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STUDENT HANDBOOK

The Student Handbook of Northwest Nazarene University is intended to guide you in your journey through the University. Along with other University publications and documents, it will serve as a major resource for you to familiarize yourself with the community rules which help us to create a civil place, based on the mission and values of NNU and the common good.

This Student Handbook is prepared by the Vice President for Student Life. Questions regarding the Student Handbook should be directed to the Office of Student Life. All undergraduate students attending the University are bound by the provisions of the Student Handbook.

Lifestyle Covenant

The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and



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NNU's covenant is founded upon the prevailing truth in Scripture which outlines patterns for righteous living. Romans 12:1-8 reads, "Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will. For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; if it is serving, then serve; if it is teaching, then teach; if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully." [Also see: 2 Cor. 5:11-6:1; Galatians 5:13-14, 6:1-10; Ephesians 4:1-17; Philippians 4:8-9]

At NNU, we recognize that not all members of our community come from the same background of beliefs and traditions, and with that welcome reality there can be an inherent difficulty in maintaining the delicate balance between our identity as a growing, diverse liberal arts university that is also committed to a lifestyle and mission that is founded upon and fully realized in the heart and character of Jesus Christ.

In seeking that identity, we as a community join to commit ourselves to a life that is founded upon the beliefs, traditions, and practices of the Christian faith, and of the Church of the Nazarene in particular. We commit to this standard not out of legalism or blind commitment to the letter of the law; instead, we covenant together to create a community which values transformation, truth, community, and service while also seeking to maintain a vision by which we form scholars, nurture disciples, serve the church, shape our culture, and redeem our world.

To that end, we commit together to a set of principles that will best enable us to fulfill our mission.



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of alcohol as a beverage, tobacco, and illegal and authorized prescription drugs so that we might protect ourselves and others from the harmful effects and impaired judgment that inevitably result from substance abuse. We choose to avoid other potentially addictive behaviors that may result in the damaging of personal character and witness.

We commit to behavior and language that enhance and grow our personal character. We use our words to uplift and encourage one another. We choose to avoid any language or behavior that may be construed as harassment based upon gender, sexual orientation, race, religion, or other defining identity traits. We choose to exclude from our conversations vulgar, obscene, or bullying language, and we strive to live lives free from lying, dishonesty, fraud, perjury, and any disruptive or offensive actions, whether spoken, written, or otherwise.

We commit to lives of sexual purity. Recognizing that we are beings made in the image of God, we seek to restrain ourselves from behaviors and actions that discredit or harm the inherent value we hold as beings gifted with sexual impulses and desires. We commit to live out and singularly promote the God-given gift of gender identity. With that in mind, we commit to a view of sex as being fully realized between male and female within the gift of the marriage covenant as defined by the church. Married students commit to being faithful within their marriage covenant and to avoid any sexual behavior outside that covenant relationship. We avoid any public displays of affection between individuals that might be deemed inappropriate and not in keeping with the heart of this covenant. We commit to avoid the use and/or distribution of pornographic materials, criminal sexual behavior, and any sexual contact outside of heterosexual marriage.

We commit ourselves to use appropriate discretion in the use of our time and in our entertainment choices. Recognizing that our digital age has brought all manner of media to our fingertips, we commit together to making entertainment choices that enhance our character and will not damage our ability to be effective emissaries of our mission. We commit to behavior in the digital world that is representative of our behavior in the physical world, and so we avoid illegal tampering with the technology of others and their privacy, as well as avoiding use of the internet to harass, bully, defame or expose the private information of others. We know that this choice is made both in public and in the privacy of our own rooms, and commit to taking the necessary steps to removing any



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paying attention to appropriateness and neatness of dress, our bodily hygiene, and to language and behavior as outlined above.

We commit to the safety and well-being of all members of our campus community. We commit to exclude from campus possession of weapons of any kind, ammunition, explosive devices, flammable materials and any other objects that may cause bodily harm as outlined in the Residential Life Covenant. We also commit to treating one another with respect and to building our community upon trust and love, and so choose to avoid any hazardous activities, hazing or pranks which create safety and health (physical, mental, emotional) concerns.

As in any community in which high standards are the norm, we recognize that some of us may, at times, fail to meet these goals and potentially require further consequences as a result. As an extension of the ministry of reconciliation as described in Scripture, we are committed to addressing these missteps as outlined in the Student Policy Manual and to finding a solution which brings all parties into right relationship and back into step with the mission and character of NNU.

