UNIVERSITY OF NORTHWESTERN
ST. PAUL

STUDENT HANDBOOK

2013-14

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Table of Contents

1. ABOUT NORTHWESTERN

1.1 Who We Are
- 1.1.1 Mission Statement
- 1.1.2 Four Priorities

1.2 Declaration of Christian Community
- 1.2.1 Introduction and History
- 1.2.2 Overview of the DCC
- 1.2.3 Declaration of Christian Community

2. ACADEMICS

2.1 General Academic Policies
- 2.1.1 Academic Appeals
- 2.1.2 Advising
- 2.1.3 Alternative Testing
- 2.1.4 Athletic Eligibility
- 2.1.5 Attendance
- 2.1.6 Attendance – Excused Absences
- 2.1.7 Cheating
- 2.1.8 Co-Curricular Activities
- 2.1.9 Good Academic Standing
- 2.1.10 Graduation Honors
- 2.1.11 Illness
- 2.1.12 Incomplete Grades
- 2.1.13 Internships
- 2.1.14 Major – Double Major
- 2.1.15 Minors
- 2.1.16 Off-Campus Study
- 2.1.17 Plagiarism
- 2.1.18 Probation
- 2.1.19 Suspension
- 2.1.20 Reinstatement from suspension
- 2.1.21 Student/Professor conflict
- 2.1.22 Student with special needs – ADA
- 2.1.23 Transfer of Credits
- 2.1.24 Undergraduate online learning credits
- 2.1.25 Waiting lists for classes

2.2 Academic Resources
- 2.2.1 Center of Academic Programs for Support Services (CAPSS)
- 2.2.2 Academic Learning Program for Higher Achievement (ALPHA)
- 2.2.3 Disabilities Office for Support Services (DOSS)
- 2.2.4 Culture, Language, and Transition (CLT)
- 2.2.5 Passport to Success Program (PSP)
- 2.2.6 The Center for Calling and Career
- 2.2.7 Library Services

2.3 Undergraduate Online Learning (UOL)

3. FINANCES

3.1 Finances
- 3.1.1 Financial Aid
- 3.1.2 Academic Year
- 3.1.3 Satisfactory Academic Progress (SAP)
- 3.1.4 Student Appeals
- 3.1.5 Suspension
- 3.1.6 Grade Evaluations
- 3.1.7 Course Repeats
- 3.1.8 Summer School Enrollment
- 3.1.9 Non-degree Courses
- 3.1.10 Transfer Students
- 3.1.11 Changing Majors

3.2. Accounting Services
- 3.2.1 Student Account Payment Options and Guide

3.3 Cashier Service

4. CAMPUS DINING

4.1 General Campus Dining
- 4.1.1 Goals: Nutrition, Excellence, Fellowship
- 4.1.2 Campus Dining Terms
- 4.1.3 Information for Using Dining Funds
- 4.1.4 Main Cafeteria Hours
- 4.1.5 Coffee Shop Hours
- 4.1.6 Eagle's Nest Hours

4.2 2013-14 Meal Plan Requirements

4.3 Exception to Meal Plan Requirements

5. CAMPUS RESOURCES AND SERVICES

5.1 Campus Ministries

5.2 Campus Store

5.3 Multicultural and International Student Services (C-Grace)
- 5.3.1 International and Multicultural New Student Orientation
- 5.3.2 Multicultural Student Services
- 5.3.3 International Student Services
- 5.3.4 Cross-Cultural and Study Abroad Support Services

5.4 Counseling Services

5.5 Event Services

5.6 Health Services
- 5.6.1 Location
- 5.6.2 Services
- 5.6.3 Hours
- 5.6.4 After Hours
- 5.6.5 Emergencies
- 5.6.6 Insurance
- 5.6.7 Medical History/Immunizations
- 5.6.8 Missed Class Policy

6. INVOLVEMENTS
6.1 Co-Curricular Activities
6.1.1 Athletics
6.1.2 Forensics
6.1.3 Music
6.1.4 Student Film
6.1.5 Student Newspaper
6.1.6 Student Radio
6.1.7 Student Television UNW Live
6.1.8 Theatre

6.2 Extracurricular Activities
6.2.1 Intramurals
6.2.2 Waterfront Activities
6.2.3 Student Clubs

6.3 Leadership Opportunities
6.3.1 Northwestern Student Association
6.3.2 Orientation Coordinator
6.3.3 Orientation Leaders
6.3.4 Resident Assistants
6.3.5 Director of Student Activities and Student Clubs
6.3.6 Student Activities
6.3.7 Student Government
6.3.8 Student Ministries

7. STUDENT DEVELOPMENT
7.1 Student Development Deans

7.2 Educational Programs
7.2.1 Orientation
7.2.2 First-Year Experience
7.2.3 Day of Prayer and Service
7.2.4 Special Events

7.3 Leadership Development
7.3.1 Leadership Development Program (LDP
7.3.2 Leadership Advance Conference
7.3.3 Leadership Opportunities

8. COMMUTER LIFE
8.1 Campus Lockers

8.2 Meals

8.3 Parking

9. RESIDENCE LIFE
9.1 Housing Policy
9.2 Housing Cancellation Policy
9.3 Bicycles
9.4 Check-In
9.5 Check-Out
9.6 Damage to University Facilities/Property
9.7 Fines
9.8 Guests
9.9 Laundry
9.10 Media Usage
9.11 Overnight Absence
9.12 Pets
9.13 Quiet/Courtesy Hours
9.14 Recycling
9.15 Excessive Noise
9.16 Right to Enter
9.17 Room Capacity and Housing Vacancies
9.18 Room Care Policies
9.18.1 Balconies and Patios
9.18.2 Decorations
9.18.3 Furnishings and Layout
9.18.4 Lofts
9.18.5 Maintenance and Repair Needs
9.18.6 Utilities
9.18.7 Windows
9.19 Room Changes
9.20 Room/Safety Inspection
9.21 Room Key
9.22 Safety and Security
9.22.1 External Doors
9.22.2 Severe Weather and Fire Safety
9.22.3 Flammable Liquids
9.23 Storage for Resident Students
9.24 Summer Housing
9.25 Telephones
9.26 Vacations and Breaks
9.27 Visitation Policy

10. PUBLIC SAFETY
10.1 Mission, Mandate and Response
10.1.1 Mission Statement
10.1.2 Mandate
10.1.3 Public Safety Response
10.1.4 People Working for Your Safety
10.1.5 Reporting Criminal Activity/Emergencies
10.1.6 Reporting Sexual Violence
10.1.7 Security Patrols
10.1.8 Timely Warnings
10.1.9 Access to Campus and Safety Facilities
10.1.10 Safety Awareness and Crime Prevention

10.2 Services
10.2.1 Shuttle Services
10.2.2 Identification Card
10.2.3 New Student Orientation
10.2.4 Closed Circuit Television (CCTV)

10.3 Campus Rules and Guidelines
10.3.1 Bicycles/Skateboards/In-line skates
10.3.2 Weapons Possession and Fireworks

10.4 Vehicle Permit and Parking Information
10.4.1 Parking and Motor Vehicle Use on Campus
10.4.2 Driver's License Requirements
10.4.3 Vehicle Registration and Parking Permits
10.4.4 Temporary Permits
10.4.5 Motorcycles, Motor scooters, and motorbikes

10.4.6 Permit Information
10.4.7 Parking Lot Information
10.4.8 Visitor Parking
10.4.9 Reserved Parking
10.4.10 Fire Lanes/No Parking Areas
10.4.11 Handicapped Parking
10.4.12 Overnight Parking
10.4.13 Roadway Parking
10.4.14 Residence Hall Visitor and Overnight Guests
10.4.15 Prohibited Parking
10.4.16 Immobilization
10.4.17 Mechanical Problems
10.4.18 Summer and Vacation Parking
10.4.19 Towing of Vehicles
10.4.20 Parking Permit Refund
10.4.21 Citation Appeals

11. CHAPEL
11.1 Church Involvement
11.2 Chapel
11.2.1 Schedule
11.2.2 Appropriate Behavior
11.2.3 Attendance Policy
11.2.4 Late Policy
11.2.5 Leaving Chapel Early
11.2.6 Lost ID Cards
11.2.7 Petition Form
11.2.8 Adjustment Form
11.2.9 Attendance Accountability

12. COMMUNITY LIVING
12.1 Chemical Use and Abuse
12.1.1 Alcohol
12.1.2 Drugs
12.1.3 Tobacco
12.2 Dancing
12.3 Gambling
12.4 Modesty: Behavior and Dress
12.5 Public Display of Affection
12.6 Screen Entertainment
12.7 Sexuality
12.8 Speech and Conversation
12.9 Disciplinary Process
12.10 Disciplinary Action
12.10.1 Restitution/Reconciliation
12.10.2 Fines or Sanctions
12.10.3 Disciplinary Warning
12.10.4 Disciplinary Accountability
12.10.5 Disciplinary Probation
12.10.6 Disciplinary Suspension
12.11 Parent Notification
12.12 Student Rights
12.13 Disciplinary Appeals Process
12.14 Making an Appeal
12.15 Appeals Hearing
12.16 Student Complaint Policy
12.17 Student Concerns Committee
12.18 Disruptive Behavior Policy
12.19 Eating Disorder

13. UNIVERSITY POLICIES
13.1 Campus Distribution

13.2 Communications
13.2.1 Email
13.2.2 News for Students
13.2.3 Poster Approval
13.2.4 theROCK

13.3 Computers and Information Technologies
13.4 Minimum Computer Recommendations
13.5 FERPA
13.6 Student Employee Confidentiality Policy and Agreement Statement
13.7 Liability and Insurance
13.8 Student Willful Participation Release from Liability and Indemnification Agreement
13.9 Use of Campus Vehicles
13.10 Lost and Found
13.11 Online Directory
13.12 Rock Painting
13.13 Scheduling of University Events
13.14 School Closing
13.15 Solicitation and Sales

1. ABOUT NORTHWESTERN

1.1 WHO WE ARE

University of Northwestern – St Paul is committed to providing an education that focuses on whole person development. The very essence of a Christ-centered education is to provide a strong biblical foundation from which a student may discern good from evil, right from wrong, and strive for effective, intelligent decision-making, which reflects integrity and commitment to the Word of God and interaction with God's creation. The college recognizes that morality itself is an obscure concept in today's modern culture, which tolerates and encourages relativism in everyday life.

As we pursue Christ together in a living/learning environment, our core curriculum is anchored to a Christ-centered biblical worldview that frames everything we believe, say and do. In the application of this biblical worldview we are challenging students to hold personal responsibility and give God-honoring leadership in every place they influence. Our hope is that our students would practice responsible citizenship and service to others.

As an academic institution we equip our students to develop critical thinking and reasoning as they encounter the challenges facing us in today's world. We educate in such a way as to see these skills surface in effective written and oral communication skills, both within and outside of the classroom. In this technological age we educate for technological literacy and ethics – that we might equip students to have the skills needed and the integrity required to function with honor and decency in society.

1.1.1 MISSION STATEMENT

Northwestern exists to provide Christ-centered higher education equipping students to grow intellectually and spiritually, to serve effectively in their professions, and to give God-honoring leadership in the home, church, community, and world.

1.1.2 FOUR PRIORITIES

Christ Followers

Northwestern offers an unapologetic Christ-centered education. Our value based, faith centered, mission minded, Bible centric education provides a clear advantage for both academic freedom and spiritual development. Our exclusive biblical worldview core curriculum is only one of many innovations that set us apart. Students at Northwestern go beyond academic achievement and career preparedness—they develop a calling and a life of purpose. Here students grow deeper in their relationship with God and gain understanding and wisdom. Northwestern's unwavering commitment to biblical truth and the Great Commission has been our core for more than 100 years.

Christ Centered Academics

Northwestern is dedicated to world-class academics. From biology to business, music to missions, education to engineering, University of Northwestern – St Paul stands alongside the best small, private liberal arts colleges in Minnesota. Our faculty are recognized experts and practitioners in their fields, and they bring their faith and experience to the classroom with compassion and care—for each student's growth, both personally and professionally.

Focused on Community

Northwestern is an enriching, caring, relevant community where students make genuine friendships—with peers and professors—for life. Students of all ages matter here. For traditional undergraduate students, Northwestern is a residential campus, integrating faith, living and learning for the development of the whole student. Adult students make lifelong friends and mentors as they pursue quality education through a cohort model of learning.

Engaged in the World

Being a Christian isn't isolating; it's enlarging. It's about reaching out—serving and connecting in powerful and tangible ways. Northwestern is committed to global initiatives and neighbor-to-neighbor outreach. More than three-quarters of graduating seniors report having served in a volunteer capacity during their time at Northwestern. Hundreds of students participate each year in short-term mission trips, and opportuni-

ties abound for off-campus study and service projects.

1.2 DECLARATION OF CHRISTIAN COMMUNITY

The **Declaration of Christian Community** defines and promotes the benefits and responsibilities of being part of the Christian community at University of Northwestern – St Paul. The attributes that characterize Christian community, as the Apostle Paul writes, are kindness, joy, grace, hope, humility, integrity and Christ-like love. Northwestern is a community set apart for believers, and what connects us is more important than what separates us. Christian community is our goal and these are our guidelines to help us reach it.

1.2.1 INTRODUCTION AND HISTORY

The Declaration of Christian Community (DCC) is the result of a two-year process initiated in 2005 by the University of Northwestern – St Paul Board of Trustees. The trustees commissioned a community task force comprised of students, faculty members, board members, cabinet members and staff from both Northwestern and Northwestern Media. The DCC was written and revised by the task force over a 12-month period and reviewed by representatives from every part of the Northwestern community, including faculty, administration, alumni, student leaders and even prospective students and their parents. The DCC, which became official on June 1, 2007, is truly a "community" document.

The parameters outlined in the DCC are essentially unchanged from the previous Responsibilities of Membership. The DCC stays faithful to Northwestern's fundamental beliefs and spiritual character while promoting a revitalized campus and work environment. Because the essence of the document has not changed, current employees and continuing students have not been required to sign the DCC, and their original commitment as members of the University of Northwestern – St Paul & Northwestern Media community remains valid.

New students, faculty, staff and administration are required to read and sign the Declaration of Christian Community in order to be considered a member (an employee, trustee and/or a student) of the Northwestern community.

1.2.2 OVERVIEW OF THE DCC

DEFINITIONS OF COMMUNITY

We will honor Christ

The first paragraph defines the members of the Northwestern community and describes the promise which binds each member to each other and to God.

The second paragraph defines the characteristics of a Christ-centered community and stresses the positive expectations of being in such a community.

MEMBER GROUP PLEDGES

We will strive for Christ-centered community

This section separates community members into sub-groups based on their primary roles as employees, leaders, faculty and/or students. This section is the great equalizer. Leaders pledge to serve their employees. Faculty members pledge to serve other faculty members and their students. Students pledge to serve each other and the college. Community members recognize their unique place and the fragile nature of community. Without kindness, humility and a servant's heart, nothing great will ever be accomplished.

PERSONAL CONDUCT

Northwestern will be set apart

This section highlights what we stand for and against. Notice that the document doesn't contain the phrase "You will not do this." It is always, "We stand together against this." These prohibitions are here for good reasons—reasons that we can understand and agree upon. The reasons are stated clearly and without apology. The section begins with pledging to set ourselves apart as a community of believers led by the Holy Spirit. We stand for the teachings of God's Word. We stand against everything the Bible considers sin. That's non-negotiable. A paragraph lists these behaviors—supported by Scripture.

Next, the section examines behaviors we agree to avoid, even though they're not necessarily banned in the Bible. For example, the Bible

does not overtly prohibit gambling, but our community does. This section explains why.
The last part of this section establishes that members are to live within the parameters of this document, wherever they are, for the duration of their Northwestern membership (length of employment, role as leader and/or enrollment as a student).

MAKING IT OFFICIAL

Our covenant

Finally, your desire to become a member of the Northwestern community is affirmed and committed with your signature. If you choose to become a member, you should fully expect to experience the benefits of our Christian community. Likewise, if you choose to become a member you should fully expect to be held to the standards of membership.

1.2.3 DECLARATION OF CHRISTIAN COMMUNITY

WE WILL HONOR CHRIST

We at University of Northwestern – St Paul & Northwestern Media have decided that whatever we do, for as long as we choose to be involved in this community, as students, teachers, administrators, on the board of trustees, as employees in the college or the radio ministry, wherever we choose to live, our relationship to Jesus Christ and commitment to obey God's Word will be at the very center. This promise to God and to each other is what binds us together and sets us apart from the world. We believe that it is our duty, honor, and delight to live under the Lordship of Christ, to study His Holy Scriptures, to reach all nations with the Gospel of salvation through faith in Christ and teach them how to be disciples, to participate in the relentless and joyous pursuit of His truth, and we believe it is our privilege and responsibility to live in community with other believers who feel the same.

WE WILL STRIVE FOR CHRIST-CENTERED COMMUNITY

We, as members of Northwestern's Christ-centered community, will strive to love our God and each other as He loves us (Matt. 22:37–39): with kindness, mercy, faithfulness, gentleness, grace, patience and perseverance (Gal. 5:22; Jas. 1:4). We will love what is good and abhor what is evil (Rom. 12:9). We will seek righteousness and justice. We are willing to be as servants to each other. We will encourage and support each other (Rom. 1:12). We value the passionate exchange of ideas, but we will strive to resolve conflicts with humility, kindness, mutual respect, and Christ-like love (Col. 3:13, 14). We are to be faithful witnesses to the Gospel (1 Pet. 3:15), people of integrity, practicing good works and self-control, with lives filled with prayer, joy and thanksgiving (Psa. 100:4).

AS EMPLOYEES, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As employees of Northwestern, we agree to put Jesus Christ at the center of our lives and work. We will strive to live and work in Christ-like community, dedicated to each other and our God, for the betterment of His Kingdom, His people and to Northwestern. We will respect each other: our peers, our students, our listeners, those to whom we answer and those who answer to us (1 Pet. 2:17), knowing that Christ has brought us together to further His plan and for His Glory. We will value individuality and work for commonality (Phil. 2:2). We will strive to protect the weakest members of our community (Psa. 41:1). We voluntarily abstain from certain activities that might draw us or others away from God (1 Cor. 8,9; Gal. 5:19–21), particularly on behalf of those students and listeners who are new to their freedom and have placed themselves in our environment or in our care.

AS LEADERS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As leaders in the Northwestern community, whether serving as a manager, director, department head, vice president, cabinet member, president or board member, we will be prayerful in our decisions, receptive to the needs of the community, dedicated to the present and future welfare of Northwestern. We will be good stewards of the responsibilities that have been temporarily placed in our care (1 Cor. 3:11), and seek God's wisdom with humility and a servant heart, and pursue excellence with compassion and Christ-like love (Col. 3:12).

AS FACULTY MEMBERS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As faculty members, we dedicate ourselves to our students and to each other in the community for the glory of God and the relentless and joyous pursuit of His truth (2 Sam. 10:12). We will strive for excellence as teachers and as scholars. We will be good stewards of the responsibilities of our positions, building up and encouraging those around us (1 Thes. 5:11), and be faithful mentors and instructors to the students whom God has temporarily entrusted to our care.

AS STUDENTS, WE WILL SEEK CHRIST-CENTERED COMMUNITY

As students at University of Northwestern, we will strive to create an atmosphere of Christ-centered community. We will put our relationship to Jesus Christ at the center of our lives and our studies (Rom. 1:12). As students, we agree to watch out for each other, support each other, encourage each other, push ourselves and each other to work our hardest, to live with integrity, to pursue God's truth, to do our very best for the benefit of ourselves and other students, the benefit of Northwestern College, its faculty and staff and for the glory of our Lord and Savior Jesus Christ (Rom. 12:8; Col. 3:17). In our language and our actions, we will honor and respect those in leadership positions. We will consider the weaknesses of others as important as our own freedoms or personal strengths for the greater good (Rom. 14:19–21), acknowledging that each student arrives at a different place in his or her spiritual journey. We agree to protect the weaker members of the community, even ourselves. We will depend on each other and be dependable. We understand that many rules and guidelines at University of Northwestern, instituted and followed by the whole community, for the safety and benefit of all, were created to instruct and steer us into right choices, foster true Christ-centered community during our years here, and teach us how to spread Christ-centered community to others.

NORTHWESTERN WILL BE SET APART

We pledge to set ourselves apart as a community of believers for the glory of God. We will hold ourselves accountable to each other, so that, with the sustaining support of the Holy Spirit, we will stand together against the dangers of our fallen world and our own sinful impulses.

We stand together against all that the Bible clearly condemns: greed and materialism, dishonesty (plagiarism included), prejudice, social injustice, impurity and debauchery, casual and disrespectful use of the name of the Lord, drunkenness, violent behavior, occult practices, hatred, jealousy, pride and discord, immodesty in dress or behavior, sexual immorality (including the use of pornography), premarital sex, homosexual behavior and all other sexual relations outside the bounds of marriage between one man and one woman, murder/homicide (including abortion), slander, gossip, gluttony, vulgar or obscene language and any activities that are illegal (Col. 3:5–11; Gal. 5:19–21; Rom. 1:21–27; 1 Cor. 6:9; Eph. 5:31; Gen. 2:24; Isa. 9:6–9).

We stand together to protect our community from any illegal or dangerously addictive substances, knowing they can destroy the lives of all who become entangled with them. The sale, possession, and use of non-medicinal drugs, and the recreational use and abuse of over-the-counter and pharmaceutical drugs are strictly prohibited.

We also stand together to better carry each other's burdens (Rom. 14:19–21). We understand that sometimes, for the cause of a stronger, safer society and workplace and the gentle support of each other, we are called to exercise our freedom to abstain from activities that might cause others to fall away.

We will not participate in the casual acceptance of gambling. Any games of chance where money or valuables are risked on the outcome will not be promoted and should be avoided by all members.

The Bible clearly demonstrates that throughout the cultures of the Old and New Testament, the moderate use of alcohol is accepted and prevalent (1 Tim. 5:23; Isa. 55:1). In our contemporary American culture, however, the abuse of alcohol has been the cause of tremendous heartache and tragedy, particularly in the hands

of kewise, Northwestern will not participate in the casual acceptance of tobacco, a substance whose highly addictive qualities and life-threatening potential have been well documented. Although the Bible does not deal directly with the use of tobacco, the Lord clearly expects His children to value their own lives as well as protect the lives of others (Gen. 9:6; John 15:13).

