

Northwind Theological Seminary

Student Handbook

2019-2020

February 2020

INTRODUCTION

Dear Student,

The Student Handbook is an official document that is essential for all students. The Handbook communicates and explains important information and policies to help a student successfully complete academic work, understand the services that the Seminary offers and prepares a student for future ministry. These policies and procedures have a direct bearing on all students, and each student is responsible for familiarity of content and policies. Therefore, we encourage each student to review and take seriously the information contained in the Student Handbook.

The purpose of the Handbook is to provide a source of the information you will need during your experience at Northwind Theological Seminary. Through this document, we hope to communicate the services the Seminary offers to support you in your academic and formational preparation for ministry. We hope that Northwind Theological Seminary is not only a place to prepare for ministry, but also a place to be renewed in the heart, soul, and mind.

As a student at Northwind Theological Seminary, you are part of a community that values relationships, formation, academic rigor, and a global perspective. We believe we are a community called to prepare theologically educated and spiritually formed persons to serve the Church and society in transformational ways. The faculty and staff are committed to serving you in this way as you prepare to fulfill your calling.

Policies and procedures in this Handbook are designed to sustain a community that fosters godly relationships and safe living. They also support you as a student to have every opportunity for success at this institution. As a student, you are expected to know and follow the policies and procedures found in the Handbook.

This Handbook is not a contract between students and Northwind Theological Seminary. The Seminary also reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community. Please note that the policies and information contained in the Handbook are not exhaustive. Please consult the Academic Catalog and individual offices for complete details.

On behalf of the entire Northwind Theological Seminary community, we welcome the opportunity to serve you during the academic year. Many blessings to you as you answer the call of God on your life.

Many blessings,

Rev. Dr. Robert J. Duncan, Jr.
President

CORE STATEMENTS

Mission, Vision, and Values

Refer to the Northwind website for these statements.

Student Code of Conduct

Northwind Theological Seminary is committed to creating and maintaining an online community of learning.

To this end:

- Any form of plagiarism or other violation of academic integrity will result in disciplinary action. Refer to the Academic Integrity Policy content in the Handbook
- Discrimination and harassment will not be tolerated.
- Students convicted of crimes may face disciplinary action from the seminary. The seminary also reserves the right to suspend the matriculation of any student who is under investigation for or has been charged with a felony.

Violations of conduct listed above should be reported to the office of the Academic Dean.

The Academic Dean or an appropriately designated officer of the school may decide to...

- ...state officially that no violation of the conduct policy has taken place,
- ...offer the student a written warning that he or she has violated the conduct policy,
- ...place the student on probation for one semester for violation of the conduct policy,
- ...recommend to the President that the student permanently dismissed.

Appeal Process:

- a) If the student is not satisfied with the decision related to Student Conduct, s/he may, within three days after receiving the said decision, send a written appeal to the President of Northwind Theological Seminary for review and final decision.
- b) The President shall review the said complaint. The President may (or may not) hold a zoom meeting with the student. The President shall regulate the time to be allotted to each party for discussion.
- c) The student will receive a written answer to her/his appeal from the President. The President's decision shall be final.

Problem Clearance Process

Any student wishing to make a complaint should begin by following the steps listed below.

The Problem Clearance Procedure for students of Northwind Theological Seminary shall consist of two levels. Students shall have the irrevocable right to present their problems and complaints in private.

- Level 1
 - a) The student shall present the aggrieved student's problem or complaint to the Academic Dean.
 - b) The parties shall discuss the problem or complaint at a Zoom meeting.
 - c) The student will receive a written answer to her/his complaint.
- Level 2
 - a) If the student is not satisfied with the decision made in Level 1, s/he may, within three days after receiving the said decision, send a written appeal to the President of Northwind Theological Seminary for review and final decision.
 - b) The President shall review the said complaint. The President may hold a zoom meeting with the student. The President shall regulate the time to be allotted to each party for discussion.
 - c) The student will receive a written answer to her/his appeal from the President. The President's decision shall be final.

GENERAL INFORMATION

Operation Hours

Northwind Theological Seminary is located in the Eastern Standard Time Zone of the United States. Office hours are 9:00 – 12:00 Monday through Friday. The main phone number is: 800 924 2421

Campus Directories

Campus telephone extensions may be reached (from a touch-tone phone) 800 994 2421.

Family Educational Rights and Privacy Act Policy (FERPA)

The Office of the Registrar is responsible for administering FERPA at Northwind Theological Seminary. Students may request information about FERPA by email: christin@northwindinstitute.org.

Admissions:

To speak with someone in the Admissions Office, call 800 924 2421.

The Office of Admissions provides information about academic programs and guidance through the application process from the point of inquiry to confirmation. Admissions staff members process application materials and post-application deadlines. This office also provides advanced standing information. The Admissions office also provides guidance for current students to change their degree program or to enroll in an additional degree program.

Financial Aid/Scholarships

Northwind Theological Seminary provides students with the following:

- Northwind Theological Seminary Scholarships
- Northwind Theological Seminary Payment Plans

Northwind Theological Seminary does not participate in State or Federal Financial Aid Programs. Students may request a Scholarship or Payment Plan by email: robert@northwindinstitute.org.