This lifestyle covenant sets forth the philosophies and commitments under which we live, but is not exhaustive as to behaviors which might result in discipline under University policies. To see complete policies concerning discipline procedures and behaviors which might result in discipline, view our complete policy regarding student discipline and appeals.

Community Living

As outlined in the covenant statement, the members of the community at Northwest Nazarene University commit themselves to a lifestyle that aligns itself in thought, word, and deed with the stated mission and core values of the university. As a primarily residential campus with the majority of traditional undergraduate students living together in residence



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NNU. Besides those students who qualify for off-campus housing as outlined below, all students who are single and maintain full-time student status are required to live on campus. Residence hall living enhances development of personal identity, relationship skills, thoughtful decision making, leadership qualities, and community interdependence and care. Numerous studies from universities across the nation indicate that students who live on campus enjoy a more rewarding and successful college experience. Research reveals that on-campus students earn higher grades, are less likely to drop out, and become more involved with extra-curricular activities and campus personnel.

We also recognize that living in community with one another can present unique challenges, and that consideration and respect for other students and university constituents is imperative. The healthy, safety, and rights of others should be regarded at all times, as outlined in the Student Life Covenant and in the guidelines listed below.

Residential Life Policy: Off Campus Living

Certain undergraduate students may apply to live off campus, under the following conditions:

1. Students who have reached their 22nd birthday or are three or more years out of high school, or students living with a parent or legal guardian, excluding first-year freshman students who are required to live on campus.
2. Students are prohibited from living on or off campus with members of the opposite gender unless they are legally married or a family relation.

Written permission for undergraduate students to live off campus, in compliance with one of these policies, must be obtained from the Vice President for Student Life or designee. Any decision regarding any such issue is within the discretion of the University.



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Any exceptions to the above stated policy must be reviewed by the Vice President for Student Life or his/her designee.

On-Campus Living Policy

1. Application process. The application process for a student to live in a residence hall on the University campus is commenced by (a) the student's acceptance by the University; and (b) the student's submission and the University's approval of the NNU Terms and Conditions of Occupancy and the Residential Application and Contract (collectively the Occupancy Agreement); and (c) the student's payment of the University's tuition deposit. The Occupancy Agreement incorporates the terms of this Student Handbook, and sets forth additional terms and conditions which the student must timely meet before a residence hall room is assigned.
2. Room assignment. New students are assigned by the University to a particular residence hall room according to room capacity (2, 3, or 4 to a room) and are expected to accommodate the roommate(s) assigned. Room assignments are made according to (a) space available, and (b) the order in which the completed Occupancy Agreement is received. It is to the student's advantage to complete and return these items immediately to the University. As a returning student, the University reserves the right to refuse any application due to lack of available space, or management decisions, at which time the student will be notified. The University further reserves the right to change room assignments at any time in the interest of health, discipline, management or general welfare of the students. Single room occupancy may be available for an additional charge.
3. Term of occupancy. Residence halls will normally be open to receive students at 1:00 p.m. on the day prior to class registration day each semester, and will remain open until 12 noon on the day following the last day of finals in each semester. Residence halls will



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- All students are expected to comply with all policies and procedures of the University, whether listed on the University Web site, within the residence halls, by resident assistants, or as otherwise stated.
 - All students are expected to comply with all fire drills.
 - No pets (except fish) are allowed in or around the residence halls (i.e. [support and comfort animal policy](#) -- see Policy VIII).
 - Students may not bring their own beds to the residence halls.
 - The student agrees to give proper care to his residence hall room and its furnishings and equipment, and to make prompt payment to the University for any damages, as determined by the University. Charges for loss of equipment or furniture, or damages to or defacement of any area of common use (such as lounges, recreation rooms, halls, bathrooms) may be assessed equally against residents of the area. Furniture, including bunk beds, may not be moved without permission of the resident director of the residence hall.
 - Residence hall rooms must be maintained appropriately by the student, who is responsible for linens, towels, furniture, and related items.
 - Repairs or alterations to the residence hall rooms are to be made only by University personnel.
 - Personal property loss by students is not the University's responsibility in any case, including but not limited to cases of fire, theft, or similar events.
 - All students are bound by any policies or procedures, or rules or regulations, enacted by any individual residence hall within the University.
5. University's right to examine residence hall rooms. The university reserves the right of entry to any residence hall rooms to make necessary inspections for management,



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prior to entry.