We agree and accept that Northwestern and all its functions will be alcohol and tobacco free. This includes on or around all campus properties, owned or leased, all college vehicles, whether on or off campus and all Northwestern events, wherever they may be held.

If we are traditional undergraduates, we will refrain from the consumption of alcoholic beverages and tobacco products.

As a member of the Northwestern community who is not a traditional undergraduate, I will refrain from the consumption of any tobacco products or alcoholic beverages at any Northwestern-related event or gathering, formal or informal, and/or at any public or private setting in which any traditional undergraduate members are or are likely to be present.

We agree to abide by the Student and Employee Handbooks for specific guidelines, information on special provisions (for example, the sacramental use of wine) and all related disciplinary procedures.

WE WILL EXERCISE RESPONSIBLE FREEDOM

As faithful followers of Christ and as members of Northwestern, we will exercise our God-given freedoms responsibly, with thoughtful discretion. In all matters of entertainment and culture, we will keep as a guide the words of Philippians 4:8: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

I agree not to participate in any kind of entertainment that could be considered immodest, prurient or harmfully violent (Eph. 4:2; 5:1,2; Gal. 5:22,23). We will seek the guidance of the Holy Spirit and hold each other accountable (Matt. 18) when participating in all forms of amusements and entertainment, such as television, music, video, video games, movies, Internet, concerts and dancing.

A COMMUNITY WITHOUT BORDERS

We seek a joyous and enriching community, set apart for the glory of God, inhabited by people who treat each other with Christ-like love, humility and kindness, working together for the benefit of Northwestern in the pursuit of God's truth and the spread of His gospel.

As long as I enjoy the privilege of membership, wherever I am in the world, I will strive to represent my community with integrity. I will remember that I am, above all, an ambassador of Christ and His Kingdom. Officially, I will consider myself a member of the University of Northwestern community for the entire length of my employment, my leadership role and/or my association as a student.

THIS IS OUR COVENANT

This document is a formal statement of individual commitment and shared purpose. If I do want to live by the principles and expectations of this document, I will sign my name to it and understand that I am a member of the community of University of Northwestern, its educational programs and its media ministries. By signing my name, I will make this document my personal declaration. By omitting this signature I understand that I will not be accepted as a student or retained as an employee. Failure to abide by the guidelines here can result in disciplinary action up to and including the loss of employment and/or expulsion.

I wish to be a member of this Christ-centered community. I will follow these guidelines with integrity, and I want to experience the privileges and benefits that, with God's grace and support, University of Northwestern members can hope and expect to enjoy.

2. ACADEMICS

Northwestern endeavors to provide education that is grounded first and foremost in the truth of the Bible and in God as the Ultimate Reality of the universe. Northwestern is committed to providing a well-rounded education that equips students to have a broad understanding of the world God has created. We value community, lifelong learning, ministry, integrity and the pursuit of excellence in our curricular and co-curricular experiences. We desire to equip students to study the world with rigor, participate meaningfully in our society, apply critical thinking skills in all inquiries, express themselves with confidence, and have an overwhelming sense of God's infinite wisdom regarding all things. This approach enables our students to develop the skills and knowledge necessary to be effective in a variety of professions, to become God-honoring leaders, and to be enthusiastic witnesses of God's truth to the world.

2.1 GENERAL ACADEMIC POLICIES

2.1.1 Academic Appeals

MAKING AN ACADEMIC APPEAL

If a student is the recipient of an academic-related action or course-related action and wishes to appeal the decision, a typewritten appeal must be submitted within three weeks of the date in question.

Academic appeals (e.g. probation, suspension, academic requirements, charges of cheating, etc.) are to be submitted to the Registrar, chair of the ad hoc appeals committee.

Course related appeals (e.g., course grades, class expectations, unfair or discriminatory actions, etc.) are to be submitted to the Registrar, chair of the ad hoc appeals committee. However, before an appeal is submitted, the student must attempt to resolve the issue by:

- speaking with the professor or party directly involved with the decision
- speaking with the department chair, if the issue remains unresolved (In the event that the department chair is the professor in question, the student should speak with the dean of faculty)
- appealing to the ad hoc Appeals Committee, if still unresolved

An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

a) The student, in fact, did not commit the act(s) that led to the academic-related or course-related action and/or

b) The academic-related or course-related action is not appropriate for the act(s) committed.

c) Specified procedures have not been followed in academically disciplining the student.

If an appeal is made, the Registrar will call for an ad hoc appeals committee meeting.

ACADEMIC APPEALS COMMITTEE MEETING

After an appeal has been submitted, an ad hoc appeals committee will be assembled in a timely fashion. The membership of the committee will be made up of faculty members and others designated by the Registrar as appropriate for the content of the appeal. The committee is chaired by the Registrar. Since all committee members are voting members, except the Registrar, the committee will be comprised of an odd number of voting members. In cases where a conflict of interest exists for the Registrar, a designee will be appointed as the chair of the committee.

Rules governing the appeal committee meeting include the following:

1. At the start of the appeals meeting, committee members are instructed on the protocol of the meeting.

2. The chair will distribute to the committee members evidence on behalf of the university as well as the student's written appeal.

3. During this phase of the appeals meeting, committee members deliberate and review all information presented.

4. The task of the committee is to review the

processes and procedures followed in the original decision regarding academic-related or course-related action or recommend an alternative response based upon the criteria listed above. The appeals committee may not increase the consequence of the original academic-related or course-related action.

5. The voting members of the appeals committee decide on the appeal by simple majority vote.

6. The decision of the appeals committee serves as a recommendation of action to the Registrar.

7. The final decision will be placed in writing by the Registrar in a timely manner.

8. The student is notified of the decision in a timely manner. The written notification will also inform the student that the decision is final with no additional appeal recourse.

2.1.2 ADVISING

All students are assigned a faculty advisor. The signature of the academic advisor is required on documents related to course participation. If the advisor is not available, the respective department chair and Registrar are empowered to sign registration forms.

2.1.3 ALTERNATIVE TESTING

Students needing to take a make-up exam due to absences or special circumstances must make arrangements with their instructor who can arrange for the exam to be taken in the ALPHA Center.

Students interested in testing accommodations because of an ADA need, should contact the DOSS office.

2.1.4 ATHLETIC ELIGIBILITY

Northwestern abides by the eligibility requirements as stated by the NCAA Manual. All students wishing to participate in the intercollegiate sports teams must be enrolled as a full-time student.

To continue eligibility, the student must:

a) Be in good academic standing as outlined in the probation section in the Student Handbook.

b) Be making normal progress towards a degree as defined under "Satisfactory Academic Progress" in the Financial Aid section of the Student Handbook *(see Finances, section 3.1.3)*

Complete information about eligibility requirements is available from the Athletic Office.

2.1.5 ATTENDANCE

Specific requirements for all courses, including class attendance requirements, are established by each professor and are included in the syllabus of the course. In registering for a class, the student agrees to such requirements.

Unless previously excused, registered students must be present at the first class session in order to retain their place in a closed class. If a registered student is aware that they will not be able to attend the first class session, they must notify the professor in advance to hold their place in the class. This policy includes students participating in University-sponsored events that are considered excused absences. If a student is registered for a class but does not attend the first day, the instructor of the class may remove the student from the class list. Registered students who have lost their place in a full class may get permission to re-enter the class by having the professor sign a Registration Permission Form, available in the Registrar's Office and on theROCK.

A student regularly attending class(es) must be registered for the class(es) either as a registered student or as an auditing student. Exception: Co-curricular activities.

2.1.6 ATTENDANCE—EXCUSED ABSENCES

Excused absences are defined as those granted by official University action for University-sponsored events or for verified medical or other emergency. Tests or other gradable events occurring during a student's excused absence will be rescheduled by the professor.

Students are responsible for making up work missed during excused absences.

2.1.7 CHEATING

Students cheating in course work or examinations are subject to discipline. Cheating includes such acts as copying another's work and presenting it as one's own (or allowing someone else to copy one's work) and using unfair methods to complete a test (or helping someone to cheat). The standard disciplinary response is an immediate F (failing grade) for the course and the student placed on disciplinary probation. The disciplinary action may be decreased or increased for reasons such as the following:

1. Possibly decreased to failure of assignment
   a) If work is a minor part of the total grade (less than five percent)
   b) If judged not to be premeditated

2. Possibly increased to disciplinary suspension and/or non-participation in commencement:
   a) If a repeated case of cheating at Northwestern
   b) If a flagrant act of cheating (or helping others to cheat)
   c) If the student is proved to have been dishonest or uncooperative at any time during the investigation

Appeals for cause on academic cheating will be directed to the Registrar, chair of the ad hoc appeals committee. Incidents of cheating will be reported to the Registrar's Office. *(See " Plagiarism" - Academics, section 2.1.17)* for policy on cheating in literary/research assignments.

2.1.8 CO-CURRICULAR ACTIVITIES

Matriculated students participating in any co-curricular activities must be registered for at least four Northwestern credits in addition to their credit for the co-curricular activity to remain eligible for participation in that activity. (Exception: Students in a Northwestern recognized Dual Degree Program do not need to be registered for four or more credits at Northwestern.) Students in their last term before graduation are only required to register for credits needed to meet degree requirements.

2.1.9 GOOD ACADEMIC STANDING

The criteria for good academic standing in bachelor's degree programs are as follows:

Cumulative Semester Credits ttempted (includes transfer credit and credit-by-exam)	**Minimum Cumulative GPA Required for Good Standing**
0-15	1.600
16-29	1.700
30-44	1.800
45-59	1.900
60+	2.000

The criteria for good academic standing in associate degree programs are as follows:

Cumulative Semester Credits Attempted (includes transfer credit and credit-by-exam)	**Minimum Cumulative GPA Required for Good Standing**
0-15	1.600
16-23	1.700
24-31	1.800
32-39	1.900
40+	2.000

2.1.10 GRADUATION HONORS

Graduation honors recognition is given according to the following scale:

Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.75–3.89
Cum Laude	3.65–3.70

The cumulative grade point average used in the graduation honors scale is based on all Northwestern credits earned at the time of degree completion. This includes course work taken in all academic programs of the University.

Transfer students must complete a minimum of 60 semester credits at Northwestern to be eligible for honors recognition listed above. Students with between 30–59 credits earned at Northwestern and with a Northwestern cu-

mulative grade point average of at least a 3.90 are recognized as graduating "with distinction."

2.1.11 ILLNESS

Absences due to illness should be reported to the Health Services office each day, either in person or by phone. Health Services does not excuse students from class or chapel, but does provide documented verification and support for the absence.

2.1.12 INCOMPLETE GRADES

An incomplete grade is given only if the instructor is satisfied that there is a valid excuse such as prolonged illness. Incomplete grades are given only by prearrangement with the instructor.

The incomplete grade must be removed and a final grade assigned within 10 calendar weeks from the last day of final exams for Quad 1, Quad 3, the semester, or the last day of summer session. The student must coordinate with the instructor an agreed upon deadline of when the remaining course work is due to the instructor in order for the instructor to have time to calculate and submit a course grade within the 10 calendar weeks. The incomplete grade will be changed to an appropriate grade by the instructor of the course. Incomplete grades not removed within 10 weeks will be changed to an F, U or NC by the Registrar's Office. (NOTE: A failing grade due to a student's not accomplishing any work in a course will result in possible removal of financial aid for that semester.)

2.1.13 INTERNSHIPS

Internships are available only to students of junior or senior standing. Students should contact their advisor or department chair for further details.

2.1.14 MAJOR—DOUBLE MAJOR

A student may graduate with two academic majors under the following conditions:

a) Courses may be applied to more than one major but there must be a minimum of 20 semester credits unique to each of the majors.
b) All prerequisites, supporting courses, and departmental requirements for each of the majors are completed.

2.1.15 MINORS

A minor consists of a minimum of 20 semester credits of concentrated study in an area of special interest. The number of core curriculum credits applied to the minor is not restricted. A minimum of 50 percent of the credits in a minor must be unique to that minor when compared to a student's major(s) or other minor(s). A minimum of 50 percent of the course work in the minor must be completed through Northwestern.

2.1.16 OFF-CAMPUS STUDY

Students desiring to pursue off-campus study should contact the Registrar's Office.

2.1.17 PLAGIARISM

Students found plagiarizing are subject to discipline. The most common errors in handling written sources are the following:

- Failure to use quotation marks when quoting
- Failure to make a thorough paraphrase when attempting to put the idea in one's own words
- Failure to give the source of the information

The standard disciplinary response for substantial plagiarism is an immediate F (failing grade) for the course and having the student placed on disciplinary probation. The disciplinary action may be decreased or increased for reasons such as the following:

1. Possibly decreased to failure of the assignment:

a) If the work is a minor part of the total grade (less than five percent)
b) If judged not to be premeditated. However, the professor may require the student to rewrite the paper, while still receiving an F, in order to pass the course

2. Possibly increased to disciplinary suspension and/or non-participation in commencement:

a) If a repeated case of plagiarism at Northwestern
b) If a flagrant act of plagiarism, such as

intentional lifting of large sections of text without documentation, or fabrication of sources

c) If a student is proved to have been dishonest or uncooperative at any time during the investigation

Appeals for cause on plagiarism will be directed to the Registrar, chair of the ad hoc appeals committee. Incidents of plagiarism will be reported to the Registrar's Office.

2.1.18 PROBATION

Students are placed on academic probation when they are not in good academic standing (*see "Good Academic Standing" – Academics, section 2.1.9*).

A student, while on academic probation, is:

a) Required to attend a strategizing meeting with the Dean for Academic Support Services
b) Strongly encouraged to take STS0009 Study Strategies course

2.1.18 PROPORTIONAL CORE CURRICULUM REQUIRMENTS

Transfer students who first enroll at Northwestern as sophomores, juniors, or seniors are permitted to fulfill the core curriculum requirement on a proportional basis. For the purposes of administering the core curriculum requirement, class standing of transfer students is based on the total of transferable credits from all colleges and universities preciously attended, and credits awarded by Northwestern on the basis of examinations taken before matriculation.

2.1.19 SUSPENSION

A student who is not in good academic standing at the end of two consecutive semesters will be academically suspended for two semesters (*see "Good Academic Standing" – Academics, section 2.1.9*).

2.1.20 REINSTATEMENT FROM SUSPENSION

A student who has been academically suspended may petition for readmission to the University two semesters after suspension. Petitions should be filed with the registrar by the following dates: October 15 for spring semester and July 15 for fall semester. Evidence must be supplied to support the request, with academic work accomplished while suspended from Northwestern being the best evidence.

2.1.21 STUDENT/PROFESSOR CONFLICT

Students who feel that they have been unfairly treated by any faculty member concerning grades, class expectations, unfair or discriminatory actions, etc., should *(see "MAKING AN ACADEMIC APPEAL" – Academics, section 2.1.1)*

2.1.22 STUDENTS WITH SPECIAL NEEDS—ADA

In the belief that diversity strengthens the educational community, University of Northwestern (UNW) strives to be in full compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 . UNW strives to uphold the biblical model of Godly inclusion; therefore, we are committed to providing "reasonable" accommodations to individuals with documented and qualifying needs in order to ensure access within the UNW community.

Students with disabilities should seek accommodations. The Disabilities Office for Support Services (DOSS) collaborates with other offices on campus to assist students with academic, physical, social/emotional, and other special needs. Reasonable accommodations are provided based on individual needs of students and after appropriate documentation has been received and reviewed. (see Section 2.2.3 DOSS).

Anyone with questions about or requests regarding services available should contact the CAPSS office coordinator at 651-631-3241 or 800-692-4020, ext.3241.

TERMINATION OF ENROLLMENT

When a student terminates enrollment during a semester, a Student Termination form is completed. Enrollment and fees continue until the completed form has been forwarded to the Registrar's Office (N2134).

When involuntary termination occurs during a semester, the date of termination will be considered the date of the last period before the decision to terminate. The student is not required to complete the Student Termination Notice Form.

When a student terminates enrollment, student records are frozen until arrangements have been made to fulfill financial obligations to the university.

2.1.23 TRANSFER OF CREDITS

Credits (not grades) earned at another institution may be accepted at Northwestern subject to review and prior approval by the Registrar. Transfer work from within the time period of the 5 years preceding the date an institution is accredited may also be accepted.

Courses are transferable only if a grade of C- or better is earned. Applicability of courses depends on the academic program the student is pursuing.

For an associate or bachelor's degree, the final 30 semester credits must be earned at Northwestern. Request for an exception to the "final credits" aspect of this requirement may be made to the Registrar.

For purposes of administering the proportional core curriculum requirement, class standing is based on the total of transferable credits from all colleges and universities previously attended and credits awarded from Northwestern on the basis of examinations taken before matriculation. Transfer work registered for at another institution and credit-by-exam taken after initial matriculation (i.e., admitted, enrolled, and attending) is not used toward determining the proportional core curriculum requirements.

In the core curriculum, if a transfer course(s) satisfies the course intent of a particular category and is no more than one credit short of the credits required for that category then no additional credits will be required in that category. The total number of credits required for graduation is still a minimum of 125 credits.

Graduate-level credits from accredited institutions are also allowed to apply towards undergraduate work, subject to the approval of the department whose course work is to be covered by the transferred credits. If the student goes on to earn a graduate degree at Northwestern, they will not be able to apply that course work to their graduate degree (the work cannot count towards two different degrees).

2.1.24 UNDERGRADUATE ONLINE LEARNING CREDITS

Credits earned through Undergraduate Online Learning (UOL) may be applied to academic programs. Students registered for traditional courses may also register for courses through the UOL office but may not count those courses in their credit load when calculating full-time tuition costs. UOL courses are not included in full-time tuition and must be paid for separately. Academically suspended students from residential study are allowed to take courses through UOL. Grades earned will be applied to the cumulative GPA.

2.1.25 WAITING LISTS FOR CLASSES

Students may elect to have their name placed on the waiting list (if available) for a class if the class is full. They should attend the first session of the class and following sessions if there appears to be a chance that vacancies may occur. For a student who is registered for a course but does not attend the first day, the professor of the course has the option of removing the student from the class. Registered students who lose their place in a class are put at the end of the waiting list.

Professors may participate in the selection of students from the waiting list if appropriate (e.g., selecting majors before non-majors, juniors and seniors before freshmen and sophomores, etc.).

2.2 ACADEMIC RESOURCES

Northwestern supports learning by creating effective learning environments and providing students with a wide range of resources to meet their diverse needs. The university provides strong academic support systems to facilitate success and to assist students in the achievement of academic and career goals.

2.2.1 CENTER OF ACADEMIC PROGRAMS FOR SUPPORT SERVICES (CAPSS)

The Center of Academic Programs for Support Services (CAPSS) provides the following services for students: ALPHA Center, Disabilities Office for Support Services (DOSS), the Culture, Language and Transition program (CLT), and the

Passport to Success program (PSP). The CAPSS, ALPHA, DOSS, CLT and PSP offices are located on the 4th floor of Nazareth Hall.

2.2.2 ACADEMIC LEARNING PROGRAM FOR HIGHER ACHIEVEMENT (ALPHA)

The ALPHA Center offers academic support for all students through tutorial services for writing and other subjects. Specialized tutoring is available for students whose primary language is not English and for students preparing for the Editing Competency Exam, a prerequisite for the required Composition II Writing course (ENG2205 or ENG2825). Other assistance includes developmental classes and one-on-one help for study strategies. In addition, the ALPHA Center provides a testing room for makeup examinations and alternative testing conditions. Contact the ALPHA Center program manager at 651-628-3316 for more information.

2.2.3 DISABILITIES OFFICE FOR SUPPORT SERVICES (DOSS)

DOSS collaborates with other offices on campus to assist students with academic, physical, social/emotional, and other special needs according to ADA. Students with disabilities should seek accommodations early due to the time restraints needed for implementation. Reasonable accommodations are provided based on the individual needs of students and after appropriate documentation has been received and reviewed. Contact the CAPSS office coordinator at 651-631-3241 for more information.

NOTE: Late enrollment into the DOSS program will not secure timely accommodations.

2.2.4 CULTURE, LANGUAGE, AND TRANSITION (CLT)

The CLT program exists to support students in university success coming from a variety of backgrounds associated with cultural diversity, language diversity, and diverse transitional needs. CLT is the university support program that can help students network campus-wide and promotes self-advocacy, as well as learn skills for navigating the university experience. CLT is open to all University of Northwestern – St. Paul students. Contact CLT at 651-628-3241 or visit unwsp.edu/web/academic-support for more information.

2.2.5 PASSPORT TO SUCCESS PROGRAM (PSP)

PSP connects students to multi-faceted strategies through academic coaching and mentoring that support long-term academic success. Students enrolled in PSP receive individualized and comprehensive support, referred to as wraparound services. PSP also provides students with personalized strategies for organization, prioritization, and time management, as well as, opportunities for community and leadership development. Contact the CAPSS office coordinator at 651-628-3241 for more information

2.2.6 THE CENTER FOR CALLING AND CAREER

The Center for Calling & Career (CCC) serves all students and alumni during every stage of their time at Northwestern and beyond. The CCC staff is highly trained and experienced with a mission to see all Northwestern students and alumni well equipped to enter and succeed in the workplace to the glory of God.

The CCC offers free or low cost services and programs* that support students and alumni in the following:

- discovering God-given design and how it influences academic and career direction choosing and/or confirming a major and academic program
- exploring career options
- discovering God-given design and how it influences academic and career direction
- choosing and/or confirming a major and academic program
- exploring career options
- gaining experience through internships, study abroad, or service-learning
- researching employers, industries, or marketplace trends
- developing professional skills in resume writing, interviewing, networking, and job-searching
- evaluating graduate and professional programs
- serving God in their chosen workplace

* The full-spectrum of CCC resources is available on the Center for Calling & Career tab on *the-ROCK*.

The Center for Calling & Career is located in Nazareth Hall, Office N4106 and is open Monday–Friday, 8:30 a.m.– 5 p.m. Evening hours are available upon request. To make an appointment, stop by N4106, call 651-631-5265, or e-mail at callingcareer@unwsp.edu. To find out more information, visit the CCC tab on *theROCK* or go to the website at www.unwsp.edu/career
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2.2.7 LIBRARY SERVICES

The Berntsen Library is located next to the Totino Fine Arts Center. As a center of intellectual inquiry and in active support of the Northwestern mission, we serve our community by meeting information needs with curriculum-based resources and by providing guidance in finding and effectively using information. The library facility includes photocopying, listening and viewing, and group study rooms. Two classrooms, a Mac lab, and the Haburn Hovda Archives are housed on the lower level of the library.