Student Counseling:

Students in need of support and/or professional counseling are urged to contact the President by email: robert@northwindinstitute.org.

ACADEMIC SERVICES

Office of the Registrar

The Registrar's Office services a full range of academic needs for students, faculty, and alumni/ae as the keeper of academic records. Responsibilities include maintaining academic records and transcripts of current students and alumni/ae, coordinating course registration, assigning classrooms, performing degree audits, providing enrollment and graduation verifications, and supplying information to government agencies and external organizations.

Students should schedule appointments in advance to ensure that the Registrar is available for your call or visit. You may contact the Registrar by email: christin@northwindinstitute.org.

Academic Catalog

Refer to the Academic Catalog for information about the Northwind Theological Seminary academic policies. All questions regarding the Academic Catalog may be directed to the Academic by email: michael@northwindinstitute.org.

Library Services

Northwind Theological Seminary is a member of the Digital Theological Library.
Master's Degree students may request one free hour with a Reference Librarian.
Doctoral students may request two free hours with a Reference Librarian.
Students may request additional hours with a Reference Librarian on a fee for service basis.
Northwind also provides links to several other online libraries. Use the Library link on the website.

Textbooks and Products

Northwind Theological Seminary does not operate a campus bookstore.
NTS Textbooks are available at Amazon.com by a link in the course syllabus.

Technology Information

Students are required to supply their own technology.
Northwind Theological Seminary courses are available online and may be accessed by Computer, Laptop, Tablet, or smartphone.

Northwind Theological Seminary

Non-Discrimination and Anti-Harassment Policies

Using U.S. Department of Education guidelines, Northwind Theological Seminary has created its Non-Discrimination and Anti-Harassment Policy, the Model Confidentiality, Privacy, and Reporting Policy for resolving complaints of harassment, sexual misconduct and other forms of discrimination, as well as the Reporting Form to report an incident.

This policy addresses every protected class.

Northwind Theological Seminary prohibits discrimination against any protected class or individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, parental status, or veteran status with reference to the seminary's admission policies, academic standards and policies, and in the granting of scholarships and other financial aid.

To report misconduct, see the Confidentiality, Privacy, and Reporting Policy in this handbook.

Members of the Seminary community, guests and visitors have the right to be free from all forms of gender- and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner based on the highest standards of moral character, in accordance with our Christian faith and which does not infringe upon the rights of others.

The Seminary uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the seminary never assumes a responding party is in violation of seminary policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available from all relevant sources.

TITLE IX COORDINATOR

The Seminary Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of the Seminary. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the seminary Title IX Coordinator:

Christin Standifird, Registrar and Title IX Coordinator

Northwind Theological Seminary
14268 Canarias Dr. Winter Garden, FL 34787
Email: christin@northwindinstitute.org

Additionally, anonymous reports can be made by victims and/or third parties using the Complaint or Reporting Form provided on the website. Note that these anonymous reports may prompt a need for the institution to investigate. Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- 1. Sexual Harassment**
- 2. Non-Consensual Sexual Contact (or attempts to commit same)**
- 3. Non-Consensual Sexual Intercourse (or attempts to commit same)**
- 4. Sexual Exploitation**

Anyone experiencing sexual misconduct offenses in any Seminary program is encouraged to report it immediately to the Title IX Coordinator. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a hostile environment.

RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1st Amendment and/or Academic Freedom]. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation, is a serious violation of seminary policy.

SANCTIONS

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination, and Misconduct Policy. Factors considered in sanctioning are defined in the Student Handbook, Faculty Handbook, and Staff Handbook. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions

- Warning
- Probation
- Suspension
- Expulsion
- Revocation of Degree
- Transcript Notation
- Other Actions

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling, Training, or Education
- Suspension with or without pay
- Termination

Approval of Policy Date: February 2020

Northwind Theological Seminary

Confidentiality, Privacy, and Reporting Policy

Confidentiality and Reporting of Offenses Under This Policy All Seminary employees (faculty, staff, and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials.

Confidential Reporting:

If a reporting party would like the details of an incident to be kept confidential, the reporting party may contact:

Christin Standifird, Registrar and Title IX Coordinator
Northwind Theological Seminary
14268 Canarias Dr. Winter Garden, FL 34787
Email: christin@northwindinstitute.org

Formal Reporting:

If a reporting party would like to make a formal complaint of an incident (confidentiality cannot be guaranteed) the reporting party may contact:

Dr. Michael Christensen, Academic Dean
Northwind Theological Seminary
14268 Canarias Dr. Winter Garden, FL 34787
Email: michael@northwindinstitute.org

Anonymous Reporting:

Anonymous reports can be made by victims and/or third parties using the Complaint Form posted on the website. Note that these anonymous reports may prompt a need for the institution to investigate.

Notifications:

Considering the proportionality of the allegation, findings may be reported to the appropriate governmental officials, church judicatory, where the student or employee holds ecclesiastical status. This notification would occur with the agreed decision of the President and Academic Dean.

The seminary also reserves the right to designate which seminary officials who need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

Approval of Policy Date: February 2020