- A report of such an entry shall be filed with the Office of Student Life. The report shall include the date, time, purpose of entry, and the persons who made the entry. A list of property taken shall accompany the report. The student may obtain a copy of such report upon written request to the Office of Student Life.
 - No student property shall be confiscated by the University unless such property appears to be in violation of the Spiritual Life Perspective or Lifestyle Expectations. Unless the student's property is determined to violate the Spiritual Life Perspective or Lifestyle Expectations, student property may be held only for evidentiary purposes.
 - Two University representatives will be involved in any such entry.
6. Food service. All students (except seniors) living on campus are required to eat in the University's dining hall. No food should be taken out of the dining hall, except in the case of dining-hall provided to-go boxes and sick trays. Sick trays may be requested from the residence hall's resident assistant.

2021-2022 Chapel Policy

It is the policy of the University that all undergraduate students are expected to attend a required number of chapel/convocation services. Such attendance actively contributes to the spiritual formation of our students, reinforces the university's mission in the lives of our community members, encourages a sense of community, and makes the student aware of issues relevant both to the student and the world outside the University.

1. Place and time of chapel/convocation services. Unless otherwise indicated by the University, chapel/convocations are held at the Swayne Auditorium in the Brandt Center and at a time set by the University. The regularly scheduled services are as follows:



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Credit for attending, see #6 below).

- Friday morning (10:10-10:50)— Full Formation Credit.

2. Attendance recording. Student ID cards must be scanned as students enter and exit chapel to receive formation credits. If you forget your student ID, you are allowed to fill out a paper chapel card for MWF chapels up to three times per semester (broken or lost ID cards can be replaced at ITS in the Leah Peterson Learning Commons). Students who anticipate that they cannot comply with requirements regarding formation credits should go to the Office of University Mission and Ministry (Conrad Commons) and pick up a form to apply for a reduction.

3. Late arrivals. Students entering a chapel/convocation no less than 10 minutes late may still scan in and receive a tardy. Students in excess of three tardies per semester may not be eligible for credit for further late arrivals.

4. Standard attendance requirements for formation credits per semester:

- Full-time students (12+ academic credits) = 30
- Part-time students (6 credits or less) = 0 (No reduction form needed)
- Part-time off-campus students (7-11 credits) = 15 (No reduction form needed)
- Non-traditional students (30+ years old at the beginning of the semester) = 0
- Parents with children ages 6 or under = 15 (A reduction form must be filled out at the beginning of each academic year. It will be automatically renewed spring semester.)
- Graduating seniors (final semester only) = 20 (No reduction form needed)
- Post-Bac & Grad students = 0 (No reduction form needed)

5. Alternative chapel/convocation options. While the University is committed to the value of gathering as a whole community in MWF chapels/convocations, we also believe there is value in allowing for freedom of choice in preferences and times. The alternative formation options are intended to give students nearly a third of their formation requirement by attending alternatives. These options are approved by the Chaplain's Office and will include Wednesday Timeouts (9PM), approved ministry clubs, approved small groups, as well as additional opportunities designated by the Chaplain. Attendance at these alternative formation options may require filling out a chapel card (including student ID #) rather than scanning student cards.

6. Exceptions to standard attendance requirements. Exceptions to standard attendance requirements may be granted by the University upon the student's timely submission of a reduction form to the Office of University Mission and Ministry in the following cases:



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- The Office of Mission and Ministry reserves the right to grant or withdraw reductions for any reason.

REDUCTION APPLICATION DEADLINE: Third Friday of the semester. Reduction applications may be requested by contacting chapelattendance@nnu.edu.

Approved reductions do not remain in effect without being renewed EACH SEMESTER. Any disputes or changes regarding chapel attendance must be resolved before the end of the semester.

7. Students not meeting formation requirements. Students who do not fulfill their formation requirements may be subject to the following actions, as determined by the Office of Mission and Ministry:

- Failure to attend the required number of chapel/convocation services will result in a \$10 fine for each missed service.
- Students who do not attend at least half of their requirement will be required to meet with a representative from the Office of Mission and Ministry. Pending the outcome of this meeting, a student may face disciplinary action.
- Students found to have falsified their chapel attendance, or to have participated in the falsification of the chapel attendance of another student, may face disciplinary consequences, including the nullification of all credits presently earned in the semester and up to a \$100 fine.

8. Attendance issues: Within 24 hours of each chapel/convocation credits are entered into the portal system. Any issues regarding attendance must be resolved by the student with the Office of Mission and Ministry by emailing chapelattendance@nnu.edu within two weeks of the potential discrepancy. Students are responsible for tracking their progress in meeting their formation requirement, which is available on the student portal (my.nnu.edu).