The library is a member of CLIC (Cooperating Libraries in Consortium), a resource-sharing cooperative of the libraries of seven other private colleges/universities in St. Paul and Minneapolis. The library is also a member of MINITEX, the three-state area interlibrary loan service, and of the Christian Library Consortium. For more information or questions about requesting items through these networks, please contact a reference librarian.

Current, valid student I.D. cards are required to check out all library materials. A copy of the Berntsen Library Student Handbook is available on theROCK> Library> Library Information.

2.3 UNDERGRADUATE ONLINE LEARNING

Undergraduate Online Learning (UOL) houses a course format that allows people to take Northwestern courses online. Students order textbooks consistent with traditional undergraduate course practices. Other resources needed to complete the course, including audio and video presentations, are online. Undergraduate Online Learning courses are developed by Northwestern faculty, and each online course provides interaction between students and professors. Undergraduate Online Learning follows its own calendar.

Current offerings include courses that meet traditional undergraduate core curriculum requirements, as well as courses that lead toward a certificate (Associate of Arts and Bible) or degree (Bachelor of Arts in Biblical Studies).

In addition, students who already have approximately two years of college credits may complete a Bachelor of Arts in Global Studies degree. This modular program is designed to prepare students for missions or for other ministry work that involves cross-cultural contact. The eight modules in this degree completion program can be completed in as little as two years.

Occasionally, students find the need to be away from campus for a term because of summer employment, internships, student teaching, or other off-campus experiences. By taking online courses, students can continue their activities and still keep making progress toward graduation. Other students choose online courses when they have schedule conflicts with classes on campus. In addition, students on academic probation or suspension are encouraged to take online courses to raise their GPA before returning to traditional undergraduate classes.

Students registered for traditional courses may also register for courses through UOL. Online courses are not included in full-time tuition; students are billed separately from Northwestern traditional undergraduate program tuition. For further information about available programs and courses, contact the Undergraduate Online Learning or visit online at www.uol@unwsp.edu
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3. FINANCES and ACCOUNTING

The Northwestern offices of Financial Aid and Accounting Services are available to assist with the financial questions and needs of Northwestern Students.

3.1 FINANCES

3.1.1 FINANCIAL AID

Students are urged to consult the financial aid office for information on receiving financial aid. Students may qualify for grants, discounts, scholarships, or loans.

3.1.2 ACADEMIC YEAR

The Northwestern standard undergraduate academic year consists of fall and spring. The minimum credit load to be considered full time is 12 credits per semester. Fall and spring semesters are fourteen weeks of study and one week of final exams. This constitutes a 30-week academic year which is consistent with the standard academic year for federal and state assistance.

3.1.3 SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and state regulations require all universities to establish standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. The intent of the law is to encourage students receiving financial aid to make satisfactory progress towards their degrees.

- All federal, state, and institutional aid is governed by this policy.
- All Northwestern schools are governed by Satisfactory Academic Progress policies: Traditional Undergraduate, Undergraduate Online Learning (UOL), FOCUS, and the Graduate Program.
- Satisfactory Academic Progress is reviewed annually for all students.
- Students taking a combination of classes in different Northwestern schools must meet the same SAP standards.

This policy covers the Traditional Undergraduate program SAP policy. Graduate and Continue Education programs (Undergraduate Online Learning (UOL), Focus, and Graduate Program) have a separate SAP policy located in the GCE Catalog.

To be making Satisfactory Academic Progress (SAP), all students **must declare a program of study**, so their progress can be measured. They must also meet these two minimum requirements to receive financial assistance: Qualitative and Quantitative.

Qualitative

Halfway through the student's declared program, a student must have a minimum cumulative GPA of 2.00. Failure to accomplish this requirement will result in the denial of assistance until a cumulative GPA of 2.00 or better has been reestablished. Good Standing is based on the university grade scale set below.

Credits Attempted Required for Good Standing	Cumulative Semester Minimum Cum GPA
0-15	1.600
16-29	1.700
30-44	1.800
45-59	1.900
60+	2.000

Quantitative

A student must progress from year to year, earning a minimal number of credits per year to be eligible for financial aid. Students must earn a minimum of 2/3 (67%) of credits attempted (Table 1).

Example of Typical Credits Completed Progression per Year.

Years of enrollment completed	1	2	3	4	5
Typical credits completed per year	30	60	90	120	150

Table 1 - **Minimum** Credit Completion Requirements for Financial Aid Eligibility by Program: Years of Enrollment Completed

Minimum Credit Requirement by Program	1	2	3	4	5	6
BA/BS		20	40	61	81	102
Associate	20	40	60	*	*	
Certificate	20	30	*	*		

Just as there is a minimum credit completion requirement per year, we also have guidelines for a maximum time frame for the completion of a program (Table 2). Once the maximum completion time has passed, students will no longer be eligible for financial assistance.

Table 2 - **Maximum** Time Frame for students receiving aid in a program:

Program	Expected Completion Time	Max. Completion Time for Financial Aid Eligibility	Percent of Time Allowed
BA/BS	4 years	6 year	150%
Associate	2 years	3 years	150%
Certificate	1 year	1 ½ years	150%

A student who fails to satisfy the stated minimum credit completion requirements will be denied future financial aid, unless through *appeal, is placed on **financial aid probation for one semester, during which he/she will continue to receive aid. At the end of the probationary semester, the student must meet the minimum credit completion requirements or financial aid will be cancelled for subsequent semesters until Satisfactory Academic Progress

(SAP) is reestablished.

After a student's financial aid has been denied/cancelled, it may be reinstated when the student's cumulative credits completed and cumulative GPA meet the minimum requirements for Satisfactory Academic Progress.

3.1.4 STUDENT APPEALS

At the time a student is denied assistance, in the event of mitigating circumstances, a student may *appeal for continuation of financial assistance. A student may submit a written appeal for continuation of financial assistance with the appropriate information below included. Students must specify:

- The conditions under which they are appealing
- Why they failed to make SAP
- What has changed that will allow them to make SAP by the next evaluation.

If the student is put on **financial aid probation, he/she must set up a plan for recovery of the deficiency in credits or cumulative GPA. Students may appeal once, and if SAP is made, they will continue to receive financial aid.

***Appeal -** *is a process by which a student petitions the institution for reconsideration of eligibility for Title IV, HEA program assistance.*

****Financial aid probation -** *is a status assigned by an institution to a student who has appealed and has had eligibility for aid reinstated.*

3.1.5 SUSPENSION

If a student is suspended due to academic standing, no financial aid will be offered at any of the university venues. Example: a suspended Traditional Undergraduate student may continue to take Undergraduate Online Learning (UOL) or FOCUS courses, but they will not be eligible for aid until they meet the minimum requirements for Satisfactory Academic Progress (SAP).

Not attending Northwestern for a semester or more is not grounds to allow reinstatement of financial aid. A student may be allowed to attend the university at their own expense until they improve their qualitative and quantitative measures. At the point they meet the expected minimum requirements for SAP, they may be re-instated for financial aid eligibility.

3.1.6 GRADE EVALUATIONS

- **Traditional Day: F, W, I, AU -** Courses for which the grade received is F (fail), W (withdrawal), or AU (audit) do not count toward minimum credit requirements for SAP.
- **Audited -** courses are not counted in the qualitative or quantitative review due to there being no financial aid allowed for these courses.
- **Incompletes -** must be completed before final grades are applied, but they are attempted credits. Grades of **I** (incomplete) must be removed within ten calendar weeks, from the end of the semester or summer session. The final grade received is used to monitor SAP.
- **Courses assigned an "F" grade -** because they have been attempted and completed, will be receive no earned credit. A student that is assigned an "F" grade and doesn't do any work in the course will be evaluated and may lose financial aid during that period immediately at the end of the term.
- **"W" courses -** have been attempted, but are not included in the qualitative measure. "F" and "W" courses must be included in the maximum time frame of the quantitative requirements.

3.1.7 COURSE REPEATS

Students who receive grades of **D** or **F** are encouraged to repeat those courses. A course may be repeated until the student's grade has improved. Once a passing grade is established, the repeat of a course will not count in the calculation of financial aid. However, all credits attempted will be included in the Maximum Time Frame of the quantitative requirements.

To improve a passing grade, a student can receive financial aid for one more attempt to improve the passing grade already received.

3.1.8 SUMMER SCHOOL ENROLLMENT

Summer school is counted as an additional semester, based on the number of credits taken.

3.1.9 NON-DEGREE COURSES

Only courses which apply toward the student's declared academic program are used to monitor SAP.

3.1.10 TRANSFER STUDENTS

All accepted transfer credits applied to a student's academic program at Northwestern will be counted as attempted and/or completed in the Maximum Time Frame to complete. Transfer credits will not be subject to qualitative measurements for SAP.

When counting transfer credits, all credits taken will be counted in the quantitative–percentage of credits completed – completion rate.

3.1.11 CHANGING MAJORS

Students who change majors will still be evaluated based on all credits attempted and completed.

Contact for Questions:
Traditional Undergraduate Students can direct questions to: Financial Aid Office, Nazareth Hall Room N1112, 651-631-5212.

3.2 ACCOUNTING SERVICES

3.2.1 Student Account Payment Options and Guidelines

Northwestern processes all monthly statements electronically. Since paper statements are not mailed to the home address, it is important for students to list parents as authorized users on their account so that both parties receive e-mail notification each time a statement is presented online. Students may visit *theROCK> Finances Tab> Student Account Channel> View Account/Make Payment>Authorized Users* and complete the requested information. Authorized users will then receive an e-mail notification with a link and password to access the account.

Northwestern offers two payment options for students:

1. **Monthly payment plan**: Enrollment is elected on a semester basis by the student, and the enrollment fee is $30/semester. The student is able to make up to 5 payments per semester (fall semester is August through December, and spring semester is January through May). Interest fees are waived for those participating in the plan; however a $25 fee is assessed if a payment

is late or missed. Payments are due the last day of each month. Enrollment for fall begins August 2, 2013.

Students may enroll through *theROCK> Finances Tab> Student Account Channel> View Account/Make Payment> Payment Plans.* Choose the plan that correlates to your enrollment status.

2. **Full payment per semester**: Payment deadline for the fall semester is September 30, 2013 and for the spring semester it is January 31, 2014. Any balance not paid by the due date will incur a 1% monthly late fee (12.7% per annum). If you incur a late fee, a hold will be placed on your account to prevent the registration of additional courses or deny transcripts or a diploma from being released until the account is paid in full.

There are several acceptable methods of payment.

- **By mail**: University of Northwestern - St Paul, MI 92, PO Box 1414, Minneapolis, MN 55480-1414. Be sure to write the student ID number and name on the memo section of your check.
- **In person**: Pay by cash, check or money order in Riley Hall, Room 1420. Regular office hours are Monday-Friday from 8 a.m.-4:30 p.m. During the summer from mid-May through mid-August the office closes at noon on Fridays.
- **By phone**: Call our cashier office at 651-631-5226 or 1-800-692-4020 ext. 5226 to authorize a one-time electronic payment using your checking or savings account (9-digit bank routing number and account number are needed)
- **Online**: Using a checking or savings account, authorize a one-time payment or an automatic withdrawal. Using a credit card, the accepted cars are: MasterCard, American Express, and Discover (Visa is not accepted); however, there is a card payment processing fee of $3 or 2.75% of the amount of your transaction, whichever is greater.

For assistance, please contact the student account office at studentaccounts@unwsp.edu or by phone at 651-631-5352.

3.3 CASHIER SERVICE

For the convenience of Northwestern students, checks may be cashed (up to $100 on a single day) at the Accounting Services Office (R1420). Students must present their current I.D. card when cashing checks. Only U.S. checks can be cashed. Hours of operation are Monday–Friday, 8 a.m.–4:30 p.m.

4. CAMPUS DINING

Northwestern seeks to provide excellent food service for its students. Bon Appétit is Northwestern's food service management company. Their expertise is serving food that is alive with flavor and nutrition, prepared from scratch using fresh, authentic ingredients in a manner that is socially responsible.

4.1 GENERAL CAMPUS DINING:

4.1.1 Goals: Campus dining operates with three goals in mind:

- Nutrition: The Christian's body is the temple of God and functions best when physical needs are met through a carefully planned, balanced diet.

- Excellence: Committed to excellence in the complete dining experience, Northwestern seeks to provide professionally prepared foods using fresh ingredients that are flavorful and sometimes adventurous. Foods are presented in a colorful, tasteful, appetizing manner, and nutritious well-balanced meals are a high priority.

- Fellowship: Sharing meals and snacks together provides a rich setting for students to build relationships with one another. Campus dining seeks to enhance students' fellowship by providing a clean, warm, uplifting atmosphere in the dining room area.

4.1.2 Campus Dining Terms

A **Residential Student** is any student living in Northwestern residence halls.

A **Commuter Student** is any student living off-campus who is enrolled as a traditional undergraduate student and taking 12 or more credits, including both traditional undergraduate and distance education credits.

Dining Fee — this fee covers utility costs, facility maintenance costs, equipment purchases and repairs, and administrative costs in the dining facilities. In previous years, this amount was included in the cost of meal plans.

Dining Funds — these are the funds students use to purchase food in any of the dining locations on campus. Students receive a 20 percent discount at the cash register and are not subject to sales tax when paying with dining funds. Any student with a meal plan can add dining funds at any time during the semester, for an additional cost.

What is a flex plan?
Flex plans are designed to allow á la carte purchases at all dining locations on campus. Each student has a dining fund balance. Purchases are deducted from their dining fund balance much like a debit card or declining balance account.

4.1.3 Information for Using Dining Funds

• A 20 percent discount is applied at the cash register when using dining funds.

• Items are purchased a la carte.

• Average cash price for meals will run $8.00 - $9.25 for entrée, vegetable, starch, beverage, and cookie. With discount, price will be $6.40- $7.40 average.

• Sales tax is not charged on purchases made with Dining Funds.

• Additional Dining Funds can be purchased to supplement any meal plan in increments of $100. These funds have all the same benefits/properties of other dining funds and can be purchased at any time during the semester

• Dining Funds can be used to purchase meals for guests or other students.

• Dining Funds can be used at any time during the semester.

• Dining Funds can be used at any Bon Appétit location on campus – Eagle's Nest, Coffee Shop, and Main Cafe.

• Unused Dining Funds carry over from fall to spring semester, provided the student is on a meal plan for spring semester. Funds are forfeited at the end of spring semester.

4.1.4 MAIN CAFETERIA HOURS *

(Monday, Wednesday, Friday)
Breakfast ……7:20 a.m.–9:30 a.m.
Lunch……10:30 a.m.–2:15 p.m.**
Dinner……5 p.m.–7 p.m.
(*Tuesday, Thursday)*
Breakfast . . . . .7:20 a.m.–9:30 a.m.
Lunch . . . . . .10:30 a.m.–2:35 p.m.**
Dinner . . . . . .5 p.m.–7 p.m.
Saturday…….....Closed
Sunday Brunch……..Noon–1:30 p.m.
Open between meal times for snacks and beverages.

4.1.5 COFFEE SHOP HOURS*

Monday – Friday . . . . . .7:30 a.m.–8:30 p.m.

4.1.6 EAGLE'S NEST HOURS*

Monday–Thursday……6 p.m.–midnight
Friday…….……5 p.m.–9 p.m.
Saturday…….……11 a.m.–9 p.m.
Sunday…….……4 p.m.–midnight

All hours of operation are subject to change at any time. **Selections may be limited during lunch after 2:00 p.m.

4.2 2013-14 MEAL PLAN REQUIREMENTS

Approximate number of meals per week listed below is based on an average cost of $6.25 per meal

	DINING FUNDS	DINING FEE	TOTAL COST/ SEMESTER	
RESIDENTIAL STUDENTS Freshmen/Sophomores (less than 60 credits earned)	$1465	$295	$1760	(*approximately 14 –15 meals per week)*
Juniors (60–89 credits earned)	$695	$245	$940	(*approximately 6 – 7 meals per week)*
Senior (90+ credits earned)	$110	$95	$205	(*approximately 1 meal per week)*
	DINING FUNDS	DINING FEE	TOTAL COST/ SEMESTER	
COMMUTER STUDENTS Freshmen/Sophomores (less than 60 credits earned)	$215	$95	$310	(*approximately 2 meals per week)*
Juniors/Seniors (60+ credits earned)	$110	$95	$205	(*approximately 1 meal per week)*

4.3 EXCEPTION TO MEAL PLAN REQUIREMENTS

• Any commuter student who has class on campus fewer than 2 days/week can apply for an exemption.

• Students with serious medical dietary conditions may request an exemption. These are evaluated on a case-by-case basis.

5. CAMPUS RESOURCES AND SERVICES

At Northwestern, the needs of our students are a priority. Throughout one's university career, a student may experience needs in any of the following areas: social, occupational, spiritual, physical, intellectual, and emotional. The university seeks to provide services and support to assist students in their academic success.

5.1 CAMPUS MINISTRIES

Campus Ministries' mission is to cultivate an environment for Christian growth that challenges all students to pursue maturity in Christ through comprehensive, complementary activities, all under the guidance of the Holy Spirit and the authority of the Bible. This mission is accomplished through the means of five main areas: chapel, outreach, missions, discipleship, and praise & worship. The Campus Ministries office is located in The Billy Graham Community Life Commons.

5.2 CAMPUS STORE

The Campus Store, located in the Graham Center, provides students, faculty, staff and alumni with current Northwestern branded apparel, school supplies, gifts, snacks and textbooks. You can show off your school spirit with Northwestern clothing or shop for basic school supplies. The Campus Store is the source for all your textbook needs, and we even buy back used textbooks!

You can also shop the Campus Store online at *theROCK> Campus Services> Campus Store*, where you can purchase textbooks and the latest Northwestern apparel.

5.3 MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES

CENTER FOR GLOBAL RECONCILIATION AND CULTURAL EDUCATION (C-GRACE)

At Northwestern, one of our core values is to create a community that reflects the diversity of the Body of Christ by intentionally seeking to promote Christian unity in our university community, particularly with respect to issues of racial, cultural and ethnic diversity, and biblical reconciliation.

The staff of the Center for Global Reconciliation and Cultural Education (C-GRACE) advance this mission of Northwestern by coordinating programs, services, and resources that celebrate and nurture culturally, racially, ethnically, and globally diverse and transformative learning environments for all members of the university community. Our caring and qualified staff also advise and support international and immigrant students, students who have grown up living in one or more cultures and students of color in the areas of academic, cultural, spiritual, and personal growth.

5.3.1 International and Multicultural New Student Orientation is a three day orientation at the beginning of the academic year, providing students and their families with tools for adjusting to university life and resources for academic success, as well as the opportunity to meet other students and begin the process of making new friends.

5.3.2 Multicultural Student Services supports students of color by providing access to important resources, helping with cultural adjustment, advocating for unique needs, and planning valuable programs designed to promote intercultural learning and biblical reconciliation on campus. Each student is connected with an upper-class student mentor who becomes a friendly, reliable and trustworthy source of information and support.

5.3.3 International Student Services assists international students in their adjustment to university in the U.S. by providing spiritual, social, and academic support to help them integrate into all aspects of university life. We also assist students in applying their learning to their lives, vocation, and cultural contexts, and in sharing their cultures with the community. Each international student is connected with an upper-class student mentor who becomes a friendly, reliable and trustworthy source of information and support. In addition, international students are connected with a host family from the Northwestern community through our **International Family Friendship** program. These host families extend hospitality by helping international students learn and adjust to a new culture, providing a place to stay during breaks,

and serving as a "home-away-from-home."

5.3.4 Cross-Cultural Education and Study Abroad Support Services: C-GRACE serves as a resource center for students, faculty, and staff wishing to develop their cross-cultural skills. Our staff provides orientation sessions and on-going support for students who study in another culture as part of a study abroad or off-campus program. We also partner with university departments to facilitate cross-cultural training for student groups, short-term missions teams, academic and staff departments.

Contact: David Fenrick – 651-631-5229 / defenrick@unwsp.edu
Office: Billy Graham Community Life Commons, G111

5.4 COUNSELING SERVICES

The Counseling Services provided at Northwestern reflect the university's commitment to attending to the whole person. This includes the student's personal, emotional, and psychological well-being, as well as his or her academic and spiritual development.

Sensitive and confidential services are provided by trained counselors who are committed to the highest standards of professional practice and personal integrity. There are opportunities for students to be involved in individual counseling, support groups, and seminars or to learn more about themselves through various assessment tools.

Most services are provided to students without a fee. Assessment tools and the pre-marital seminar are provided for a nominal fee. See brochure for details.

Appointments are Monday–Friday and follow the day school calendar. A walk-in counseling session is available each day: Monday, Wednesday and Friday at 3:10 p.m., and Tuesday and Thursday at 2:30 pm. At other times, appointments can be made by leaving a note in the waiting area or by calling Counseling Services at 651-631-5190. Counseling Services is located in Nazareth Hall (N3086, N3087, N3088).

Additional sources of informal counseling are available to students on campus through the Campus Ministries and Outreach Office, the Student Life Office, the Center for Calling and Career, and the Center for Global Reconciliation and Cultural Education or through faculty members. These informal resources are available for guidance regarding spiritual, social, academic, occupational, or personal matters.

5.5 EVENT SERVICES

Any individual, or any group that is not an official student club or organization, must reserve facilities through Event Services (F2101). Official student clubs and organizations must contact the Associate Dean of Orientation and Student Activities for written permission and instructions for reserving campus facilities, including meeting rooms in the Robertson Student Center. The following exceptions exist: Study rooms in the library may be reserved at the circulation desk in the library, and practice rooms in the Totino Fine Arts Building may be reserved through the music office. Use of any campus facility must be scheduled.

5.6 HEALTH SERVICES

Northwestern Health Services is a nurse-directed health care facility that seeks to serve the healthcare needs of the student body. Initial assessments are done by a registered nurse, and a plan of care is determined at that visit. This plan may include referral to a physician in the community, an appointment with one of our providers, or if the need is of a serious nature, appropriate emergency response personnel will be called. In addition, appointments can be scheduled with our physician and or physician's assistant. Please check *theROCK-> Campus Services-> Student Support Services* for hours, provider availability and more information.

5.6.1 LOCATION

Health Services is located on the first floor of Nazareth Hall, N111.

