the words or thoughts of another writer as if they were your own.... If you quote from anything at all...you must put quotation marks around it, or set it off from your text. If you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends.... In every instance you must formally acknowledge the written source from which you took the material." [Quoted from James A. W. Heffernan and John E. Lincoln, *Writing: A College Handbook* (New York: W. W. Norton, 1982), p.457.]

If instances of cheating or plagiarism are detected, one of these disciplinary actions shall follow: either (1) the advisor records a failure for the assignment, or (2) the advisor records a failure for the course. In either case, the advisor shall bring the matter to the Chancellor and/or Board, and the question whether further disciplinary action should be considered will be determined in consultation with the advisor, and the Chancellor and/or the board.

### **NCU Policy 1.2 – Code of Conduct**

1. Actions which violate the human rights of any student or member of the university community; or behavior or language disrespectful of university staff or students.
2. Conduct that is detrimental to the good of the university or which discredits the university. Conduct detrimental to the university includes knowingly assenting to or condoning violation of university policies or state, federal or local laws by others.
3. Misrepresentation and/or academic dishonesty such as: cheating and plagiarism; knowingly furnishing false information.
4. Failure to comply with the directives of University officials and their authorized agents acting in performance of their duties.

### **NCU Policy 1.3 – Sanctions**

**Expulsion:** This action is the permanent removal of a student from the University.

**Suspension:** This action is the temporary removal of a student from the University for a specific period of time. Any student found responsible for any other violation of University Policy while on suspension or thereafter, will normally be expelled.

Conduct Probation: This action constitutes a specified time period during which a student must conduct him or herself in an exemplary manner. Any student found responsible for any other violation of University Policy while on conduct probation will normally be suspended or expelled.

Formal Reprimand: This action constitutes an official written reprimand concerning violation of University policy. Further violations will result in a minimum sanction of conduct probation.

## **NCU Policy 2.1 - Climate of Responsibility**

Northwestern Christian University is committed and dedicated to providing an environment that is conducive for learning. The University seeks to establish a healthy climate for the development of relationships among its students, staff, and faculty and is dedicated to the pursuit of truth in its academic life in a manner that exemplifies respect, integrity and a valuing of each person in the seminary. The climate, which is desirable and maximal for learning, is one that is reflective of the following governing values:

### **2.1.1. Seeks to be collegial rather than competitive**

A basic understanding of the nature of a Christian community is that it recognizes the value and worth of all persons and their contributions to the enterprise of theological education. Modeling a spirit of collegiality rather than competition is imperative in educating people to become leaders of communities.

This climate creates an atmosphere of openness to all people. When, for example, differences in theological positions, denominational affiliations, or understandings of ministry occur, those differences should be expressed and addressed in a manner that respects each person's integrity and value in the eyes of God.

### **2.1.2. Seeks to foster a spirit of freedom rather than fear**

"For freedom Christ has set us free" so that all members of the body of Christ may live out their lives with freedom for creative expression in the spirit of freedom from sin, death, and the law. The University seeks to be free from intimidation, threat, coercion, or the abusive use of power in carrying on its discourse in the learning environment.

Freedom of expression in spoken and written word is not only a constitutional right but the expected courtesy accorded to every member of the seminary. To the extent that the seminary is reflective of this freedom of expression without recrimination, so it will exhibit an atmosphere of trust and safety rather than fear.

### **3. Seeks to promote a spirit of excellence and inquiry**

Excellence and inquiry are essential to the work of the University and to the practice of ministry. Excellence involves the necessity of asking the difficult questions, wrestling with controversial issues and dedicating oneself to the disciplines of prayer, study, research, dialogue and continuing growth. In the spirit of freedom and in dedication to the truth, some issues will be challenging for students, staff and faculty alike. The University values the opportunity to engage in dialogue, debate, and inquiry at its very best without demeaning or devaluing another person in the process.

## **NCU Policy 3.1 - Policy against Sexual Harassment**

Although Northwestern Christian University is an online distance learning institution, the fact that it maintains contact with others through electronic means to include telephone and emails, as well as in some cases special physical gatherings at various meetings, the University has established a policy against sexual harassment. Northwestern Christian University educates leaders for communities called to make disciples of all nations. The University is a teaching and learning environment in all of its life, including the way people conduct themselves with one another and deal with disagreements, grievances, and appeals in accord with the methods of Matthew 18:15-20.