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Student Disciplinary and Appeals Process



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forth on the University web site. In the event of the failure of a student to abide by these expectations, the University has adopted a process to hear, address, investigate, evaluate and when necessary adjudicate any violations or alleged violations of the requirements of the institution-wide lifestyle standards in an equitable and Christian manner. The following standards and procedures, which are intended to protect both the interest of the student

and the University, will be used in all matters involving discipline of students, with the exception of sexual misconduct as defined in the University's Sexual Misconduct Policy. The applicable policies and procedures for disciplinary decisions and any other sanction imposed based on a finding of responsibility for a violation of the Sexual Misconduct Policy will be those set forth in the Sexual Misconduct Policy. The disciplinary procedures set forth in this Handbook shall not be applicable to sexual misconduct complaints.

I. BASIS FOR DISCIPLINE

The following conduct constitutes conduct for which discipline as described in this Section is authorized.

- Lying, dishonesty, fraud or perjury.
- The use of profanity or vulgarity.
- Sexual conduct outside of heterosexual marriage.
- Practice or promotion of transgender conduct.
- Stealing, theft or vandalism.
- Fighting and bullying, or threatening behavior of any type, harassment, creation of a hostile environment or any physical or mental abuse of another person, whether child, elder or otherwise.
- Consumption, possession, display or use of alcohol (as a beverage), illegal drugs (including prescription drugs in the absence of a valid prescription) and tobacco. The University also prohibits the procurement or provision/sale of such alcohol, illegal drugs or tobacco for any student. Discipline may also occur in the case of a student being in the presence of such items.
- Grossly negligent conduct.
- Use of the Internet to harass or embarrass another person, to spread rumors about another person, to defame another person or to obtain privileged or confidential information.



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- Conviction of a felony or misdemeanor involving moral turpitude.
- Any other conduct that is harmful to persons or property or which is disruptive of the educational process where such conduct would be deemed to be material or harmful by a reasonable person and particularly where such conduct is repeated or persistent.
- Promoting views or engaging in conduct that is not in harmony with standards and

practices of Northwest Nazarene University and the Articles of Faith, Covenant of Christian Character and Covenant of Christian Conduct contained with the Manual of the Church of the Nazarene.

II. DISCIPLINARY OPTIONS

Violation of or failure to abide by any conduct requirements, whether employment, lifestyle, or other, may result in warning or admonition, counseling, probation, suspension, expulsion, fine, conduct restrictions or requirements, report to parents, residence reassignment, or such other response as the University may in its discretion deem to be appropriate.

A. Considerations in Selecting Disciplinary Options.

In the enforcement of any conduct requirements the University may in any case consider mitigating (factors calling for reduced severity), aggravating (factors calling for increased severity) and extenuating (factors calling for special consideration) factors or justification (factors excusing conduct) attendant to any violation, issues of ambiguity and clarity in policy or requirements, or lack thereof, of such requirements, and prior conduct of persons violating any requirement. The University reserves the right to use or not use progressive intervention, response, consequence or sanction in any case as it deems appropriate. In determining the severity of any consequence, response, sanction or discipline, the following considerations may be applied by the University, among others:

1. Instances of direct physical, emotional or psychological harm to persons or harm to property or property rights will be considered to be more serious and of immediate concern by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.



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3. Instances of lifestyle conduct where such conduct would be deemed to be material or harmful by a reasonable person or to be damaging to the reputation and mission of the University will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention. Instances of self-protection or conduct intended to protect others from physical, emotional or psychological harm or injury will be considered to be less serious or to justify the use of prohibited conduct and may therefore result in less serious response or sanction.

4. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

5. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

B. Purpose of Disciplinary Process

In the application, interpretation and enforcement of these policies the University shall strive to make decisions which are consistent with the foundational purposes of the University as a Christian institution serving the Church of the Nazarene and the greater Christian Community and Kingdom of God. Redemption and restoration shall be overriding goals in most instances and absent aggravating circumstances demanding more serious intervention.

C. Disciplinary Process.

The following process, including rights of appeal, shall be applied in all cases by the University in implementing any disciplinary decision.