5.6.2 SERVICES

- Walk-in visit with a registered nurse
- Scheduled visits with physician and/or physician's assistant
- Over-the-counter medications

- Prescription antibiotics and other prescription medications
- Ear irrigation
- Nebulizer treatments
- Tuberculosis testing
- Allergy shots
- Laboratory tests
- Some immunizations
- Flu vaccinations in the fall
- Travel consultations
- Medical equipment loan (e.g. crutches, slings, ice packs, heating pads)
- Referral to local health care facilities
- Emergency equipment available such as AED, oxygen, Epipen
- Health and wellness education
- Management of medical records and immunizations
- Mental health assessment with physician, including eating disorders and depression

5.6.3 HOURS
Please refer to the health services website for current open hours.

5.6.4 AFTER HOURS
Students needing medical assistance outside of office hours should contact the on-duty Resident Director by calling the Student Center desk at 651-631-5307.

Serious illnesses or injuries must be reported to the Resident Director on duty immediately. As needed, the Resident Director will assist the student in contacting appropriate family members and/or medical personnel, coordinating transportation to the healthcare facility, etc.

Please see Health Services website for a listing of area urgent care and emergency rooms.

5.6.5 EMERGENCIES
For life-threatening emergencies, dial 911, then inform Public Safety at x5310, following standard University emergency procedures. Once those calls have been placed, students should contact the Robertson Student Center desk (651-631-5307). The Student Center staff will assist in contacting the appropriate university personnel.

Please note: any charges incurred by ambulance services or another medical facility are the responsibility of the student.

5.6.6 INSURANCE

All full-time traditional undergraduate students are required to carry health insurance. Evidence of insurance must be submitted to the University prior to or at registration. A University-approved policy is available to students who are not participating in another plan. Students may sign up for this insurance via *theROCK-> Academics-> Electronic Signatures*, select the continuing student's link, followed by insurance. Specific limitations for this coverage are listed in a brochure provided to each student and are available in the student accounts office in Riley Hall (R1420). Health claim forms for students enrolled in the University plan are also available in that office. Students are responsible to submit their claims to the insurance provider. Athletes have additional coverage through an athletic policy at no fee to the student.

In addition, as secondary coverage, the University provides accident insurance for all full-time traditional undergraduate students. This covers accidents that occur while attending classes or University-sponsored activities. All full-time traditional undergraduate students are enrolled automatically at no additional charge. Students are responsible to submit their claims to their primary insurance first. Contact the Student Accounts office if submission on a claim balance for secondary coverage is needed.

5.6.7 MEDICAL HISTORY/IMMUNIZATIONS
The University of Northwestern – St Paul requires that all students complete a medical history form and an immunization form showing proof of certain immunizations. Minnesota law requires that all students born after 1956 and are enrolled in a public or private post-secondary school be immunized against diphtheria, tetanus, measles, mumps and rubella. For recommended vaccines, please refer to the Health Services website.

5.6.8 MISSED CLASS POLICY
Health Services does not excuse students from class or chapel but does provide documented

verification and support for the absence. Verification slips are given by Health services medical staff after examination and at the time of illness. Verification slips cannot be given retroactively.

6. INVOLVEMENTS

Northwestern is committed to providing a variety of co-curricular and extracurricular activities for students. These activities are designed to enrich the educational experience. The distinction between co-curricular and extracurricular activities is whether academic credit is offered. College credit may be earned for co-curricular participation.

6.1 CO-CURRICULAR ACTIVITIES

6.1.1 ATHLETICS

The athletic program contributes to the overall objectives of the University by allowing opportunity for physical, mental, social, and spiritual development. Strong emphasis is placed upon the highest type of sportsmanship in intercollegiate and intramural activities.

Intercollegiate competition for men includes football, soccer, cross-country, golf, tennis, basketball, baseball, and track. Intercollegiate competition for women includes volleyball, soccer, cross-country, basketball, softball, golf, tennis, and track. Northwestern is a member of the Upper Midwest Athletic Conference (UMAC), the National Collegiate Athletic Association (NCAA), and the National Christian College Athletic Association (NCCAA).

Those students interested in participating should pick up a copy of the Athletic Handbook in the athletic office (EC2030). This document contains the University's philosophy of athletics, eligibility regulations, expectations of student athletes, and other pertinent information. More information is also located on the athletics website at www.unwspeagles.com.

6.1.2 FORENSICS

Northwestern is a member of the Twin Cities Forensics League and competes with other colleges and universities in Minnesota and surrounding states in speech tournaments. Students may enter any of the following categories: program oral interpretation, prose, poetry, dramatic interpretation, dramatic duo, after-dinner speaking, informative, persuasive, extemporaneous/impromptu speaking, and communication analysis. Students interested in forensics should contact John Arehart, Instructor of Communications, at jmarehart@unwsp.edu.

6.1.3 MUSIC

Northwestern has a tradition of excellence in choral and instrumental music. All groups rehearse regularly and prepare concerts for public presentation. Several of the ensembles tour annually. All students are eligible for participation through open auditions and with the approval of the conductor. Ensemble auditions are held, by appointment, during New Student Orientation in August. Contact the Department of Music at 651-631-5158 or 888-878-5514 to schedule an audition.

Major performance ensembles include Northwestern Choir, Women's Chorale, Varsity Men's Chorus, Symphonic Band, and Orchestra. In addition, small performing groups such as: Chamber Winds, Flute Choir, Brass Ensemble, Percussion Ensemble, String Ensemble, Jazz Ensemble, and Chamber Singers are available.

Group voice lessons are available every semester as a regularly scheduled class (MUP 1001). Private lessons for college credit are available in voice, piano, and most instruments through the Department of Music. Non-credit lessons are offered through the University of Northwestern Academy of Music (651-631-5108).

Students interested in music should contact the Department of Music at 651-631-5218 or 888-878-5514.

6.1.4 STUDENT FILM

The Northwestern Productions workshop offers students experience in film and single camera production. Students learn techniques of single camera shooting in the production of commercials, public service announcements and short films. Students work in teams, learning different roles and how the productions move through the three different stages: preproduction, production and postproduction. In the spring, the workshop hosts the campus-wide Five16 Film Festival. Students interested in film production should contact Ann Sorenson, Associate Professor of Communication, at 651-628-3293.

6.1.5 STUDENT NEWSPAPER

The Column is an award-winning, student-run newspaper providing regular news coverage for the university community. Positions are availa-

ble for editors, photographers, reporters, page designers, and business staff. Editors and staff members learn to write, analyze issues and meet deadlines. Working on *The Column* helps familiarize students with the working world of journalism and provides an opportunity to build a portfolio of published articles. Students interested in working on *The Column* should call advisor Doug Trouten, Associate Professor of Journalism, at 651-631-5244.

6.1.6 STUDENT RADIO

WVOE 97.7 FM is an award-winning, student-operated radio station broadcasting on campus and on the web at wvoe.fm. WVOE is an exciting aspect of the Electronic Media Communication program and is open to all students, regardless of major. If you've ever thought about having your own radio show, doing sports play-by-play or getting into management, WVOE is the place to be. You'll gain practical experience in the operation of a radio station plus learn about great Christian music, programming, promotions, sales and Northwestern sports. Students interested in WVOE should contact advisor Mark Seignious, Assistant Professor of Communication, at 651-631-5279 or mhs@unwsp.edu.

6.1.7 NORTHWESTERN Live

The television workshop offers students a variety of production experiences in live television programming. Students learn multiple-camera techniques in the production of university news and entertainment. Students are part of a production team that participates in every aspect of television production. Eagle 7 News is our flagship program that integrates broadcast writing, reporting and production for news and sports. Students interested in Northwestern Live should contact the Department of Communication at 651-631-5315.

6.1.8 THEATRE

Each year the theatre arts program, part of the Department of Communication, offers a season of productions on the Maranatha Hall stage and in the Patsy Miller Studio Theatre. Show selections include musicals, drama and comedy, both classical and contemporary, as well as theatre festivals including 10-minute play festivals, full-length play festivals and one-act play festivals. Student-written and directed plays are also part of the traditional season. The theatre arts program is committed to presenting top notch, high quality theatre productions that stimulate our students, staff, faculty and community artistically, academically and spiritually. Students have opportunities to participate as actors, designers, builders, costumers, property masters, stage managers, directors, writers and backstage crew. Open auditions are held for each show. The theatre offices are located in the lower level of Totino Fine Arts Center next to the Patsy Miller Studio Theatre. For more information, contact Dr. Don Rainbow at 651-286-7495.

6.2 EXTRACURRICULAR ACTIVITIES

6.2.1 INTRAMURALS

Intramural activities provide opportunities for students, faculty, and staff to participate in competitive sports and recreational activities. The intramural program includes both league competition in a variety of sports and individual activities in a wide range of interests. Sport offerings include flag football, volleyball, 3-on-3 and 5-on-5 basketball, softball, and broomball. Northwestern community members may register as an individual or as a team. For further information on how to get involved or to obtain an Intramural Handbook, contact the intramural office at ims@unwsp.edu or by calling 651-631-5363. More information is located on the intramural webpage at www.unwspeagles.com/ims.

6.2.2 WATERFRONT ACTIVITIES

The waterfront provides several recreational activities for students. Canoeing is available in warmer months. Various winter recreational activities are coordinated through the intramural office and student activities office. Use of equipment can be arranged through the student center desk.

6.2.3 STUDENT CLUBS

Students are encouraged to take part in the many clubs offered at Northwestern. By definition, student clubs are "by students – for students" in the sense that they only continue to exist if there is student interest and leadership to sustain them. Student clubs address a wide

range of goals and purposes, consistently meeting six areas of focus set by Northwestern: recreational, relational, educational, spiritual, vocational, and opportunities for witness/service. Student Club Week is held early in the fall and spring semesters and is an opportunity for clubs to showcase themselves, thereby making students aware of the opportunities available to them.

Clubs are chartered per academic year. Any student or group of students seeking an official status of student club should contact Dawnette Scott, Associate Dean of Orientation and Student Activities. The first step to becoming a chartered club is to submit a completed club application form to Student Development. Applications and information on club policies are available in the Student Development Office and online at the start of each semester. Northwestern reserves the right to revoke the official status of student club or organization and clubs that fail to abide by established policies.

6.3 LEADERSHIP OPPORTUNITIES

6.3.1 NORTHWESTERN STUDENT ASSOCIATION

Every full-time and part-time student is a member of the Northwestern Student Association (NWSA). NWSA is governed by student government.

6.3.2 ORIENTATION COORDINATOR

Orientation Leader Coordinators are a dedicated group of upper classmen with a variety of backgrounds who serve Orientation Leaders, new incoming students, and their families. Orientation Leader Coordinators assist the Associate Dean – Orientation and Student Activities in the areas of Orientation and the First Year Experience. It is a goal of this position to assist with the hiring, training and development of Orientation Leaders, and the implementation of the First Year Experience.

Orientation Leader Coordinators are selected through an application and interview process each November to serve the following year. Four positions of this type are available annually.

For information about serving as an Orientation Leader Coordinator contact Dawnette Scott, Associate Dean – Orientation and Student Activities by phone at 651-631-5161 or by e-mail at drscott@unwsp.edu.

6.3.3 ORIENTATION LEADERS

Orientation is a vital part of the experience as new students transition into life at Northwestern. Whether entering as a transfer student or arriving on a university campus for the first time, Orientation serves to acclimate new students to the culture, mission, vision, and community of Northwestern.

Orientation Leaders are a group of upper class students choosing to serve as mentors for new incoming students as they navigate their first year at Northwestern. Orientation Leaders are selected through an application and interview process each spring. In addition to walking alongside new students through Orientation in August, Orientation Leaders are responsible for leading breakout chapels during Quad One as a part of the First Year Experience.

For information about serving as an Orientation Leader contact Dawnette Scott, Associate Dean – Orientation and Student Activities by phone at 651-631-5161, by e-mail at drscott@unwsp.edu , or visit *theROCK > Community Life > New Student Orientation*.

6.3.4 RESIDENT ASSISTANTS

A Resident Assistant (RA) is a returning student hired to help build community within the residence halls. The RA is a floor's vital link with the Residence Life program. Areas of responsibility include assisting the Resident Director and other Student Development staff with the following: Student Care, Administrative, Program & Curriculum, Resident Assistant Staff, and Facilities Management & Housing. The RAs for each academic year are selected during the previous spring semester.

6.3.5 DIRECTOR OF STUDENT ACTIVITIES AND STUDENT CLUBS

The Director of Student Activities and Student Clubs serves the Northwestern student body by providing oversight and direction to the areas of Student Activities and Student Clubs. Working in tandem with the Associate Dean of Orienta-

tion and Student Activities, this position assists with the hiring and training of Student Activities Directors, the planning and execution of campus-wide activities, and the development, training and coordination of Student Clubs.

The Director of Student Activities and Student Clubs is selected through an application and interview process each winter for the following year. One Student Activities Director position is available annually.

For more information about in this role, contact Dawnette Scott, Associate Dean – Orientation and Student Activities by phone at 651-631-5161, or by e-mail at drscott@unwsp.edu .

6.3.6 STUDENT ACTIVITIES

Student Activities (SA) serves the Northwestern student body by planning, organizing and implementing campus-wide events for all students. Activities include Variety Shows, Homecoming, Snowcoming, Spring Banquet and a variety of on- and off-campus activities.

Four student Coordinators (Coordinator of Celebratory Events, Coordinator of Publicity and Advertising, Coordinator of Creative Events, Coordinator of Communications) are selected through an application and interview process each spring for the following year. Students interested in participating in the planning process for events may volunteer in committees led by each Coordinator.

For more information about serving as a Coordinator or volunteer, or for general questions about Student Activities, contact Dawnette Scott, Associate Dean – Orientation and Student Activities by phone at 651-631-5161, by e-mail at drscott@unwsp.edu, or visit *theROCK > Community Life > Student Activities*.

6.3.7 STUDENT GOVERNMENT

The Northwestern Student Government composed of an Executive Council and student body representatives, undertakes involvement in student concerns, services, and community affairs. The Student Government, responsible to the Dean of Student Development, meets biweekly and is open to participation by all students.

The Student Government takes an active role in assessing and communicating student needs and concerns regarding the university to appropriate departments and the administration. Senate members include: President, Vice President, Communications Director, Business Director, and representatives from the student body. Elections for all officers and representatives are held during spring semester with the exception of those for the incoming students, which are held early in fall semester.

For more information on how to get involved or to obtain a copy of the Student Government Constitution, contact the student government office.

6.3.8 STUDENT MINISTRIES

Under the direction of the Campus Ministries Office, Student Ministries has three main areas of focus and ministry: Global Outreach (GO), Local Outreach (LO), and Worship Outreach (WO).

Global Outreach (GO): The Global Outreach team seeks to promote a vision for missions to the student body. They coordinate and facilitate prayer for cross-cultural Christian workers, coordinate events to raise awareness about missions opportunities, and help raise money for students who serve on missions teams sent out by Northwestern.

Dozens of students are involved annually with these missions teams, serving with partner ministries across the United States and in countries such as South Africa, Mexico, China, Israel, Guatemala, Kenya, and Poland.

Local Outreach (LO): Student-initiated and student-led Local Outreach Teams partner with ministries here in the Midwest throughout the school year. These teams have served inner-city families, women coming out of prostitution and their children, incarcerated youth, refugees, the homeless, and many others.

Worship Ministries: The Worship Ministries team consists of student-led worship teams that lead the student body in worship during chapel, Oasis services, and other events.

If you are interested in serving with Student Ministries, visit the Campus Ministries office, located in the Billy Graham Community Life Commons, for more information.

7. STUDENT DEVELOPMENT

The Office of Student Development provides service, support, programs, and opportunities for students. Orientation, leadership development, activities, residence life, housing, commuter services, and various educational programs are coordinated through the student development deans.

7.1 STUDENT DEVELOPMENT DEANS

The student development deans are highly involved in the student life of the university and exercise an "open door" policy. Deans provide counsel, information, and guidance for students. In addition, the deans serve as resource persons for the Northwestern community in matters related to student needs and concerns, university policies and procedures, accountability, and support. Appointments to meet with a dean may be scheduled by contacting the student development office.

7.2 EDUCATIONAL PROGRAMS

7.2.1 Orientation

New Student Orientation is provided prior to fall and spring semesters for all new students. It is a priority of Northwestern to provide personalized attention, integral information, supportive services and helpful staff that assist students to have a positive experience as they transition into the university environment. Orientation is a time for students to meet new people, make connections with an Orientation group of new students and an upper-class student leader, and intersect with faculty and staff, as well as become acclimated to campus, take care of logistical details, and begin to discover their place in God's story as it unfolds at Northwestern.

Information about general orientation can be obtained online at theROCK > Community Life > New Student Orientation, or by contacting Dawnette Scott, Associate Dean – Orientation and Student Activities, in Student Development.

7.2.2 First-Year Experience

Northwestern recognizes that the transition into university life is both exciting and challenging. The First Year Experience (FYE) provides all new incoming transfer and freshman students with a number of opportunities to make that transition go as smoothly as possible. The goal of FYE is whole person development resulting in academic and personal success. Elements of the First Year Experience include New Student Groups led by upperclassmen, breakout chapels through Quad 1, and a campus-wide effort to provide spiritual, academic, personal, and relational growth and development.

7.2.3 Day of Prayer and Service

Since the foundation of the Church, Christians have devoted themselves to prayer, service, and fellowship. As a Christian community, Northwestern is deeply committed to these same vital activities. The Day of Prayer and Service is an annual event designed to underscore our commitment to prayer, service, and fellowship. It is a day set aside—day classes are canceled, and many offices close. It is a day to stop and pray. It is a day to roll up our sleeves and serve those in our community. It is a day to set aside the roles of faculty, staff, and student—a day to enjoy one another as brothers and sisters in Christ.

7.2.4 Special Events

Throughout the year, Student Development hosts focused topical events, chapels and/or speakers for the purpose of educating the individuals and the community at large.

7.3 LEADERSHIP DEVELOPMENT

7.3.1 Leadership Development Program (LDP)

The Leadership Development Program (LDP) is an out-of-classroom program designed for students interested in leadership education and training. This program is open to all students, and upon completion, students will receive a Leadership Certificate. The program can be completed in as little as four semesters and addresses the following areas: 1) developing a personal understanding of leadership, 2) understanding personal leadership gifts, 3) applying skills and practice of leadership, and 4) preparing for leadership beyond Northwestern. If interested, contact the Student Development Office. Students receiving the leadership award are required to participate in the LDP.

7.3.2 Leadership Advance Conference

To assist in the University mission of equipping students to give God-honoring leadership, Student Development hosts a leadership advance conference each semester. All students interested in growing in their vision for biblical leadership, maturing as a leader, or learning tools for effective leadership are encouraged to attend.

7.3.3 Leadership Opportunities

There is no question that the involvement of students working together adds to the quality of community life at Northwestern. Each spring, Student Development distributes a Leadership Passport to students interested in participating in any of the opportunities available on campus.

8. COMMUTER LIFE

Commuter students are a valuable part of the Northwestern community, comprising approximately 40 percent of the student body. Services provided especially for commuter students include convenient parking, lockers, and the ability to access academic computing off campus.

Northwestern has developed programs with the commuter in mind. From the beginning, Orientation is planned to address the unique needs of the commuter. During the academic year, commuters are encouraged to participate in the many educational, spiritual, and social opportunities available to all students. Commuters wishing to express concerns and ideas or share a cup of coffee are encouraged to meet with the Associate Dean of Accountability, Community Outreach & Nontraditional Student Services.

The following information applies specifically to the needs of commuters:

8.1 CAMPUS LOCKERS

Lockers are available, free of charge, to commuters on a first-come, first-served basis. Commuters may request a locker through the Student Development office.

8.2 MEALS

A special meal plan has been created with the needs of the commuter student in mind. All commuters are required to purchase a meal plan. *(For more information see Campus Dining, section 4.2).*

8.3 PARKING

Commuters are required to register their cars with Public Safety and park in general parking lots only. (*For more information see Public Safety, section 10.4.6).*

9. RESIDENCE LIFE

Residence Life exists to develop a Christ-centered, living/learning community which fosters spiritual transformation based on biblical truth, the integration of theology and life practice, the pursuit of academic excellence and critical thinking, emotional and social development, and authentic relationships with people of diverse backgrounds.

Residence Life values education of the whole person. Education gained throughout a student's time at Northwestern includes formal classroom learning, along with out-of-classroom experiences and lessons. The social/emotional development taking place in a living setting is to be fully integrated with the academic mission of the University.

The integration of faith, living and learning involves the mind, body and soul. Jesus calls us to love the Lord our God with all our heart, mind, soul and strength. Healthy living is fostered when there is balance between knowing, being and doing. Our hope is that students will live a balanced life of intellectual knowledge, having personal well-being, and impacting the world for Christ through action.

Northwestern is excited to be able to provide for students a "home away from home" with many conveniences and amenities.

The residence life staff seeks to maintain unity, consistency, and order in our diverse community setting; keep the residences safe, clean, and conducive to sleep and study; and operate in an organized manner by adhering to standard housing procedures.

If a student chooses to disregard a residence life policy, a documented meeting with a residence life staff member or a student development dean may result, and disciplinary action may be taken *(see Residence Life, section 9.7 for information on "fines" and Community Living, section 12.9 for information on the "Disciplinary Process").* Disciplinary decisions are made by residence life staff, under the direction of the dean of student development or designee. The university reserves the right to approve off-campus housing of students involved in disciplinary action. Students who are academically suspended but taking Undergraduate Online Learning credits are not eligible to live in housing.

9.1 HOUSING POLICY

All students who are seeking a Traditional Undergraduate degree and are under the age of 21 as of the first day of classes of the fall semester are required to live in university housing the entire academic year. The following adjustment to this requirement is being made for the 2013-14 academic year only: all students under the age of 21 as of December 1, 2013 are required to live in university housing the entire academic year.

Students who are part-time (less than 12 credits, including both traditional undergraduate and undergraduate online learning credits), married, or living with one or both parents are exempt from this policy. Students who desire to live off campus and do not meet the age requirement, but who meet one of these criteria, must complete a Housing Exemption Agreement and submit it to the Student Development Office.

Students need to enroll in at least eight credit hours to reside on campus. Students must be single to reside in student housing. Students age 25 or older who wish to live on campus must seek approval from the associate dean of residence life. Students required to live on campus must remain a full-time resident of their designated room throughout the entire semester/year until their time of official check-out.