Northwestern Christian University has a responsibility to protect the students, faculty, and staff from sexual harassment. In order to protect all members of the community from sexual harassment, we adopt the following policy:

### **3.1a. Sexual Harassment is prohibited**

All students, faculty members and staff members of Northwestern Christian University ("the University"), have the right to be free of any form of sexual harassment. No person shall sexually harass any student, faculty member, or staff member of the University. No person shall base any personnel, professional, or academic decision on any person's acceptance or rejection of sexual advances. Any form of sexual harassment is unacceptable behavior at the University, and is subject to appropriate disciplinary action, up to and including immediate dismissal from the University.

### **3.1b. Definition of Sexual Harassment**

1. Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.
2. Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; or displays of sexually suggestive pictures or objects.
3. Sexual harassment also includes any other unwelcome verbal or visual conduct of a sexual nature, particularly if:
  - a. submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or
  - b. submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions; or
  - c. such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
  - d. such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

## **NCU Policy 4.1 - Financial Policies**

Students of Northwestern Christian University are expected to abide within their financial agreements in their degree program. Students are expected to submit their payments in a timely manner.

**4.1a. Option-A Student:**

- a. These students have elected to pay 50% of their love offers with the understanding that no monthly payments are required, but payment in full of your program will be required prior to award of degree.
- b. Under Option A, the student is free to make payments at any intervals after the initial 50% payment is made, without any further monthly obligations with the exception of payment in full for award of degree.

**4.1b. Option-B Student:**

- a. These students have elected to pay the initial love offer payment with the understanding that they will be required to make monthly payments throughout their program, including full payment of program prior to award of degree.
- b. Under Option B, the student has elected to make a smaller initial payment to complete their enrollments with the understanding that they are entering into a monthly arrangement.
- c. Students that have missed more than 2 consecutive monthly payments can be subjected to suspension or dismissal of their program without any form of refund. If the student is dismissed from the program, they will be placed in default status, and may only be re-activated, at the discretion of the University, once all remaining balances have been paid.

**4.1c. Refund Policy:**

Refunds of tuition may be given, for a valid reason at our discretion, if the student withdraws within fourteen days of submitting an application for enrollment. In case of death or involuntary call to military duty, NTS will refund 100% of the Love Offer payments received, if such event takes place within 90 days of enrollment.

## **NCU Policy 5.0 - Dismissal Policies and Procedures**

**Related to Conduct**

**5.1** If a student is behaving inappropriately, he or she will be given ONE warning that his or her behavior must be corrected. If after such warning the student misbehaves again, the student may be expelled on grounds of misconduct.

**5.2** Inappropriate behavior is defined as follows:

- Abusive, condescending or mean spirited communication directed towards any ministry leader, instructor, staff member or fellow student.
- Threats of any kind towards ministry leadership, instructors, staff or other fellow students

**5.3** If the President or Dean determines the behavior to be excessively inappropriate he may enact an immediate expulsion.

**5.4** If a student is found to be guilty of cheating on examinations or class work he or she may be expelled immediately.

**Related to Academics**

**5.5** Each student must maintain a passing cumulative grade in every program he or she attends, or he or she may be excused from continuing in his or her program of study.

### **Related to Financials**

**5.6** If a student is enrolled in a degree program based on Option B of the payment plan for the love offer and has missed two consecutive payments, he or she may be placed on suspension. If no payment is received after three consecutive months, the student may be removed from enrollment status for failure to fulfill the love offer in lieu of tuition agreement. Reinstatement will require payment of remaining balance in full.

### **NCU Student Rights**

1. Students have the right to receive regular and organized instruction and guidance consistent with the aims of the course for which they have enrolled.
2. A student's grade in a course would be determined only by academic achievement consistent with the aims and content of that course.
3. All students have the right to use the educational resources of the university in accordance with the rules concerning their use.
4. Northwestern Christian University recognizes that free inquiry and expression are indispensable elements for the achievement of the goals of an academic community. Students have the right to freedom of expression, including the right to dissent, protest and/or take reasoned exception to the information and views offered in any course.
5. Each student has the right to fair and reasonable treatment by other members of the university community.

### **NCU Student Responsibilities**

1. Each student is responsible for learning the content and the skills required by his or her courses.
2. Each student is responsible for being honest in all of his or her classes.
3. The student is responsible for arranging with their advisor any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities. Students with physical or learning disabilities who desire accommodations are required to provide documentation of their disability before accommodations are provided.
4. Each student has the responsibility to treat other members of the university fairly and respectfully.
5. Each student has the responsibility to know and abide by what is contained in the Student Policy Book of Northwestern Christian University and all other applicable university regulations and policies.