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through the administrative structure. The President, the Vice President for Student Life, the Associate Vice President of Student Life, or any Residence Director may initiate any disciplinary matter on his or her own initiative upon good cause or on a request by any employee or student based upon good cause as determined solely at the discretion of such person. A complaint or recommendation for discipline shall be accompanied by a detailed description of the basis for the recommendation (setting forth specific allegations of violation, facts comprising the violation and specific provisions of this Handbook which are alleged to have been violated) and any documents, witness lists, affidavits, written witness statements, any investigative reports created pursuant to this Handbook, or any other supporting material, all of which shall become a part of the official record as described below. The person designated hereunder shall review information, conduct such further investigation as he or she deems appropriate and render a decision as to the basis for discipline and the appropriate disciplinary response to be applied. Any person may request to be recused; the Vice President for Student Life shall approve or disapprove such recusal and if recusal is approved, that Vice President shall appoint an alternative person to act in the place of the person recused for all purposes and action in this section of the Student Handbook.

b) Any person receiving such a complaint or recommendation for discipline relating to a traditional undergraduate and/or residential student shall refer the matter to the Associate Vice President of Student Life for the purposes of record-keeping. The Associate Vice President of Student Life shall then refer the matter to two Residence Directors (acting as a team) for disposition as provided herein. In the event that a matter is retained by the Associate Vice President of Student Life, he or she may enlist an advisory team comprised of two Residence Directors to assist in investigation and make recommendations concerning the disposition of the matter.

c) Any person with responsibility for investigation or determination hereunder may request to be recused; The Vice President for Student Life shall approve or disapprove such recusal and if recusal is approved, said Vice President shall appoint alternate personnel of similar authority to act in place of the person recused for all purposes and actions in this Section of the Student Handbook. In the event that a person designated to investigate or reach a determination is unavailable or cannot respond in a timely manner, the Vice President for Student Life may appoint alternate personnel of similar authority to act in place of the person recused for all purposes and actions in this Section of the Student Handbook.



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1. All proceedings shall be confidential absent any overriding duty of disclosure imposed by law, policy or statute.
2. All documents submitted or created as a part of the process shall be included within such confidentiality requirement.
3. The Associate Vice President of Student Life shall maintain the official record regarding the proposed disciplinary matter, and such record shall be the official record concerning the matter.
4. The student shall be afforded an opportunity to examine all materials contained in the official record and to make copies thereof.
5. The student shall be afforded the opportunity to speak with the appropriate Residence Directors, Associate Vice President of Student Life, or Vice President and to inquire and present his or her point of view, evidence, and arguments.
6. All time requirements set forth herein shall be strictly enforced unless both the staff member and the University acting through the Vice President for Student Life agree in writing to alter such time requirements. Failure to abide by time requirements shall be deemed to be a waiver any further rights to process hereunder.
7. As procedures herein are not formal legal proceedings, neither the student nor the University shall have a right to have legal counsel present at any proceedings hereunder.
8. The student may designate one person who is not an attorney to attend proceedings hereunder with the student.
9. The student shall have the right to provide any documents, witness statements, affidavits or written arguments or briefs and such materials shall become a part of the record of the matter and shall be considered by the University in good faith.



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11. Except where statute, law or policy apply and except where compliance with this term could cause physical, emotional or psychological harm to the witness, the student shall have the right to know the identity of all persons complaining or testifying against the student and shall have the right to submit written questions to be asked to that witness by the University; the student shall have the right to know answers to such questions. There shall be no right to in-person cross-examination

12. All decisions shall be rendered in writing, signed and dated by the appropriate party rendering such decision.

13. All decisions shall be personally delivered to the student and in any matter involving a complainant, to that complainant.

14. Decisions shall be rendered based upon a preponderance of evidence giving due regard to the quantity, quality, and credibility of such evidence.

III. APPEALS

After determination of discipline, if any, by the appropriate Program Director, Residence Directors or the Associate Vice President of Student Life, the affected student (traditional undergraduate and/or residential) shall have the right to appeal such decision as to either or both of the decision to render discipline or the disciplinary option selected as follows. Such appeal shall be made to the Vice President for Student Life. Until the final decision by the Vice President for Student Life, the disciplinary action will not be effective or implemented unless direct physical, emotional or psychological harm to the student or others might in the opinion of the Vice President for Student Life occur if the student is not immediately required to comply with the disciplinary decision.

A student who believes that a disciplinary action by the University is adverse to the student and is erroneous may appeal to the Vice President for Student Life of the University by filing a Notice of Appeal with that Vice President within three (3) business days of receipt



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matter on the basis of the written record created below. Any failure by the student to timely file a Notice of Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. For all matters the decision by the Vice President for Student Life shall be final.

Drug-Free Schools and Workplace

See this on the [Consumer Information](#) page.



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