9.2 HOUSING CANCELLATION POLICY (*does not apply to students coming in new to a semester*)

Returning students who have signed up for fall housing and desire to cancel in order to live off campus must do so by June 30. After June 30, a cancellation fee of $200 will be assessed. Exceptions may be granted on a case-by-case basis if students cancel housing after the deadline due to termination of enrollment.

9.3 BICYCLES

Minnesota provides many good bike trails, and residents are welcome to bring bicycles to be

able to enjoy these trails. Bikes may be parked in storage racks outside the building. Bike owners are strongly encouraged to lock their bikes when storing them. Bikes should not be chained to trees or poles on campus. Very limited storage is available inside the residence buildings. A lottery system is used at the start of the fall semester to determine who may use this storage area. Students should contact their Resident Director for more information about this process. Additional indoor storage is available during the winter months on a limited basis. Outside of these designated storage areas (due to space limitations in the rooms and to protect the residences from damage/wear) bicycles are not permitted in the residence buildings, Robertson Student Center, residence rooms, or balconies/patios. The University is not liable for theft of or damage to bicycles.

9.4 CHECK-IN

BEGINNING OF SEMESTER CHECK-IN

Before the start of each semester, the residences are prepared for the arrival of students according to the check-in schedule outlined in various publications. Students must arrive (or drop off belongings in their room) during their scheduled check-in time. Early check-in times are scheduled for individuals required to be on campus for official university responsibilities such as athletics, leadership responsibilities, etc. Students who have not been approved to check in early, but who plan to arrive early, will need to make alternate housing arrangements until they can officially check in. Students who move in early without proper authorization will be subject to disciplinary action, which may include a fine of up to $100.

MID-SEMESTER CHECK-IN

Northwestern Residence Life discourages mid-semester moves into campus housing from off campus. A mid-semester move is defined as a move taking place after the first day of class. The Housing Office will determine if a student's circumstances merit moving into campus housing. The residence life staff will assist an approved student in determining housing options, but the student is responsible for finding a room to move into and completing a form which includes gaining signatures of all the current occupants. All current occupants of a room must sign the form before it is complete.

9.5 CHECK-OUT

MID-SEMESTER CHECK-OUT

Residents who need to move out of their room during the semester are to complete the following check-out procedures:

1. Email housing@unwsp.edu to request a Mid-Semester Room Check-out Form. A form will be emailed back to the student.
2. Remove all personal belongings from the residence hall.
3. Complete and sign the Mid-Semester Room Check-out Form with an RA.

The resident who is moving off campus or terminating enrollment mid-semester should keep the following items in mind:

1. The amount of the unused weeks of a student's room charge will be credited back to their student account, beginning with the Monday following the date of their check out. Room charges are on a weekly basis with the week beginning on Monday and running through Sunday.

2. If moving off campus but remaining a student, there will be a $100 mid-semester check-out fee. If the student is terminating, the student will not be charged a check-out fee.

3. The resident should see the Campus Dining section of the handbook for policies regarding the meal plans of students who move off campus or terminate enrollment mid-semester.

Those who terminate university enrollment mid-semester will need to check out within five days of termination.

END OF FALL SEMESTER CHECK-OUT

Residents moving out of campus housing at the end of the fall semester must do so according to the following:

1. Email housing@unwsp.edu to request a Notification of Move-Out Form. The form will be emailed back to the student. If the student who desires to move off campus does not meet the age requirements, they will also be required to complete a Housing Exemption Agreement, which will also be emailed to them.
2. Submit the Notification of Move-Out Form to Student Development by 9 a.m. on December 10, and complete all check-out procedures outlined on the form by noon on Friday, December 20. Those who submit their paperwork after the stated deadline will still be allowed to move out but may be subject to a $100 fine. Exemptions may be granted on a case-by-case basis if the student submits paperwork after the deadline due to termination of enrollment.
3. An extension is granted for fall graduates, who must complete all check-out procedures by 7 p.m. on Friday, December 20. Graduating residents are not required to fill out the Notification of Move-Out Form.
4. Residents who are attending or assisting with commencement ceremonies will also have until 7 p.m. on Friday, December 20to complete their checkout. Residents who fit these categories must notify the Housing Office that they intend to check out late.

END OF SPRING SEMESTER CHECK-OUT
All spring semester residents move out of their rooms according to the following schedule:

1. Residents who are graduating, attending, or participating in commencement must complete their check-out by 2 p.m. on Sunday, May 18.

2. All others must complete their check-out by noon on Friday, May 16.

Check-out procedures for spring check-out are outlined at a mandatory floor meeting on Monday, May 5.

Residents who do not complete all check-out procedures and/or do not check out by the check-out deadline will be assessed an improper/late check-out charge of up to $100.

If applicable, charges for damages or cleaning not completed will be assessed after a student checks out. A student who does not return his/her original (University issued) key when checking out is charged $50.

Following the spring semester final check-out, a committee (made up of maintenance and student development personnel) will inspect all the rooms in the residences to determine room damages and assign appropriate charges, if any.

9.6 DAMAGE TO UNIVERSITY FACILITIES/PROPERTY
The residence life staff is committed to the proper maintenance of the residence hall facilities. Students who wish to take part in activities that are potentially damaging to furniture, carpeting, walls, windows, or doors should take such activities outside.

Activities that result in building damage or which require clean-up by university personnel may result in a replacement/cleaning charge. If damage to a residence hall facility occurs, those involved are asked to report the damage to a residence life staff member immediately. Room damages which are unreported or unassignable may be split among the room residents.

The use of metal-tipped darts or water guns (or other forms of water fighting) is not permitted in the residence halls.

9.7 FINES
When a violation of a residence life or housing guideline occurs, disciplinary action may involve a fine. The following is a list of fines most frequently assessed. This is not an exhaustive list, and the fines may be increased, reduced, or coupled with other disciplinary action as the circumstances surrounding each violation are evaluated.

Violation	Fine
Entrance/exit through window and/or removal of window screen (plus replacement cost of $15)	$25
Disregard for, tampering with, or misuse of fire alarms/smoke detectors/extinguishers/ emergency or exit lights	$100
Possession or use of fireworks/firecrackers/explosives	$100
Flammable liquids/gases (stored indoors)	$100
Hot plate or open flame (burning candles, incense, lighted potpourri, etc.)	$25
Pet in room	$25
Quiet hour violation	$25
Room inspection not completed (per person)	$10
Unauthorized room change	$50
Unauthorized use of key	$100
Unauthorized use of room (before check-in, during breaks)	$100
Use of 3M strip/hook, nail/screw/tack, etc. for wall hanging	$25
Visitation violation	$15
Possession of weapons, guns, firearms, Airsoft guns, paintball guns	$100
Missed Mandatory Floor Meeting	$10

9.8 GUESTS

If the guest of a Hartill, Knutson, KnuHa, or Moyer resident will be arriving after 8 p.m., the resident should call Public Safety at 651-631-5310 to give the guest's name, vehicle, and arrival time. If the guest is coming to visit a Hartill, Knutson, or KnuHa resident, they must wait at the Robertson Student Center Desk area for the resident to come and get them.

Children (including siblings of students) staying overnight must be 10 years or older and must stay with a resident of the same sex. A guest or another student may stay for a maximum of four nights for any one visit and a maximum of eight nights per semester. Guests in the residences are subject to campus policies. Guests under the influence of alcohol or illegal drugs will be required to leave the campus immediately.

9.9 LAUNDRY

Laundry facilities are located in each of the residence halls. Machines are operated by laundry debit cards which can be initially purchased at the machine located across from the Robertson Student Center desk. Funds can be added to the debit card, using either cash or credit at the machine located across from the Robertson Student Center desk. Laundry facilities are open 24 hours per day and are for residents' use only.

9.10 MEDIA USAGE

Northwestern and its students are expected to comply with the Federal Copyright Act (Title 17 of the United States Code), which governs how copyrighted materials such as movies may be used.

Copyrighted videos that are for "Home Use Only" may be viewed by residents and their guests in any dorm room. All other residence hall areas (e.g., lounges, meeting rooms, hallways, etc.) are considered public, and the showing of copyrighted videos on a television or projector in these areas is prohibited.

Students may watch copyrighted videos on personal laptop computers anywhere. Headphones must be used in the annexes of the Robertson Student Center and other areas designated for quiet study.

Televisions are provided in certain residence hall lounges for general viewing. Satellite dishes and external antennas are not permitted to be placed and/or attached on the outside or inside of the residence halls.

9.11 OVERNIGHT ABSENCE

It is expected that each resident stay overnight in his/her room on a regular basis. Residents who plan to be away from their rooms for one or more nights should inform their roommates of their whereabouts in case of an emergency. Roommates or friends of a resident absent with unknown whereabouts for more than 24 hours are asked to contact a residence life staff member immediately. In the case of a resident's prolonged or unexpected absence, the University reserves the right to contact appropriate people to assure the safety and well-being of the student.

9.12 PETS

All pets, excluding fish, are prohibited in the residences.

9.13 QUIET/COURTESY HOURS

Quiet hours in the residences are in effect every day from 11 p.m. to 8 a.m. During quiet hours, noise and music must be contained within one's room.

In hall lounges, noise must not extend down the hallway or be heard in nearby rooms, in order to keep the residences conducive to sleep and study.

Throughout the rest of the day, students should observe "courtesy hours" by being sensitive to the needs of those around them.

Additional guidelines are posted in certain locations in the residences that are designated as quiet/study areas.

Drum sets may be stored in a room but must be dismantled and cannot be played. Amps used by musical instruments must be set at a quiet level and/or be used with headphones only if the amp is deemed excessively loud.

If noise or music volume from someone's room is excessive, students are encouraged to approach the neighbor directly. Further complaints concerning excessive noise or music volume should be directed to the RA or ARD. Persistent problems with excessive music volume may result in the confiscation of equipment.

9.14 RECYCLING

In an attempt to be good stewards, a recycling program has been established to assist in the collection of recyclable materials. Recyclables are to be deposited in respective recycling containers, located near the garbage dumpsters. Room garbage must be placed in the dumpsters outside and not in the lounge garbage containers.

9.15 EXCESSIVE NOISE

In order to avoid excess noise carrying into the residential neighborhoods around the University, students are asked to avoid honking car horns and keep stereo/radio volume at a reasonable level when used outdoors.

9.16 RIGHT TO ENTER

Northwestern reserves the right for authorized personnel to enter any room at any time for inspection, repairs, or other official business. Care is taken by those who enter to respect students' possessions and privacy.

In extreme circumstances or where there is concern for possible violation of the law (or for the health and welfare of students), comprehensive inspection of rooms and apartments may be necessary.

9.17 ROOM CAPACITY AND HOUSING VACANCIES

Normal capacity in the on-campus housing rooms is three or four people per room in Hartill, KnuHa and Knutson; four or five people per room in South, Southeast, Snelling Terrace and Antioch; and eight people per quad in Moyer. Occasionally, due to students moving out of housing for various reasons, the number of students in a room falls below the normal capacity. The University reserves the right to 1) require that any room on campus be at full capacity 2) not permit a student to be in a room as a single with no roommates and/or 3) place a student in any room that has a vacancy. When vacancies occur in a room, the remaining students may be given an opportunity to find new roommates as circumstances permits. If students are unsuccessful finding new roommates, the residence life staff will assign students to a room as needed.

9.18 ROOM CARE POLICIES

9.18.1 Balconies and Patios

The following items are not permitted on balconies: grills, bicycles, laundry, garbage, or university-owned furniture. Residents may be asked to remove other items that are creating a cluttered appearance.

9.18.2 Decorations

Room decorations, wall hangings, posters, computer screen-savers/backgrounds, etc., are to be in harmony with the Christian values of the University. Prohibited items include literature, images or slogans that are pornographic, obscene, suggestive, irreverent or sacrilegious.

Students must be careful not to damage painted walls or ceilings with their wall hangings. Only light-colored Plastic-Tac or masking tape may be used to fasten wall hangings. All other tapes, 3M hooks, adhesives, screws, tacks, or nails are not to be used and will result in repair charges and/or a fine. Painting of any kind is not permitted.

9.18.3 Furnishings and Layout

Furniture is provided in the rooms for the use of residents during the school year. An inventory is taken at the beginning of the year of all furniture items within each room. Room furniture is not to be removed from rooms. Lounge furniture is to remain in the lounge area.

Additional freezers/refrigerators are allowed in student rooms but must be 5.3 cubic ft. or smaller in size.

To avoid fire hazards, halogen lamps MUST be equipped with wire guards.

Waterbeds are not permitted.

Alterations to the usual configuration of the room must accommodate fire codes, not cause damage to the room, and not impede enforcement of the visitation policy. If a room configuration is viewed by residence life staff as violating these conditions, students will be asked to rearrange accordingly.

All furniture brought into the residence halls must be removed from campus by the resident. Furniture dumpsters will not be provided in the spring during check-out.

9.18.4 Lofts

Home-made lofts, store-bought loft kits, and raised platforms are not permitted in any residence hall. Bed-frame lofting kits are provided in Hartill, KnuHa, and Knutson on a first-come, first-served basis (limited number available).

9.18.5 Maintenance and Repair Needs

Students must not attempt to make repairs themselves. Needed repairs to room furniture and other equipment are to be reported through *theROCK-> Campus Services-> Campus Facilities*. The residence maintenance supervisors are located just off the main floor of the Robertson Student Center on the Hartill side.

9.18.6 Utilities

Electricity, heat, and water expenses are included in the students' room rental costs. Students are urged to conserve these resources because high utility costs lead to increased room fees.

9.18.7 Windows

For reasons of security, to prevent damage to the window and screen, and for personal safety, students must not enter or leave the residence halls through the window or remove the window screen at any time.

9.19 ROOM CHANGES

Room changes are permitted at the end of the fall semester. Any student requesting a room change must obtain a Room Change Request Form from Student Development. This can be done by emailing housingassignments@unwsp.edu, and a form will be emailed back to the student. All signatures— current roommate(s) and prospective roommate(s)—must be obtained and the form submitted to Student Development by 9 a.m. on Tuesday, December 10. Those with submitted Room Change Notification Forms will be permitted to move between Sunday, December 15 and noon on Friday, December 20 and will need to complete a Room Change Check-out Form by noon on Friday, December 20. Any student who changes rooms without following these room

change procedures will be assessed a fine up to $50 and will be required to return to the original room. Students undergoing roommate conflicts are expected to seek counsel from their RA.

9.20 ROOM/SAFETY INSPECTION

To assist in maintaining safe, clean and orderly residence halls, room/safety inspections are conducted every other week by the RAs.

Rooms are to be cleaned as outlined by inspection guidelines. Room residents should determine which person is responsible for each of the various cleaning responsibilities. RAs may assist with questions of specific details for inspection.

Residents who do not pass an inspection may be required to participate in additional room inspection for the remainder of the semester and/or be assessed a $10 fine.

In order to help residents prepare for final spring semester check-out, three (3) special pre-cleaning inspections take place toward the end of the spring semester; these involve additional cleaning expectations.

Vacuum cleaners are available from the RAs on each floor.

9.21 ROOM KEY

Each resident student is issued a room key. When absent from the room, residents are strongly encouraged to keep their rooms locked, in order to prevent unauthorized entry. Residents should never give their room keys to others. If you lose your key, please see the Robertson Student Center Desk Coordinator during business hours. If the Robertson Student Center Desk Coordinator is not available, students should contact their respective Resident Director during normal business hours.

A student who locks him/herself out of a room during academic hours may be charged $1 for a residence life staff member to unlock the door.

Duplication of room keys is prohibited and subject to a fine of up to $100. A student is charged $25 for a replacement key prior to the final week of the spring semester. A student is charged $50 for a replacement key after the final week of the spring semester.

9.22 SAFETY AND SECURITY

Northwestern is committed to maintaining a safe and secure environment for all students and is also required to abide by certain state and/or federal laws regarding safety/security. The guidelines and policies below are designed to help ensure the safety of individuals and protection of Northwestern property:

9.22.1 EXTERNAL DOORS

ALL residence hall external doors are locked 24/7 and are accessible through the use of a valid Northwestern ID card. Doors are not to be propped open at any time.

9.22.2 SEVERE WEATHER AND FIRE SAFETY

In the event of severe weather, Northwestern residents should respond to the severe weather sirens of Roseville. The city of Roseville tests these alarms on the first Wednesday of every month.

Fire and severe weather drills are scheduled throughout the year to familiarize students with routes of exit. Local fire ordinances require that when the fire alarm sounds, all persons in the area where the alarm is sounding must evacuate the building(s) until the all-clear signal is given. Failure to abide by evacuation procedures may result in disciplinary action and/or a fine issued by the University.

The residences are equipped with fire—protection equipment, including smoke detectors, emergency lights, alarms, fire extinguishers, and exit lights. The safety of many people relies heavily on the quality and effectiveness of this equipment. Misuse of fire protection equipment increases the possibility of injury or death to residents. Disregard for, tampering with, or misuse of any protection equipment will result in immediate disciplinary action, which may result in a fine up to $100.

Emergency information and evacuation procedures are posted on the back of each residence room door. Removal of or tampering with the

emergency information may result in a fine up to $100.

Room doors must always remain operable. Tampering with a residence hall door and/or hindering the normal use of a door (including "pennying," etc.) is not tolerated and may result in a fine up to $100.

Stove tops must not be used to store books, notebooks, mail, etc. Only cooking items or utensils are to be placed on the stove top.

Because of serious fire danger, open flames (including burning candles, incense, lighted potpourri, etc.) and hot plates are not permitted and will result in disciplinary action, which may include a $25 fine.

Live Christmas trees are not permitted in the residence rooms.

9.22.3 FLAMMABLE LIQUIDS

Gas tanks, propane tanks, and containers that contain gasoline or any other flammable materials/liquids are prohibited in the residence halls. Storage of flammable liquids/gases in the residence halls may result in a fine up to $100 and/or other disciplinary action.

9.23 STORAGE FOR RESIDENT STUDENTS

During the school year, storage space is available on a limited basis for resident students. The storage areas are under the supervision of the RAs and Resident Directors.

During the summer months, limited storage is available for residents living outside of the five-state area (Minnesota, Iowa, North Dakota, South Dakota, Wisconsin). Items must be removed from storage at the end of the summer, and any storage items remaining will be discarded. Students are advised to move valuable equipment off campus rather than placing it in storage. The University is not responsible for any items placed in storage.

9.24 SUMMER HOUSING

Summer on-campus housing is available. The summer housing application, which includes summer resident eligibility and the conditions, terms, and guidelines of summer housing, is made available in early March on theROCK. Student Development reserves the right to refuse occupancy to students who have had behavioral violations during the present academic year.

9.25 TELEPHONES

Telephones are provided in residence halls for student use. Individual room phones in Hartill, KnuHa, Knutson, Moyer, and South must remain connected to the wall jack all year and be accounted for at check-out when the student moves out of the residence. Room phones in Southeast, Snelling Terrace, and Antioch may be removed from wall jacks to allow connection of devices such as answering machines but must be safely stored and remounted at the time of check-out.

Courtesy phones are located in many campus buildings (*see Campus Telephones*). The Robertson Student Center desk telephone is not to be used by anyone other than the receptionist. Calling cards with toll-free access numbers (800, 888, etc.) are required for long distance calling from any land line telephone on campus.

9.26 VACATIONS AND BREAKS

Residents are welcome to stay in housing during any of the mid-semester breaks.
All residence halls are closed during Christmas break.

9.27 VISITATION POLICY

During each week, visitation hours are provided for residents. These hours are:

Tuesday . . . . . .5 p.m. – 11 p.m.
Thursday . . . .5 p.m.–11 p.m.
Friday . . . . . 5 p.m.–11 p.m.
Saturday . . . . . 12 p.m. –11 p.m.
Sunday . . . . . 12 p.m.–11 p.m.

During these times, individuals are welcome to visit rooms of the opposite sex according to the following guidelines:

1. The door to room must be unlocked.
2. A room light must be on.
3. In the apartments/quads, visitors of the opposite sex are not permitted in any bedrooms or the room hallways. Visitors may use the bathroom if needed (the first bathroom in Moyer).

4. The visitor must be visible from the entryway.

During non-visitation hours, individuals (including all guests/family) are not to be in the rooms or hallways of the opposite sex unless approval has been granted by a residence life staff member.

Permission is given occasionally, on a limited basis, to accommodate brief visits by family or other special guests.

Failure to follow the Visitation Policy will result in disciplinary action including, but not limited to, a Disciplinary Warning. Repeated failure to follow the Visitation Policy will result in further disciplinary action including, but not limited to, a Disciplinary Warning and a $15 fine, Disciplinary Accountability and a $15, Disciplinary Probation and a $15 fine and/or Disciplinary Suspension.

10. PUBLIC SAFETY

At Northwestern the safety and well-being of our students, faculty, and staff are always a priority. However, a truly safe campus can only be achieved through the cooperation of everyone. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe campus environment for yourself and others.

This information is being provided to you as part of Northwestern's commitment to safety and security on campus and is in compliance with the Student Right to Know and Campus Security Act of 1990 and its amendments.

10.1 MISSION, MANDATE and RESPONSE

10.1.1 MISSION STATEMENT

The Office of Public Safety, in partnership with the campus community and within the framework of Northwestern's mission, is dedicated to creating and promoting a safe, secure, and peaceful environment by applying policies and laws, delivering emergency services, and answering requests for assistance.

10.1.2 MANDATE

The Public Safety office is an operational and service unit within the area of responsibility of the Associate Vice President of Facility Operations and Planning. Public Safety serves the entire university community and its guests. It is expected to provide a safe and secure environment to the campus community, preserve the peace, and protect and preserve the real and personal property of individuals and the University.

10.1.3 PUBLIC SAFETY RESPONSE

When Public Safety is notified of criminal activity, request for assistance, or any type of emergency situation, members of the department respond without delay. Requests for information and assistance are promptly fulfilled. **Public Safety can be reached 24 hours per day, every day of the year at 651-631-5310.**

10.1.4 PEOPLE WORKING FOR YOUR SAFETY

Public Safety personnel at Northwestern include full-time, part-time, and student officers. These men and women work together to patrol the campus, control access to it, provide escorts, and respond to requests.

Public Safety officers have enforcement authority on all property owned or controlled by Northwestern as private agents under Minnesota State Statute 629.37. Public Safety works in full cooperation with the Ramsey County Sheriff's Department and the Roseville Police Department to maintain a safe campus. The Public Safety checkpoint maintains a direct line of communication with the Ramsey County Sheriff's Department, Roseville Police Department, Lake Johanna Fire Department, Roseville Fire Department, and Emergency Medical Services. The local outside agencies have always responded promptly to all emergency calls on campus.

10.1.5 REPORTING CRIMINAL ACTIVITY/EMERGENCIES

When a life-threatening situation arises, dial 911 for outside police or emergency medical assistance. Notify Public Safety at x5310 on campus or 651-631-5310 off campus as soon as possible so that immediate action can be taken to remedy the situation. All crimes will be referred to civil authorities.

Members of the university community are urged to report criminal activities or other emergencies on campus. Public Safety wants to assist in helping you to protect yourself and your property. Public Safety can be reached at 651-631-5310 or security@unwsp.edu.

10.1.6 REPORTING SEXUAL VIOLENCE

Northwestern will not tolerate sexual harassment or sexual violence in any form. When such incidents occur, the standards of our community as well as the criminal laws of Minnesota are violated. Appropriate disciplinary action, including suspension or termination, will be taken against anyone found to have violated this policy. Persons reporting sexual assault or violence will be treated with care, concern, and confidentiality. Support, assistance, and counseling are available. Victims are encouraged to seek

help by contacting any of the counselors, faculty, or student development personnel.

Northwestern has adopted policies to maintain this standard (see Harassment Policy). The university distributes this policy to every student, faculty, and staff member at least once per year. Students may obtain copies of this policy from the Student Development Office during normal business hours. Faculty and staff may obtain copies of this policy by contacting the Human Resources office. The Counseling Center provides confidential services and can be contacted during normal business hours.

10.1.7 SECURITY PATROLS

Parking lots, buildings, and campus areas are actively patrolled by Public Safety Line Officers. Patrolling Public Safety officers also maintain two-way radio contact with the Public Safety checkpoint for assistance and support. Emphasis is placed on the evening hours, when the need for higher visibility is necessary.

10.1.8 TIMELY WARNINGS

Public Safety will advise community members if and when a situation of personal risk exists and will issue timely warnings to inform all community members.

10.1.9 ACCESS TO CAMPUS AND SAFETY FACILITIES

Northwestern has a single entrance/exit point to the campus, known as the checkpoint. Incoming visitors may be stopped and screened before permission to enter the campus is granted. After 8pm on weekdays and all day on Saturday and Sunday, student identifications will be checked. During evening hours, the checkpoint may request and/or log vehicle information, destination, and entrance time.

10.1.10 SAFETY AWARENESS AND CRIME PREVENTION

It is the philosophy of the Public Safety office that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is safety awareness and crime prevention. This is based on the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging community members and guests to be responsible for their own safety and security and the safety and security of others.

10.2 SERVICES

10.2.1 SHUTTLE SERVICES

Northwestern provides shuttle service and on-call vans for transportation to and from campus buildings. The shuttle schedule is posted on **theROCK-> Campus Services -> Public Safety**. Community members may contact Public Safety by dialing 651-631-5310 to request on-call service.

10.2.2 IDENTIFICATION CARD

All students are issued an identification card when they enroll at Northwestern. A current, valid ID card is required for identification purposes as well as residence hall access, library services, chapel attendance, and food service.
Any lost or damaged ID cards should be reported promptly to Public Safety. A replacement fee of $25 will be charged to your student account. This ID card is the property of Northwestern and must be returned to Public Safety upon termination or graduation. A $100 fine will be charged to your student account if it is not returned.

10.2.3 NEW STUDENT ORIENTATION

A crime prevention presentation accompanied by related printed material is made available to new students during orientation. Crime prevention material is also made available to all community members throughout the year.

10.2.4 CLOSED CIRCUIT TELEVISION (CCTV)

Closed circuit television (CCTV) is used to assist in monitoring all vehicle traffic that enters campus.

10.3 CAMPUS RULES AND GUIDELINES

10.3.1 BICYCLES/SKATEBOARDS/IN-LINE SKATES

The university has been designated as a pedestrian campus with the safety and welfare of the campus community in mind. Bicycles, skateboards, and in-line skates must be operated **under control AT ALL TIMES** and are not permitted in any building except for winter storage.

Violation of this policy may result in confiscation of the equipment and disciplinary action. Pedestrians always have the right of way on campus.

10.3.2 WEAPONS POSSESSION AND FIREWORKS

The use, possession, and storage of all firearms, dangerous weapons, explosives, or other dangerous articles are prohibited on all properties owned, leased, or otherwise controlled by Northwestern. Law enforcement officers duly authorized to carry such instruments are exempt. Any person violating this policy will be subject to disciplinary action.

The following are not permitted anywhere on the properties owned and/or operated by Northwestern and Northwestern Media: firearms, BB guns, Airsoft guns, paintball guns, pellet guns (or any other device that propels objects using compressed air), ammunition, swords, spears, bows & arrows, blow guns, knives over five inches long (excluding kitchen knives), etc.

Failure to comply with this policy may result in a fine up to $100 from Student Development, the confiscation of items involved, and/or disciplinary action. Any resident possessing a firearm in or around a residence hall may be subject to immediate suspension. Students should consult the Resident Director, Associate Dean of Residence Life, or the Director of Public Safety concerning appropriateness of any questionable items.

Possession of fireworks (e.g., bottle rockets, Roman candles, firecrackers), stink bombs, explosive materials and/or devices is prohibited in the residence halls. Violators are subject to legal prosecution and/or disciplinary action by the university, which may result in a fine up to $100.

10.4 VEHICLE PERMIT AND PARKING INFORMATION

10.4.1 PARKING AND MOTOR VEHICLE USE ON CAMPUS

The use of a motor vehicle at Northwestern is a privilege with accompanying responsibilities. The purpose of all traffic and parking regulations is to maximize safety on campus for motorists, pedestrians, and university property. Drivers and owners are responsible to know all campus regulations for cars, motorcycles, mopeds, and other motorized vehicles. A complete set of parking regulations can be found in the online Parking Handbook at www.unwsp.edu/publicsafety .

10.4.2 DRIVER'S LICENSE REQUIREMENTS

According to state law, anyone driving a motor vehicle on public roads within the state of Minnesota must carry with them a valid driver's license from Minnesota, another state, or another country.

10.4.3 VEHICLE REGISTRATION AND PARKING PERMITS

All vehicles driven on campus by community members must be properly registered with the owner's state of residence and also registered with Public Safety. Registration of a motor vehicle belonging to another person with intent to defraud the university is prohibited. Community members may not have a motor vehicle at Northwestern without personal liability and property damage insurance.

Freshmen (students with less than 30 earned university credits) living in university housing are not permitted to have a vehicle on Northwestern property. Appeals are available but are only accepted for extreme circumstances.

Community members who register their vehicles and pay the permit fee are issued a vehicle permit. Costs for permits are $270.00per year (billed at $135.00 per semester) for resident parking (this includes residents of Knutson, Knuha, Hartill, Moyer, South, Southeast, Snelling Terrace and Antioch residence halls), and $230.00per year (billed at $115.00per semester) for commuter parking. Motorcycle permit fees are $50. The permit must be affixed to the rear-most side window on the driver's side of the vehicle. The permit must be attached to the window using the permit's adhesive (not taped or otherwise affixed). A vehicle whose permit is just lying on the dashboard or taped to the window will not be considered registered, and the vehicle will be issued a citation. The parking

permit is to be affixed to the vehicle to which it was registered.

Vehicle registration is on the Public Safety channel on theROCK.

10.4.4 TEMPORARY PERMITS

If a community member has an unregistered vehicle on university property, a temporary permit MUST be obtained from the Public Safety office (Berntsen Library room 011) or at the checkpoint. The vehicle license plate number must be supplied. Temporary permits must be obtained on the first day the vehicle is on campus. Temporary permits can be issued for up to two weeks per semester. There is no charge for temporary permits issued as a temporary replacement for your regular permit (e.g., your regular vehicle is in the shop, etc.). A charge of $2 per day will be billed for temporary permits issued to students who do not have a registered vehicle and parking permit. Temporary permits are valid only through the date specified.

10.4.5 MOTORCYCLES, MOTOR SCOOTERS, AND MOTORBIKES

Motorcycles, motor scooters, and motorbikes must be registered just as any other vehicle on campus. Community members who choose not to register their motorcycles are given citations and fined.

Resident students who have motorcycles, motor scooters, or motorbikes must park them on the concrete pads across from door #9 in Knutson Hall and across from door #2 in Hartill Hall. Residents who drive their motorcycles, motor scooters, or motorbikes to class will be issued citations. Commuter students who have motorcycles, motor scooters, or motorbikes must park in the designated "Motorcycle Parking Only" areas.

10.4.6 PERMIT INFORMATION

Faculty/Staff Permit – a Faculty/Staff Permit allows Faculty/Staff to park in General Parking lots between 6 a.m. and 1 a.m., Sunday through Saturday. There is no overnight parking allowed in General Parking lots.

Commuter Permit – A Commuter Permit allows commuter students to park in General Parking lots between 6 a.m. and 1 a.m., Sunday through Saturday. Commuters are *not* allowed to park in the Faculty/Staff lots behind Nazareth Hall, Totino Fine Art Center, Ericksen Center, Mel Johnson Media Center or any Reserved Parking space (including those near the Resident Student housing) except during posted hours.

Residence Lot Permit – A Residence Lot Permit allows resident students to park in their designated residence lot 24/7~~.~~and in General Parking Lots after 2pm.

Visitor Permit – Visitors to campus may obtain a Visitor permit from the Public Safety office or the checkpoint. This allows them to park in any visitor space on campus or General Parking Lots.

10.4.7 PARKING LOT INFORMATION

<u>Knutson/Hartill/Moyer (Lot A)</u> - This parking area is reserved 24 hours a day for students with a valid Resident parking permit. Those with a permit for another residence hall, Commuters and Faculty/Staff are not permitted here.

<u>Student Center Reserved Spaces</u> – Guests of students are allowed to park in the Visitor Parking spaces after they have registered at the front desk of the Student Center. Any vehicle parked in Visitor Parking without registering their vehicle with the front desk and receiving a temporary visitor permit will be subject to citation and/or towing at vehicle owner's expense. NOTE: Visitor parking on campus is reserved for our guests only…Students, Faculty and Staff are not allowed to park in these spaces. Also, parking is not permitted in the reserved parking spaces along the building unless it is reserved for you. Reserved parking spaces are indicated with signs placed in front of the spaces. They are to be used by the designated personnel only. Resident Director parking spaces are off limits 24 hours a day, 365 days of the year.

<u>Pond (Lot B)</u> – This parking lot is reserved 24 hours a day for students with a valid Resident parking permit. Commuters and Faculty/Staff are not permitted here.

<u>Upper Riley (Lot C)</u> – This General Parking lot is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 3am Monday through Friday. Students

with a valid permit for a residence lot may park in this lot between the hours of 2 p.m. and 13 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

Riley Ramp (Lot D) – This General Parking lot is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 1 a.m., Monday through Friday. Students with a valid permit for a residence lot may park in this lot between the hours of 2 p.m. and 1 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

Lower Riley (Lot E) – This General Parking lot is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 1 a.m., Monday through Friday. Students with a valid permit for a residence lot may park in this lot between the hours of 2 p.m. and 1 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

Lakefront Parking (Lot F) – This General Parking lot is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 1 a.m., Monday through Friday. Students with a valid permit for a residence lot may park in this lot between the hours of 2 p.m. and 1 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

Naz Faculty/Staff (Lot G) – This parking lot is reserved for Faculty and Staff, Monday through Friday between 8 a.m. and 4 p.m. All other permit holders may park here as well between 4 p.m. and 1 a.m. No overnight parking is allowed.

Totino Faculty/Staff (Lot H) – This parking lot is reserved for Faculty and Staff, Monday through Friday between 8 a.m. and 4 p.m. All other permit holders may park here as well between 4 p.m. and 1 a.m. No overnight parking is allowed.

Ridge Parking (Lot I) – This General parking area is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 1 a.m., Monday through Friday. Students with a valid permit for a residence lot may park in this area between the hours of 2 p.m. and 1 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

Ericksen Faculty/Staff Lot – This lot is reserved for Faculty and Staff specific to Ericksen Center only.

Ball Field Parking (Lot J) – This parking area is a multi-purpose parking area beginning behind the baseball backstop and extending down the first base line all the way to the west gate. It also has a few ~~a~~ spaces along the third base line near the outfield. This is both a General Parking area open to properly permitted Faculty/Staff, Commuters, and Visitors as well as those holding a Resident Permit.

Mel Johnson Media Center Lot – Parking at the Mel Johnson Media Center is for those people who work in the building (KTIS personnel and Communication and Broadcasting Faculty and Staff) and their guests. ***There is no student parking allowed in the Mel Johnson Media Center parking lot at any time***. Students must either walk to their classes or take the Northwestern Campus Shuttle bus.

South Residence Lot – A limited number of students who live in South Campus are allowed to park in the parking lot near their residence hall provided they display the proper permit. South residents are allowed to drive their vehicles onto campus and park in the General Parking lots between 2 p.m. and 1 a.m., Monday through Friday and between 6 a.m. and 1 a.m. on weekends.

Southeast, Snelling Terrace and Antioch Residence Lots – These parking lots are reserved 24/7 for students with a valid parking permit for The Row. Students with a parking permit for

another residence facility, Commuters and Faculty/Staff are not permitted here.
Residents of these apartments are allowed to park in the parking lot near their residence hall provided they display the proper permit. These residents are allowed to drive their vehicles onto campus and park in the General Parking lots between 2 p.m. and 1 a.m., Monday through Friday and between 6 a.m. and 1 a.m. on weekends.

Residents living in Southeast, Snelling Terrace and Antioch apartments may park along the frontage road in front of the apartments. During the winter months, cars parked along this road must be moved after any snowfall of two inches or more. The City of Roseville will ticket and tow any remaining cars as necessary. Please be aware of the weather forecast to avoid these charges from the city.

Southeast, Snelling Terrace and Antioch Residence Garages – Residents of The Row that have a valid parking permit for The Row may enter a lottery for the limited underground parking spaces in their building. This is conducted through the Resident Director on The Row at the beginning of each semester.

Garage spaces are assigned for each semester, and students selected will be allowed to have a space only one semester per year. Garage space privileges may be suspended or revoked by the resident director for the following reasons: A car leaking oil or other fluids, sharing a parking spot with another car other than the one registered with the resident director, or excessive noise from a vehicle that disturbs the apartments above. The fee for replacing a lost or damaged garage door opener is $35.

Street parking across from The Row on East Snelling Service Drive – This area is NOT property that is owned or operated by Northwestern. A valid Northwestern permit is not required to park along this street between the intersections of County Road C2 and Lydia Avenue. However, students need to be aware that while parking on this street they are subject to a citation from the City of Roseville if not in full compliance with city and state parking regulations. This includes adhering to the city's regulation for snow emergencies. See the City of Roseville website for details. In the event of a significant snowfall, persons parked along this street without a valid parking permit will not be able to park on university property during the snow event.

Northwestern Office Center (2803 Lincoln Drive) – This General Parking lot is reserved for persons with a valid Commuter or Faculty/Staff permit between the hours of 6 a.m. and 1 a.m., Monday through Friday. Students with a valid permit for a residence lot may park in this lot between the hours of 2 p.m. and 1 a.m., Monday through Friday. No overnight parking is allowed here. Visitors must obtain a visitor parking permit from either the Public Safety office or the checkpoint.

OTHER PARKING AND INFORMATION

10.4.8 VISITOR PARKING
Visitor parking spaces are intended to be available for visiting prospective students and their families, for guests of the university, and for parents of current students. Students who park in these spaces will be issued appropriate citations.

10.4.9 RESERVED PARKING
Reserved parking spaces are intended for designated university personnel. The university asks that you respect these spaces by not parking there. Students who park in these spaces will be issued appropriate citations.

10.4.10 FIRE LANES/NO PARKING AREAS
There is absolutely no parking in a fire lane for any reason! A fire lane is indicated by fire lane signs and/or yellow curbs or yellow stripes on the pavement. There are also a number of posted "No Parking" areas around campus. In addition, Northwestern does not allow parking in any area that is not designated specifically for parking. Parking in any of these areas will result in a citation. NOTE: Unattended vehicles are considered 'parked' vehicles and may receive a citation if parked in any fire lane.

10.4.11 HANDICAPPED PARKING
Handicapped parking zones are indicated by signs in each of the lots. Only cars with official,

state-issued, handicap permits are allowed to park in these designated spots.

10.4.12 OVERNIGHT PARKING

There is ***NO*** overnight parking allowed in any General Parking lot without permission. Overnight Parking is defined as the times between 1 a.m. and 6 a.m., even days a week. Parking in these lots overnight can result in your vehicle being subject to towing as well as receiving the appropriate citation(s). If you have an extreme situation where you will need to leave your vehicle overnight, please contact Public Safety at 651-631-5310 to receive instructions on where to leave your vehicle. NOTE: There is an extended parking allowance in the Riley Ramp Lot D until 3am to allow for commuters and residents of other buildings to study in the Robertson Student Center (but the lost must be cleared out overnight from 3am until 6am).

10.4.13 ROADWAY PARKING

Parking is not permitted on roadways except under the supervision of parking attendants retained by Public Safety, Event Services, or during unusual conditions as declared by the Administration. "No Parking" areas in front of buildings are required by law as fire lanes and will be strictly enforced as such.

10.4.14 RESIDENCE HALL VISITORS AND OVERNIGHT GUESTS

All residence hall visitors and overnight guests are required to obtain a free visitor parking pass from Public Safety. Overnight residence hall guests can park their vehicles in the Robertson Student Center lot, or any residence parking lot, with a Visitors pass.

10.4.15 PROHIBITED PARKING

It is impossible to mark with signs all areas of campus where parking is prohibited. Parking is definitely prohibited in roadways, driveways, landscaped islands, grass areas, walks and walkways and other areas not specifically set aside for parking. In parking areas that have marked spaces, a vehicle must park in one space only, leaving clear access to adjacent spaces and without blocking driving lanes or creating a hazard for other drivers. The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of regulations.

10.4.16 IMMOBILIZATION

Public Safety utilizes immobilization devices (boots) to aid with the enforcement of university parking policies. Your vehicle may be immobilized if you have accumulated three or more citations. **If your vehicle is immobilized, arrangements must be made with the Director of Public Safety or their appointee, to discuss the reason for the excess citations before the immobilizer is removed.** Once a vehicle has been immobilized, do not attempt to move the vehicle or severe damage may occur. Tampering with or removal of an immobilizer may result in an immediate revocation of parking privileges and an additional fine of $200. Theft of an immobilizer is a felony and could result in criminal prosecution.

10.4 17 MECHANICAL PROBLEMS

Any vehicle parked illegally or overnight due to mechanical problems ***MUST*** be reported immediately to Public Safety day or night. Failure to follow this procedure will result in your vehicle being subject to towing as well as receiving the appropriate citation(s).

10.4.18 SUMMER AND VACATION PARKING

Community members may NOT
park/leave/store vehicles or boats on campus during the summer vacation period. Abandoned vehicles will be impounded.

10.4.19 TOWING OF VEHICLES

Public Safety reserves the right to tow vehicles which may cause problems in emergency situations, such as vehicles parked in fire lanes or by fire hydrants and vehicles blocking building entrances. Other situations for towing vehicles may include, but are not limited to: posted reserved areas, handicapped areas, vehicles parked off the road or not in parking areas. All abandoned vehicles are subject to towing at the owner's expense. An abandoned vehicle is a vehicle parked in one location without authorization for more than 48 hours. Also, vehicles not in operational condition are considered abandoned.

10.4.20 PARKING PERMIT REFUND

Parking permit refunds are available if your vehicle will no longer be on campus. Refunds are prorated and the amount is determined by the date of return. Some scenarios for returning a permit include: fall graduation, off-campus student internship, quad mission trips, study abroad, no longer having a vehicle on campus.

The deadline for returning a parking permit during Quad 1, 2 and 3 is one business week after the start of each Quad. The refund will be credited to your student account. No refunds are given during Quad 4. To obtain a permit refund, you must REMOVE the parking sticker from your vehicle and present it to the Public Safety office.

10.4.21 CITATION APPEALS

An appeals process has been developed to allow community members to appeal a citation they have received. **An appeal must be completed on a Citation Appeal Form and must be made within ten (10) days after the citation has been issued. Appeals made after ten (10) days will not be accepted. Citation Appeal Forms are available in the Public Safety office.**

Appeals will be reviewed by an appeals committee. The name of the appellant is withheld so the committee can consider the appeal without bias (the name is known only to the chairperson, who does not vote). The committee is comprised of faculty, staff and students that are not employed by Public Safety in order to remain unbiased when reviewing the appeals.

This is the only process by which you can appeal a citation. In addition, appeals that are denied cannot be re-appealed.

11. CHAPEL

Northwestern College is committed to growing Christians through upholding a heritage of biblical distinctives through the integration of knowledge and revelation. NWC's daily chapel program helps meet the goal of developing the whole person, characterized by spiritual maturity, ethical conviction, intellectual curiosity, cultural sensitivity, professional achievement, and faithful service to society and the world. Understanding that Northwestern is an educational institution, not the local church, the daily chapel program is designed to enhance and support the local church.

11.1 CHURCH INVOLVEMENT

Northwestern College affirms the role of the local church in the lives of all community members. The College believes it is very important for our students to be a part of a local church for fellowship, worship, to hear the preaching of the Word, and to serve the body of Christ. The campus ministries office serves as a resource to help students find a local church to attend and serve.

11.2 CHAPEL

The chapel mission statement is to support the mission of Northwestern College by maintaining a biblically-based chapel program that focuses on bringing glory to God by worshipping Him through fellowship, praise, and the proclamation of His Word.

Chapel is seen as an opportunity for spiritual growth in the middle of the demands and pressures of everyday life. It is a scheduled daily time to renew our relationship with God, to enjoy His presence, to learn more about Him and what He desires of us, to commit to following Him, and to make Him known to all those around us and around the world.

Chapel is also seen as a regular time planned for the College community to gather together. It affirms our unity of purpose and love in the midst of diversity. It allows for education, encouragement, and communication. The daily chapel experience is an important part of community life, considered by the College to be of equal importance with academic pursuits on campus. It is the individual's responsibility to participate in chapel with an attitude of worship and respect.

We recognize that certain chapels are of more interest to some individuals than others. Students are invited to discuss issues related to chapel with any of the campus ministries and/or student development staff members.

11.2.1 SCHEDULE

The chapel commission seeks to provide a balanced chapel program for students, faculty, and staff. Some chapels will feature outside speakers, such as visiting scholars, ministers, or missionaries. Others include presentations by musical groups, faculty/staff, students, or videos on a topic of interest.

Chapel meets every week day during the school year. On Mondays, Wednesdays, and Fridays, chapel begins at 9:10 a.m. and lasts until 9:40 a.m. On Tuesdays and Thursdays, chapel begins at 9:55 a.m. and lasts until 10:25 a.m. Students are to remain in chapel until chapel is dismissed (even if it is past the scheduled ending time).

Chapel primarily meets in Maranatha Hall, except when otherwise indicated.

Students who choose to leave chapel before it is dismissed will have their chapel attendance automatically deleted and will not receive credit for attending that day. Students who choose to leave chapel without notifying a staff member after they have scanned in will be subject to disciplinary action. Students who choose to falsify their attendance or any information on their chapel petitions/adjustment forms will be subject to disciplinary action.

11.2.2 APPROPRIATE BEHAVIOR

Each individual participating in chapel contributes to a spirit of respect, worship, and unity. Undivided focus on God, the message of the day, prayer, and praise are essential elements consistent with the mission of chapel.
In consideration of this, we ask that participants:

- Proceed to their seats in an orderly and timely fashion
- Remove hats or caps during worship/prayer as

a sign of respect
• Refrain from distracting behavior (e.g., talking, studying, use of laptop computers, or other audio/visual devices, etc)
• Dress appropriately, with modesty, for a chapel setting
• Turn off or silence cell phones and pagers

11.2.3 ATTENDANCE POLICY
Attendance at chapel is required of all full-time students. Attendance is recorded each day in the Totino Fine Arts lobby. Students are responsible to check in for themselves.

Full-time students are expected to attend 22 out of 37 chapels during quads one and three, and 21 out of 35 chapels during quads two and four (this allows for about two discretionary absences each week). These discretionary absences are for personal reasons (study time, volunteer work, doctor/dentist appointments, non-extended illness, car trouble, trips home, etc.). Students are responsible to use their discretionary absences for such reasons. Students who qualify may request additional absences by submitting a petition and/or adjustment (see Petitions and Adjustments). Students are encouraged to keep a record of their own attendance each quad. Students may check their records against the records being kept by the Student Development Office on theROCK.

Students who require special accommodations for chapel associated with a disability should contact the DOSS office.

11.2.4 LATE POLICY
Arriving after chapel has begun is considered late. Students arriving late can record their attendance on a sign-in sheet in the Totino Fine Arts lobby. One absence is recorded for every three late arrivals. It is the understanding of the Northwestern community that late arrivals will not be adjusted for reasons such as test taking, detainment by faculty/staff, or meetings.

Arriving more than 10 minutes after chapel has begun is considered an absence from chapel.

11.2.5 LEAVING CHAPEL EARLY
Students who need to leave chapel after signing in, must sign out while leaving the auditorium. Students returning to chapel may sign-in again upon their return. A staff person will be available in the lobby to help with this process.

11.2.6 LOST ID CARDS
Students who have lost or forgotten their ID cards may sign-in to chapel by writing their names on the Chapel Sign-In Form located at each entrance. One absence will be recorded for every three uses of the Sign-In Form. Students who have lost their ID cards are encouraged to obtain a replacement ID as soon as possible.

11.2.7 PETITION FORM
Students who are unable to attend the required number of chapels due to scheduling conflicts may complete a Chapel Petition Form, which is available in the Student Development Office (G213). Chapel Petition Forms are for predictable, ongoing schedule conflicts. Students are expected to use their discretionary absences for schedule conflicts totaling one day a week. Petitions will be accepted for conflicts totaling two days a week or more. Petition Forms referencing full-semester conflicts must be submitted by the end of the first quad of the semester. Petition Forms referencing one quad must be submitted by the end of the quad in question.
Reasons for petitions may include:

Off-campus employment

Late employment past 3 a.m. and no class prior to chapel

Academic requirements such as placements, student teaching, or internships

Commuters who have no class before 12:45.

It is the understanding of the Northwestern community that petitions are not granted for on-campus employment unless the position is an approved, essential service. In addition, petitions are not granted for classes or meetings that are scheduled during chapel. Any exceptions to these rules must have the approval of the appropriate vice president(s) and be

properly petitioned through the Student Development Office (G213).

11.2.8 ADJUSTMENT FORM

A student may complete a Chapel Adjustment Form if the student experiences one of the following unexpected circumstances on three or more occasions:

An unexpected work shift

An unforeseen family emergency

An extended illness

Travel out of town

The adjustment form must be submitted prior to or within two weeks of the dates in question. The Chapel Adjustment Form is available in the Student Development Office (N4106). If an adjustment request is approved, the number of required chapels for that individual will be reduced as deemed appropriate, based on the chapel attendance policies (see Attendance Policy). It is the understanding of the Northwestern community that adjustments are not granted for detainment by faculty/staff or meetings that may be scheduled during chapel.

11.2.9 ATTENDANCE ACCOUNTABILITY

Northwestern College believes the chapel program is foundational to the educational experience of all students, and for that reason a system of accountability has been established.

If at the end of a quad, a student has fallen short of their attendance requirement by one to seven chapels, a $10 fine will be assessed to their student account for each absence (not to exceed $70).

When students fall short of their requirement by more than seven absences, additional accountability measures are taken. The first quad this occurs, students are assessed the $70 fine and meet with a designated staff person to review their chapel attendance. The second and third quad this occurs (not necessarily consecutively) students are assessed the $70 fine, meet with a designated staff person to review their chapel attendance, and perform 40 minutes of community service for each absence over seven. The fourth quad this occurs (not necessarily consecutively) students are assessed the $70 fine, meet with a designated staff person to review their chapel attendance, and are required to withdraw from their Traditional Day School classes for the next semester. Students will be allowed to take up to eleven credits of Distance Education during their semester of Required Withdrawal. Please see the chart below.

Students must complete their Chapel Review Meeting with their designated staff person within two weeks after the conclusion of the quad. Students must complete their community service by the end of the first quad of the next semester. A hold will be placed on a student's class registration for the next semester if they do not meet these deadlines, preventing the student from registering for future classes.

Attendance Accountability Chart

Deficit	Fines	CS	Consequence
1	$10		$10 Fine/Chapel
2	$20		
3	$30		
4	$40		
5	$50		
6	$60		
7	$70		
8	$70	0:40	1st - $70 Fine, Chapel Review Meeting 2nd - $70 Fine, Chapel Review Meeting, Community Service 3rd - $70 Fine, Chapel Review Meeting, Community Service 4th - $70 Fine, Chapel Review Meeting, Required Withdrawal
9	$70	1:20	
10	$70	2:00	
11	$70	2:40	
12	$70	3:20	
13	$70	4:00	
14	$70	4:40	
15	$70	5:20	
16	$70	6:00	
17	$70	6:40	
18	$70	7:20	
19	$70	8:00	
20	$70	8:40	
21	$70	9:20	
22	$70	10:00	

12. COMMUNITY LIVING

The **Declaration of Christian Community (DCC)** defines and promotes the benefits and responsibilities of Christian community. The attributes that characterize Christian community, as the Apostle Paul writes, are kindness, joy, grace, hope, humility, integrity, and Christ-like love. Northwestern is, after all, a community set apart for believers. What connects us is more important than what separates us. Christian community is our goal and these are our guidelines to help us reach it *(the DCC in its entirety is found in "About Northwestern", section 1.2.3 of this handbook and on theROCK and at unwsp.edu).*

The expectations of the Declaration of Christian Community are in effect throughout the entire calendar year, including summer and all break periods, both on and off campus.

As a community of Christ-followers our highest calling is to live lives that glorify and honor our Creator. At a very basic level this requires affirming biblical standards, upholding community standards, exercising responsible freedom, practicing accountability and responsibility, and intentionally representing Christ in the world. As members of this Northwestern community we have signed the Declaration of Christian Community: a proclamation of our commitment to Christ and to each other. This commitment is rooted in honesty, integrity, and solidarity. We stand together for Christ. We stand together for each other. We stand together for all the Bible affirms and against all the Bible condemns. This commitment is fleshed out in our day-to-day living.

As we exercise our God-given freedoms, we do so thoughtfully and responsibly. We are set apart in our actions. We are considerate in our relationships. We use thoughtful discretion when participating in all forms of recreational amusement and entertainment, such as television, music, video, video games, movies, internet, concerts and dancing. We recognize that, above all, we are ambassadors of Christ and His Kingdom, and our charge is to represent Him and put Him on display at all times. We agree that both who we are and what we do are the core elements of our representation of Christ.

12.1 CHEMICAL USE AND ABUSE

Members of the Northwestern community stand together to protect our community from any illegal or dangerously addictive substances, knowing they can destroy the lives of all who become entangled with them. Members of the community understand that sometimes, for the cause of a stronger, safer environment and the support of each other, we are called to exercise our freedom to abstain from activities that might cause others to fall away.

12.1.1 Alcohol

Northwestern will not promote the use of alcohol and will not tolerate the abuse of alcohol. While enrolled in the traditional undergraduate program (part- or full-time), students, regardless of age, will exercise their freedom to refrain from the possession or consumption of alcohol (including non-alcoholic beer or "near beer").

Community members, who are not enrolled in the traditional undergraduate program (employees, Distance Education students, Focus students, and graduate students) and who are 21 or older, will exercise their freedom to refrain from the consumption of alcohol at any Northwestern related function and at any setting in which traditional undergraduate students are or are likely to be present.

12.1.2 Drugs

Northwestern prohibits the sale, possession, and use of non-medicinal drugs (including all synthetic drugs such as K2), and the recreational use and abuse of over-the counter and pharmaceutical drugs.

12.1.3 Tobacco

Northwestern will not participate in the casual acceptance of tobacco. While enrolled at Northwestern, traditional undergraduate members of the community will exercise their freedom to refrain from the use of tobacco.

Northwestern-related functions will be alcohol-free, tobacco-free, and drug-free. This means that the possession or consumption of alcohol, the use of tobacco in

any form, and the possession or use of non-medicinal drugs will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Northwestern vehicles, whether on or off campus, and to all Northwestern events or programs, wherever they may be held.

12.2 DANCING

Northwestern encourages students to develop their personal convictions regarding the practice of dancing, as well as their regard for the convictions of others regarding this practice. Dancing that is worshipful, excellent, positive, celebratory, family-oriented, and wholesome heeds the guidance provided by Philippians 4:8-9. Dancing that falls into this category is typically found within the context of worship, wedding receptions and educational or church-sponsored events. Morally questionable, suggestive, or provocative forms of dance are not appropriate in that respect for oneself and others may be compromised.

Northwestern provides a limited number of on-campus and off-campus social dancing events each academic year. These dance events are sponsored by university departments and/or official student groups such as Student Development, academic departments, and Student Activities. Other student groups/clubs wishing to sponsor a social dancing event must obtain formal approval by submitting their written request to Student Development 45 days prior to the proposed event date. The total number of approved requests each academic year will be limited, as determined by Student Development.

All of the following must be approved by Student Development prior to each dance event: desired dance style(s), desired theme (including any costuming and/or theme attire), designated DJ(s), entire song playlist, event location, and advertising materials. Student Development will designate at least one professional staff or faculty member to be present at each dance event to oversee admission, maintain event guidelines, and uphold the principles of the Declaration of Christian Community.

12.3 GAMBLING

Northwestern will not participate in the casual acceptance of gambling. Any games of chance where money or valuables are risked on the outcomes (e.g. lotteries, chance tickets, promotional schemes, betting, wagering, etc.) will not be promoted and should be avoided by all members.

12.4 MODESTY: BEHAVIOR & DRESS

Northwestern encourages behavior and dress that is honoring to God, respectful of others, and professional in nature. Immodest, suggestive, or provocative behavior and dress is not appropriate.

Members of the Northwestern community are asked to act respectfully in all settings. Disrespectful and immodest behavior includes, but is not limited to, inappropriate display of public affection, harassment of any kind, or inappropriate speech.

Members of the Northwestern community are asked to make every effort to dress modestly and appropriately in all settings. Immodest dress includes, but is not limited to, the exposure of undergarments or midriff, revealing clothing, and apparel with inappropriate messages or images. Shirts and shoes should be worn in all buildings and public areas. Exceptions for men outdoors may include tanning or athletic/recreational activities on the South end of campus (near the residence halls and athletic fields) and on the beachfront area. When swimming or sunbathing women are asked to reflect modesty and discernment and select reasonable one-piece swimsuits. The wearing of swimsuits in the student center or other campus buildings is not appropriate.

12.5 PUBLIC DISPLAY OF AFFECTION

Interactions with persons of the opposite sex should reflect respect for oneself, for the other person, and for the rest of the University community. Discernment should be used such that any public display of affection reflects good judgment, is not dishonoring, and does not cause others around the University to feel uncomfortable.

12.6 SCREEN ENTERTAINMENT

Northwestern endorses screen entertainment (e.g. television, video, video games, movies, Internet) that honors Jesus Christ and edifies the individual Christian and the university community. Members of the Northwestern community will not participate in any kind of entertainment that could be considered immodest, prurient, or harmfully violent (Eph 4:2; 5:1-2; Gal. 5:22-23).

The university reserves the right to rule on the suitability of any music, television, video, video games, movies, Internet played or performed on campus. This includes the playing of secular music, video games, and television shows in public areas, such as the student center, gyms, locker rooms, the weight room, and the beach.

12.7 SEXUALITY

Northwestern strives to enhance and strengthen a biblical sexual identity for its students. The university endorses positive interaction and friendship-building between men and women. Opportunities for co-ed activities are numerous in the campus environment.

Northwestern does not tolerate the involvement/participation in or promotion of sexually immoral behavior. This includes premarital sex, cohabitation, adultery, homosexual behavior, and use/display of pornographic, obscene, or suggestive materials of any kind (including materials found on the Internet). Behavioral choices involving cohabitation or which imply or have potential for immoral activity are not considered appropriate for community members.

12.8 SPEECH & CONVERSATION

Northwestern encourages communication that is edifying and builds one another. Speech and conversation that edifies is honest, truthful, and considerate. Northwestern University does not tolerate profane, sacrilegious, obscene, suggestive, and degrading language, verbal or written.

12.9 DISCIPLINARY PROCESS

Northwestern desires to be a redemptive community. In order for this to occur, the university believes that students need the opportunity to learn and grow through accepting responsibility for their actions. While discipline is sometimes a difficult, awkward, and painful process, it can and should be an opportunity for significant growth in students' lives.

By virtue of one's enrollment or employment, all members of the university community voluntarily accept the responsibility to abide by the behavioral guidelines and expectations set forth by Northwestern.

When an individual chooses to violate university guidelines and/or not respond to community accountability, it may become necessary for Student Development to participate in confrontation and/or accountability. It is the role of the Student Development staff to provide interpretation of Northwestern's standards and to determine appropriate disciplinary action. On certain occasions, a disciplinary committee comprised of community members may be convened by the dean of student development or designee to determine appropriate disciplinary action.

Disciplinary action may be initiated against students by Northwestern for violations which arise either on or off campus when the student is in violation of federal, state, or local laws or which materially or adversely affects the university or an individual's suitability to be a member of the Northwestern community. The university reserves the right to immediately remove a student from a class, housing, or school as a whole for behavior which is determined to impede the academic success of the class or the safety of the community. The university reserves the right to immediately remove a student from housing or school when any community guideline has been violated or any conditions agreed upon during disciplinary due process have been broken. The university reserves the right to report to or work with appropriate authorities in the case of a city, state, or federal violation. Students charged with or convicted of a criminal act off campus may be subject to disciplinary action by the university and/or loss of institutional aid.

12.10 DISCIPLINARY ACTION

There are no set formulas or automatic sanctions for most violations. Students who violate university policy subject themselves to the full

range of disciplinary sanctions including but not limited to expulsion. In reviewing each violation, the following variables will be considered: attitude, previous history, impact of the violation on the community, and specific circumstances. The university may respond to behavioral violations with one or more of the following options:

12.10.1 Restitution/Reconciliation: The student is required to initiate action to mend a relationship with an individual, a specific group, or the university community at large. That action may be through an apology, financial reimbursement, and/or completion of community service.

12.10.2 Fines or Sanctions: Penalties deemed appropriate by corresponding departments.

12.10.3 Disciplinary Warning: A warning is an effort of communication to a student that his or her choice(s) should change or cease. A student may receive a warning when they are in jeopardy of further disciplinary action.

12.10.4 Disciplinary Accountability: Accountability is an expectation, initiated by the university or student, to spend a period of time actively addressing matters of concern through accountability.

12.10.5 Disciplinary Probation: Probation is an opportunity for the student to actively address areas of concern through accountability when choices that have been made violate community guidelines. Continued violation of community guidelines will result in disciplinary suspension from the university.

The purpose of disciplinary probation is to provide additional external discipline and counseling for a student struggling to abide by Northwestern's standards and policies. Conditions of probation may include, but are not limited to: a contract stating behavior changes and expectations, weekly meetings with an assigned faculty/staff member, pledge of adherence to the Declaration of Christian Community, and completion of a topical assignment, seminar, or series addressing personal development. Students involved in co-curricular or extracurricular activities (i.e., athletics, music, drama, leadership roles) are subject to certain restrictions that would adjust levels of involvement for a determined period of time. Specific information on these restrictions is available from the student development office or from the appropriate coach/advisor.

12.10.6 Disciplinary Suspension: A suspension is when a student loses his/her privilege of continuing at Northwestern for a designated period of time. Suspension may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern's standards.

The university intends that suspension allows the student to re-evaluate his or her personal spirituality, values, and attitude toward Northwestern's standards. A student placed on Disciplinary Suspension is restricted from the university premises for the duration of the suspension. Requests for permission to be on campus must be processed in advance through the Director of Public Safety and/or the dean of student development.

Applications for readmission must include a written account of this evaluation and a pledge to abide by University policies. Readmission requests are submitted to and approved by the admissions committee through the dean of student development. All students who are readmitted return under disciplinary accountability or probation. In the rare case that a student is subject to disciplinary suspension for a second time after being readmitted, the student is not permitted to re-enroll at Northwestern (see Disciplinary Expulsion below).

12.10.7 Disciplinary Expulsion: An expulsion is when a student permanently loses his or her privilege of attending Northwestern. Expulsion may be implemented at any time (immediately or at the completion

of a semester), based upon flagrant or repeated violations of Northwestern's standards.

12.11 PARENT NOTIFICATION

Whenever students are involved in a violation of community guidelines, they will be encouraged to share the information with their parents. If a student is involved in a violation of the community guidelines, official notification to the parent(s) is at the discretion of the student development office. In the case of disciplinary suspension or expulsion, parents will be notified unless unusual circumstances exist. This policy assumes dependent status of unmarried students less than 24 years of age, unless the university is otherwise notified.

12.12 STUDENT RIGHTS

The university recognizes that respect for all individuals provides rights that uphold truth, fact, reason, and order.

In cases where students are subject to the process of disciplinary action by the university, the following rights are protected:

1. **Rumors:** The student has the right to be informed of any rumors about him/her that come to the attention of the university.

2. **Innocence:** The student has the right to be presumed innocent until proven guilty.

3. **Equality:** The student has the right to be assured university guidelines are applied equally to all students.

4. **Notification:** The student has the right to be notified of any disciplinary action by the university in writing and/or in person. In either case, a student may request a meeting with a student development dean to explain the disciplinary action.

5. **Clarification:** The student has the right to be informed of non-confidential matters pertaining to the disciplinary action. A student may request a meeting with a student development dean for clarification.

6. **Access of Information:** The student has the right to read all non-confidential information contained in his/her university records and files.

7. **Testimony:** The student has the right to provide his/her side of the story. A student may choose to ask for testimony of others.

8. **Advocacy**: The student has the right to request the presence of an advocate at any disciplinary meeting. That person must be a current member of the Northwestern community (faculty, staff or student).

9. **Appeal:** The student has the right to appeal a disciplinary action enacted on him/her by the university.

10. **Release of Information:** The student has the right to confidentiality. Only administration, faculty, staff, students or off-campus individuals or agencies with a legitimate "need to know" will be consulted concerning or informed of confidential information related to a student. Beyond the aforementioned individuals, the student must grant the university written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

12.13 DISCIPLINARY/NON-DISCIPLINARY APPEALS PROCESS

Any student seeking to appeal a disciplinary action enacted on him/her by the university can find further information on how to make an appeal below.

12.14 MAKING AN APPEAL

If a student is the recipient of disciplinary or non-disciplinary action and wishes to appeal the decision, a one-page, written request for an appeal must be filed with the dean of student development within 48 hours of receiving the disciplinary or non-disciplinary decision. Appeals may be submitted via email or hard-copy. An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

a) The student, in fact, did not commit the act(s) that led to the disciplinary or non-disciplinary action

b) The disciplinary or non-disciplinary action is not appropriate for the act(s) committed, and/or
c) The process did not follow policies or procedures stated in the Student Handbook and/or Community Policies.

The dean of student development or designee will respond to the student's appeal within two business days regarding the next steps. Next steps for an appeal may include one of the following: request a meeting with the student to gather additional information, make an appeal decision based solely on the merits of the appeal as presented in the student's letter, or call for an appeals hearing.

12.15 APPEALS HEARING

When an appeals hearing is called, an appeals hearing committee will be assembled in a timely fashion, with appropriate gender representation. This committee will consist of two to four faculty members (appointed by the dean of student development or designee), the Student Government president, an elected/selected member of Student Government, and one other student (appointed by the Student Government president). Each of the above listed are voting members, while the committee is chaired by the dean of student development or designee. In cases where the dean of student development is involved in the initial disciplinary action, a designee will be appointed as the chair of the appeals hearing committee.

The student appealing may request, in writing, that students not be included on the appeals hearing committee. A decision regarding this request will be made by the chair of the appeals hearing committee.

Additional persons present at the appeals hearing may include a secretary or others deemed appropriate by the chair.

Rules governing the appeals hearing include the following:

1. The student is given at least 24-hour notice, in writing, prior to the hearing.

2. The chair of the appeals hearing committee is responsible to provide direction and order throughout the entire appeals hearing. In the event of unforeseen circumstances, the chair has the right to immediately halt the appeals hearing and resume at a later time.

3. Only members of the university community may be present during any part of the appeals hearing.

4. At the start of the appeals hearing, committee members are instructed on the protocol of an appeals hearing. During this phase of the appeals hearing, only the committee members are present and any other individuals as deemed appropriate by the chair.

5. All parties are assembled and introduced.

6. One of the deans presents all evidence on behalf of the university. During this phase of the appeals hearing, the committee members may ask questions for clarification.

7. The student may respond to the dean' or remain silent.

8. The student may then present his/her appeal, which may include a maximum of three members of the university community to testify (in person or in writing). During this phase of the appeals hearing, the committee members may ask questions for clarification. 9. The dean may respond to the student's presentation or remain silent.
9. The dean may respond to the student's presentation or remain silent.

10. The student, dean, and committee members are provided opportunity to ask questions or present final comments for clarification.

11. Following all questions, designated parties are dismissed. During this phase of the appeals hearing, committee members deliberate and review all information presented

12. The task of the committee is to uphold the original decision regarding disciplinary action or recommend an alternative response based upon the criteria listed above *(see "Making an Appeal", section 12.14)*. The appeals hearing

committee may not increase the consequence of the original disciplinary action.

13. The voting members of the appeals hearing committee decide on the appeal by simple majority vote by a secret ballot. In the case of a tie, the chair of the committee casts the deciding vote.

14. The decision of the appeals hearing committee serves as a recommendation of disciplinary action to the dean of student development. This decision is to be placed in writing and given to the dean of student development in a timely manner.

15. The student is notified of the decision in a timely manner.

12.16 STUDENT COMPLAINT POLICY

The complaint policy guides students who wish to resolve a dispute/concern that involves a person(s) or process of the university community not already addressed by existing policy (i.e. academic or course related appeals, appeal of disciplinary decision, harassment complaints, etc.). The objective of the student complaint policy is to resolve disputes/concerns as quickly and efficiently as possible.

What do I do if I have a concern/problem? When a dispute/concern arises, a student should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with disputes/concerns in the most direct and honest fashion should always be the first step towards resolution.

When does a dispute/concern become a complaint? A dispute/concern becomes a complaint when it is unresolved in a satisfactory manner. A complaint is defined as a fact-based plea for the review of a process and/or an interpersonal interaction alleged as being wrongful.

How do I submit a complaint? A complaint form is available on theRock > Student Services and must be submitted within 30 business days of the occurrence. Once completed, submission of this form will be delivered to both the Dean of Student Services and Dean of Student Development. Upon receipt of the complaint, the student will be contacted within 48 hours. In some cases, a fact-based committee may be assembled to address the complaint.

12.17 STUDENT CONCERNS COMMITTEE

The Student Concerns Committee (SCC) works collaboratively for the current and future success of students deemed to be at risk for a variety of reasons. The SCC provides guidance for the overall benefit of a student by effectively utilizing all pertinent services available within the University for student support and success.

1. Reviews the breadth of student needs
2. Considers required services
3. Assesses limitations (for all students and the university)
4. Provides consultation based on professional best practice standards for student care
5. Responds as requested in re-entry process.

The Student Concerns Committee customizes itself to meet student needs. Each individual need is addressed by assessing the needs and assembling key service areas required to best serve and assist the student. This fluid structure enables the committee to be crafted effectively to address a variety of concerns impacting the current and on-going success of a student within the Northwestern environment. A Student Development dean convenes the Student Concerns Committee and oversees its activities.

12.18 DISRUPTIVE BEHAVIOR POLICY

Northwestern is committed to maintaining a safe and constructive living, working and learning environment for students, faculty and staff. All students are required to behave in manner that does not interfere with or disrupt the ability of other students, faculty or staff to participate in educational programs, living environments, or employment opportunities, and does not significantly interfere with or disrupt the general operations of the University in carrying out its mission. Northwestern reserves the right to respond to disruptive behavior exhibited by a student or group of students.

Disruptive behavior includes, but is not limited to:

- Behavior that disrupts university-sponsored activities, including studying and teaching;
- Behavior that places the student or others at risk of physical harm;
- Behavior that is threatening or intimidating;
- Behavior that causes or threatens damage to property;
- Behavior that substantially and negatively impacts another student, staff or faculty;
- Behavior that results in excessive violation of university policy/rules.

Students who exhibit disruptive behavior may be subject to non-disciplinary or disciplinary action by the University. Northwestern may respond to disruptive behavior with one or more of the following actions:

Assessment: Where appropriate, a student may be asked to get an assessment, either on- or off-campus, with a qualified health care professional.

Care Plan: A care plan is an expectation, initiated by the university or student, to spend a period of time actively addressing matters of concerns. A care plan may include (but is not limited to) a reduced credit load, participation in support services, treatment and/or accountability meetings.

Exclusion from University Facilities or Activities: A student may be prohibited from attending one or more classes, entering a building, participating in some or all university sponsored activities, using other student services provided by the university, and/or living in the residence hall. Exclusion will be for a definite period of time, until certain requirements placed on the student are completed.

No Contact Letter: As an effort to create space between two or more individuals, a no contact letter asks a student to not have any type of contact with another individual who is part of the Northwestern community. This includes, but is not limited to, verbal or written communication, through the many mediums that are available. The student may not have friends or family contact the student on their behalf.

Leave of Absence: A student may request or be asked to take a leave of absence from Northwestern. While on a leave of absence, a student may not be registered for classes, participate in co-curricular events, or live in the residence hall.

Disciplinary Action: This includes the full range of disciplinary sanctions as described in the student handbook (i.e. fines, disciplinary warning, disciplinary accountability, disciplinary probation, disciplinary suspension, or disciplinary expulsion).

12.19 EATING DISORDER

Eating disorders are complex and can impact all areas of personhood (i.e. academics, social, work, spiritual, emotional, psychological and physical). We aspire to have Northwestern be a community where weight and body image are not elevated beyond the goal of health and wellness. Eating disorders can be life threatening. A person with an eating disorder may minimize their struggles or deny having a problem. If you find yourself or someone you know struggling with eating disordered behaviors, the University encourages you to talk with any of the following departments: Counseling Services, Health Services, or Student Development. <u>The University reserves the right to ask students to have an assessment regarding eating behaviors.</u>

13. UNIVERSITY POLICIES

This section references specific additional policies Northwestern uses that address needs and issues.

13.1 CAMPUS DISTRIBUTION

The university maintains the right to examine, withhold, or prevent the distribution of surveys, materials, or messages which differ from the stated intent and purpose of the university mission statement. All information and surveys desired to be posted or distributed must be approved through the dean of student development or appropriate academic department chairs.

13.2 COMMUNICATIONS

13.2.1 E-mail

E-mail is an efficient and effective method of communication. Therefore, Northwestern provides an e-mail account for each registered traditional undergraduate student. This account, represented by a university e-mail address, is the only address that the university (i.e. faculty and staff) will use to communicate electronically with traditional undergraduate students. Students are held responsible for all information communicated from the university by e-mail.

13.2.2 News for Students

Official notices, announcements, news, events, etc. for students are published on the Home tab on theROCK. Students are held responsible for informing themselves by reading the information published in news channel. Students who wish to submit announcements or events must submit them to Marketing & Communications via e-mail at announcements@unwsp.edu by noon the day before the message is to be published.

13.2.3 Poster Approval

Approval to post announcements must be obtained through the student development office. Posters are to be placed on bulletin boards only and not taped or pinned to walls. Posters are not to be displayed in the campus tunnels except during Student Government student elections. It is the responsibility of the individual and/or group to remove all posters after the event has passed. Announcements in the residences must be approved by the student center receptionist and should be placed on bulletin boards only.

13.2.4 theROCK

theROCK is the Northwestern electronic portal. ROCK stands for **R**elevant **O**nline **C**ommunity **K**nowledge. In essence, theROCK is a single electronic gateway that assists community members—students, staff and faculty—to be in communication. theROCK is the starting point to access e-mail, news and announcements, and several other important community functions. Students are held responsible for all information published on theROCK.

13.3 COMPUTERS & INFORMATION TECHNOLIGIES

Computers are important tools in the educational process at Northwestern. In order to enhance the use of these tools, the university requires all students to have a personal laptop computer. The university also has a network connecting all computers on campus and providing a variety of services through the network. All students are given a network account, which is password-protected.

All students are required to create a permanent password that meets Northwestern network standards. For instructions in changing and creating your permanent password and security questions using the MyPassword tool, visit *theROCK-> Home-> Password Management*. Change your current password into one you'll remember and yet still meets the security standards. Come up with a clever way to help you create and remember your permanent password (e.g. favorite color + mother's birthday = Gr3en526.).

Your Northwestern account provides e-mail service, access to the Internet, data storage space, and access to course-specific software applications.

- Wireless access to the Internet is available in most campus buildings. Residence rooms have wired network access in addition to the wireless access available in all residence halls.
- Northwestern is not responsible for the operation or maintenance of your com-

puter. The university will provide recommendations for reputable local vendors who can provide needed diagnostics and/or service for your computer if necessary.

- Each student is responsible for installation of his or her own network cable (used to connect your computer to the network jack).
- Computer Lab staff will assist students on a best-effort basis to troubleshoot computing problems to determine if problems are caused by the network or by the student's computer. Since this service is provided on a best-effort basis, no guarantees will be made by the university relating to the ultimate quality or completeness of problem determination other than to verify that the network connection is functioning properly.
- The university network is available to students for educational purposes only.
- Network accounts are a privilege and may be taken away if abused. See the Northwestern Acceptable Use Policy for more information. All student network accounts are removed nine months after graduation or nine months after the last course has been taken.

By connecting to the university network, the student agrees to abide by the policies which govern computing on campus. These policies are published in the Community Policies Manual.

In order to connect to the university *network, each student must register by passing a security scan. The scan ensures that the computer attempting to access the network does not pose a risk to other computers on the network by verifying that you have current Operating System updates and current antivirus definitions. Students must register for each connection, wired and wireless. Student Support staff are available to provide assistance to students who need help registering their computer on the network.*

Commuter students may connect to the University network when on-campus. A commuter will also need to register his/her computer if used on campus. Commuter students receive the same access as resident students when connected to the University network on campus. A commuter student must have his/her own Internet Service Provider to access university resources through the Internet from off campus.

Northwestern maintains several computer resource centers (CRCs) for general use by students. Two CRCs in Riley Hall provide Windows-based computers, as well as B/W and Color printing abilities. The Riley Hall CRC hours are posted on theROCK. The Berntsen Library houses a CRC equipped with 15 Apple Macintosh computers and B/W printing abilities. Additionally, the Berntsen Library maintains Windows-based computers for research purposes. The CRC in the Robertson Student Center is available 24 hours a day. These CRCs also provide B/W printing abilities. Other CRCs are maintained by specific academic programs such as Art/Graphic Design, Communication, Music, Science, and MIS.

Students are provided with a $30 credit for free printing per semester, based on the traditional undergraduate semester calendar. Summer semester totals are included with the fall. For the 2012-13 academic year, the credit resets will occur on December 27th and May 21st. When students print, black and white sheets are figured at a 10-cents-per-page rate and color printing at a 30-cents-per-page rate. All pages over the $30 limit will be charged to the student's account at the above listed rates. Printed pages are tracked through by Campus Technologies and totals are presented each time a student prints. Students with questions should contact the help desk.

13.4 MINIMUM COMPUTER RECOMMENDATIONS

Northwestern's minimum computer recommendations are intended to ensure that the laptop you purchase will meet the requirements for the coursework in your academic program throughout your university career. Below are recommendations and minimum requirements for Windows and Macintosh laptops. You may wish to contact your Faculty Advisor for any course or Major specific recommendations they may have.

Some Northwestern websites and services are primarily designed to work with Windows and Internet Explorer; most will work on Mac OS X and Safari, but we are aware that you may occasionally encounter compatibility issues when using Mac OS X. Other operating systems are not recommended for use at Northwestern.

13.4.1 WINDOWS LAPTOPS

Windows Hardware Requirements

- **Most laptops purchased in the last four years should meet these requirements**
- **CPU**: Intel Core 2 Duo, Core i3, AMD equivalent or better (minimum: Intel Celeron or AMD equivalent)
- **Memory:** 4GB or more (minimum: 2GB)
- **Network**: 10/100 or Gigabit Ethernet connection
- **Networking cable**: 14-foot or longer Cat-6 Ethernet network cable
- **Hard Disk**: 120GB or larger (minimum: 80GB)
- **Optical Devices**: DVD/CD-RW combo drive is helpful
- **Portable Storage**: A USB flash drive is recommended (1GB or larger)
- **Wireless**: Integrated, USB, or PCMCIA 802.11b/g compatible wireless card
- **Warranty**: Each student is strongly encouraged to have an extended warranty to cover the life of their laptop (3-4 years). This will help prevent unplanned costs and downtime for the student, or parents, in the event of a hardware malfunction or failure.

13.4.2 Windows Software Requirements

Operating System: Windows 7 SP1 (minimum Windows Vista SP2 or Windows XP SP3)

Antivirus: Northwestern provides Symantec Endpoint Protection 11 free for students while enrolled at Northwestern. Other major brand antivirus programs with active subscriptions and updates are allowed to register on the Northwestern network.

Office Suite: Microsoft Office 2010 or 2007 is recommended. Professors expect your work to be submitted using Microsoft Office document formats. Microsoft Office 2007 ($100+tax) is available in the Campus Store at exclusive academic pricing.

If interested, you may visit www.dell.com/unwsp to receive educational discount offers.

13.4.3 Macintosh Laptops

Mac Hardware Requirements

- **Most Mac laptops purchased in the last four years will meet the minimum requirements.**
- **CPU**: Intel processor (minimum: Intel Core Duo)
- **Memory:** 4GB or more (minimum: 2GB)
- **Network**: 10/100 or Gigabit Ethernet connection
- **Networking cable**: 14-foot or longer Cat-6 Ethernet network cable
- **Hard Disk**: 120GB or larger (minimum: 80GB)
- **Optical Devices**: DVD/CD-RW combo drive is helpful
- **Portable Storage**: A USB flash drive is recommended (1GB or larger)
- **Wireless**: AirPort 802.11b/g compatible
- **Warranty**: Each student is strongly encouraged to purchase AppleCare for their laptop (3 years). This will help prevent unplanned costs and downtime for the student, or parents, in the event of a hardware malfunction or failure.

13.4.4 Mac Software Requirements

- **Operating System**: Mac OS X 10.7 Lion or 10.6 Snow Leopard (minimum Apple OS X 10.4.11 or higher)
- **Antivirus**: An antivirus program is recommended, but not required.
- **Office Suite**: Microsoft Office for Mac 2011, any edition (minimum: Microsoft Office for Mac 2008, any edition). Professors expect your work to be submitted using Microsoft Office document formats.

If interested, you may visit store.apple.com and click “Education Store” to receive an education discount.

13.4.5 Netbooks

Netbooks may be a desirable alternative to a laptop and are usually acceptable provided the

netbook closely matches the recommendations listed above. However, they may not meet your needs as a student or coursework requirements for your area of study. You may wish to contact your Faculty Advisor for specific recommendations they may have.

13.4.6 Tablets

A tablet can be a great companion tool for use at Northwestern; most major brand Android, Apple iOS, and Windows Mobile tablets can be registered on the Northwestern wireless network. However, some tablets are not compatible with all campus websites and services and may not meet all your needs as a student. A tablet is not recommended as a standalone substitute in place of a laptop at this time.

All Windows and Mac Laptops, Netbooks, Tablets, and Mobile Devices must be patched to the latest version in order to register and connect to the Northwestern network. It is best to install all available software updates before the device is brought on campus.

13.5 FERPA

Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA sets out requirements for the protection of student privacy. It deals specifically with the education records of students, affording them certain rights with respect to those records. A complete copy of FERPA requirements is available in the Community Policies and on the Academics tab of theROCK.

13.6 Student Employee Confidentiality Policy and Agreement Statement

If you are or become a student worker at Northwestern, by virtue of your employment, you agree to the following:

I have been informed that any information I have access to when doing my job must be kept confidential. I recognize that not sharing private/confidential information is a serious responsibility in the performance of my duties. I understand that questions regarding the Confidentiality Policy should be directed to my supervisor. I also understand that by virtue of my employment with Northwestern, I may have access to records which contain Personally Identifiable Information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I fully understand that I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my professional responsibilities or duties as a school official. I also fully understand that the intentional disclosure of this information by me to any unauthorized person makes me subject to possible criminal and civil penalties imposed by law. I also acknowledge that such willful or unauthorized access or disclosure also violates Northwestern's confidentiality policy and constitutes just cause for possible disciplinary action up to and including termination of employment and/or enrollment regardless of whether criminal or civil penalties are imposed.

13.7 LIABILITY AND INSURANCE

Northwestern is not liable for the loss of money or personal belongings of any person or for damages done to property belonging to any individual. The university is not liable for injuries sustained by students. Claims for injuries are submitted by the student to their insurance provider.

Students should make their own insurance arrangements to cover personal belongings against fire, theft and flooding. Extended coverage through a parent's homeowner policy is a possible option. Northwestern recommends that students check with their insurance agent to confirm coverage or establish any necessary rider to the policy or a renter's insurance policy. Questions regarding personal property insurance may be directed to Ruth Ball at 651-628-3442 or rlball@unwsp.edu.

Students should take every precaution to protect their belongings at all times. Residence Rooms should always be locked, valuables should not be left unattended in public places, and all lockers should be locked when students are not present.

13.8 STUDENT WILLFUL PARTICIPATION RELEASE FROM LIABILITY AND INDEMNIFICATION AGREEMENT

Northwestern students and other affiliated persons participate in various off-campus events through the University, including trips to other countries, field trips in the local region, volunteer activities and recreational activities.

To be allowed participation in the various events throughout the year, it is required that students sign the "Northwestern's Willful Participation Release from Liability and Indemnification Agreement," at the beginning of the semester. By signing this agreement, students agree 1) to assume the risks for hazards related to certain Northwestern events in which they voluntarily and willfully participate and 2) to release Northwestern, its directors, trustees, officers, employees or agents for any cost or liabilities they cause that are in any way related to those events. The Agreement does not include intentional, willful, or wanton acts of Northwestern, its directors, trustees, officers, employees or agents.

By participating in the event, students are affirming that the Agreement they previously signed applies to the event. If students have any questions or concerns at that time about the Student Willful Participation Release from Liability and Indemnification or the event, please contact the department or group leader of that event.

13.9 USE OF CAMPUS VEHICLES

Whenever possible, it is recommended that a university vehicle be used or the vehicle rental policy be followed when needing a vehicle for university business. Minnesota law requires a vehicle be insured. The insurance follows the vehicle, not the driver. Since the university has no financial interest in student-owned vehicles, the university cannot insure them. If an accident occurs while a "compensated student" is on Northwestern business related to their job and the damages are significant, the vehicle owner's insurance would be first response, then the university's non-owned auto coverage will respond but only on an excess basis and only for bodily injury or property damage to someone else's property. Any damage to the student vehicle would not be covered under Northwestern's auto program.

13.10 LOST AND FOUND

Students who have lost or found items should contact the ticket office in the Totino Fine Arts Center. All found items will be held for several weeks and will periodically be displayed in the fine arts center lobby. Items that are not claimed at these times will become property of Northwestern and be donated to a local charity.

13.11 ONLINE DIRECTORY

The University maintains an online directory of students, faculty and staff available via theROCK. Information included in the online directory includes students' names, mail center numbers, phone numbers and home addresses. By enrolling at Northwestern, students give their permissions to be listed in the directory. Those wishing to limit information provided in the directory should complete a Student Request for Restricted Information Form prior to the end of the second week of the semester or the end of the first week of summer session. This form is available in the FERPA channel on the Academics tab of theROCK. The online directory is for the sole use of Northwestern community members.

13.12 ROCK PAINTING

Painting of rocks or other forms of Northwestern landscape is prohibited, except for the official "paintable" rock located west of the parking ramp. Properly regulated, the tradition of painting the original Northwestern Rock has a positive impact on campus community. The following guidelines exist for access, considerate usage, care, and maintenance of the Rock

- The Rock may be painted by any Northwestern community member (student, faculty, staff). The Rock may also be painted by "guests" of the University (i.e. weddings, conference groups) at limited and designated times and for related purposes.
- Messages placed on the Rock are usually in place for a 24-hour period and are created on a first-come, first-viewed basis. Some messages may be covered due to a prominent campus event, which can trump the

importance of a message focused toward a single individual or group.

- Time sensitive and really nice painting should not be covered over until the appropriate time—within one to five days—depending upon the event, as much as feasibly possible. Suggested timing is:

  Wedding – 24 hours

  Orientation, Homecoming, Graduation – 1–5 days

  Engagement congratulations – 24 hours

  Birthday wishes – 24 hours

  Random expressions or proclamations – 24 hours or less
- The University reserves the right to paint over anything that would be considered inappropriate or would cause disunity/misunderstandings within the University community or to guests visiting the campus. The University also oversees maintenance of the Rock—periodically burning off paint with adequate protections of the surrounding area.

13.13 SCHEDULING OF UNIVERSITY EVENTS

Northwestern gives priority to local churches in the matter of scheduling University events during "church time." Church time includes the following hours:

Sunday 6 a.m.–noon, 6–8:30 p.m.
Wednesday 6–8:30 p.m.

13.14 SCHOOL CLOSING

On rare occasions, classes are cancelled due to inclement weather. For up-to-date information regarding school closings, students may call 651-628-DIGG (3444) or check theROCK for announcements.

13.15 SOLICITATION AND SALES

For the protection of students, no solicitation of any type (e.g., selling, promoting) is permitted by non-Northwestern members on the University campus in offices, residence halls, or through the Mail Center. Community members should immediately report the presence of any salespeople, distributors, or solicitors to Public Safety or a student development staff member.

If a Northwestern student wishes to operate a personal business (e.g., professional hair cutting, laundry services, music lessons, computer sales, multi-level marketing, Internet-based sales, party-planned sales, catalog sales) from any campus location, they must submit a written request for approval to the student development office and meet with a student development dean who will discuss the request and seek additional information. The dean of student development will review the details of the request and determine whether approval will be granted.

Exceptions will not be given to businesses that compete with campus vendors; use the university computer network, servers, computers, bandwidth, etc.; take up large amounts of university facility space; or use university resources. Items or substances which are prohibited by any government law or Northwestern policy may not be advertised, sold, stored or distributed anywhere on or off campus.

Only approved/registered student businesses are allowed to advertise in campus buildings. Advertisement must be approved through the student development office and/or the student center desk.

Campaigning for public office is permitted. For guidelines related to such advertisement, contact the student development office.