



**NORTHWEST**  
NAZARENE UNIVERSITY

## University Syllabus Addendum

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This document serves as an Addendum to each individual course syllabus of Northwest Nazarene University (NNU). This document contains important information regarding the University's academic policies and student services. If you have any questions about the contents of this addendum, please contact your instructor.

### University Mission

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 strength to enable each student to become God's creative and redemptive agent in the world.

Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene.

Northwest Nazarene University is founded upon belief in a relationship with the One Triune God—Father, Son, and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus.

### University Values

**Transformation** — We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world.

**Truth** — We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.

**Community** — We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others.

**Service** — We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.

### Disabilities Statement

Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the [NNU Disability Services Policies and Procedures](#) as put forth by the office of Disability Services within the Center for Academic Success and Advising. Call 208-467-8463 or email [DisabilityServices@nu.edu](mailto:DisabilityServices@nu.edu) for further information.

## **Notice of Non-Discrimination**

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, race, color, national origin, age, disability, marital status, genetic information, veteran status, or any other protected status under federal, state or local law applicable to the University, in its education programs and activities, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its religious beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The University is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex Discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently in an education program or activity. Sexual harassment is a form of sex discrimination. In accordance with Title IX and its regulations, the University's Title IX Sexual Misconduct Policy addresses the University's prohibition of the following forms of sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation.

The University will not tolerate Sexual Misconduct in any form. The University will promptly and equitably respond to all reports of Sexual Misconduct in order to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of Sexual Misconduct may be directed to the University's Title IX Coordinator:

Sheila Bryant, Title IX Coordinator  
Northwest Nazarene University  
623 S. University Blvd.  
Nampa, Idaho 83686  
Phone: (208) 467-8062  
[Email: sheilabryant@nnu.edu](mailto:sheilabryant@nnu.edu); [TitleIX@nnu.edu](mailto:TitleIX@nnu.edu)

Inquiries or complaints may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office of Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
Fax: (202) 453-6012 TDD#: (800) 877-8339  
[Email: OCR@ed.gov](mailto:OCR@ed.gov)  
<http://www.ed.gov/ocr>

## **Standards of Student Behavior**

Students are expected to observe acceptable classroom behavior, which is behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the instructor and classmates within the learning environment. Instructors are also expected to maintain a safe environment for students free from intimidation, bullying, and harassment per the Faculty Policy Manual. All students participating in Northwest Nazarene University courses are responsible for their conduct in the classroom.

The “classroom” is defined as an on-campus location, off-campus location for a required classroom activity (clinicals, field experience, class trip), or an online course shell.

Freedom of speech and expression is valued in the academic setting, and education often requires active engagement around differences of opinion or interpretation. However, members of the NNU community commit to behaviors and use of language that enhance and grow our personal character. To use words that uplift and encourage one another. To choose to avoid any language and behavior that may be construed as harassment based upon gender, sexual orientation, race, religion, or other defining identity traits. To choose to exclude from our conversation vulgar, obscene, or bullying language, and strive to live lives free from lying, dishonesty, fraud, perjury, and any disruptive or offensive actions, whether spoken, written, or otherwise.

Students are expected to abide by the following guidelines including, but not limited to:

1. Accessing the learning management system and other classroom resources for lawful purposes only.
2. Respecting the privacy of other members of the class and other students including not sharing classroom discussions with non-class members, or externally on social media or other public platforms.
3. Respecting the diversity of opinions among the instructor and members of the class, and communicate differences in a courteous manner.
4. Avoiding the use of threatening, harassing, sexually explicit, or discriminatory language, or conduct that violates state or federal law or NNU policy on sexual harassment or discrimination.
5. Avoiding any unauthorized posting or transmitting of sexually explicit or disturbing images or other content that is deemed by any instructor or administrator to be offensive.
6. Behaving in a way that does not disrupt the educational environment of other students either online or off-line.
7. Keeping all electronic communication respectful including avoiding the use of ALL CAPS in your writing, which can be considered a form of verbal abuse.

Any violations of the university Standards of Student Behavior policy may be subject to discipline as deemed appropriate by the instructor and/or university administration. Disciplinary action could be, but is not limited to, consequences such as a “zero” or “no credit” for a classroom session or assignment associated with inappropriate classroom behavior, failure in the course, removal from the course, program, or university, or involvement of Campus Safety or law enforcement. Individual academic programs may have additional policies on student conduct or behavior that could result in further disciplinary action. If a student is dissatisfied with the action of the instructor and/or university administration, the student may appeal the decision in accordance with the academic appeals policy.

## **Academic Integrity**

Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired values of truth, transformation, and community by fostering a spirit of honest intellectual inquiry. The University has identified the following as unacceptable practices, regardless of the environment in which they occur (face-to-face, online, or blended classrooms). These practices include, but are not limited to:

1. Cheating in its various forms, whether copying another student's work, allowing your own work to be copied, completing work, in whole or in part, for another student, using unauthorized aids, including Internet resources, on an assessment, having someone else take an exam for you (in-class, take-home, or online), submitting another person's work as your own, giving a false excuse to have an exam rescheduled;
2. Plagiarizing, e.g. presenting the words or ideas of another person as your own, including inadequate documentation of sources (electronic, internet, or print) and excessive dependence on the language of sources even when documented, by using a similar order of sentences while altering a few words or word order;
3. Submitting the same work from a current or previous course or assignment without prior written approval from the instructor;

4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Checking into class for another student who is tardy or absent;
6. Fabricating data, including falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
7. Denying other students access to academic information whether in the classroom, the library (by hiding books, for example), or a computer lab;
8. Destroying, altering, or tampering with another student's work to impede academic progress;
9. Obtaining course materials and/or problem solutions from an instructor, student, or online source without instructor authorization;
10. Falsely reporting completion of reading or other course assignments;
11. Altering, falsifying, or misrepresenting an academic document;
12. Communicating false information whether oral, written, electronic or nonverbal;
13. Forging signatures; and/or
14. Aiding others to engage in any of the above violations.

Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel. Any student who is identified to be in violation of the academic integrity policies outlined above is subject to discipline as described in the appropriate University Catalog:

- [Undergraduate Catalog](#)
- [Graduate Catalog](#)

## **Copyright Statement**

Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Access and use of course materials is restricted to enrolled students. Electronic copies should not be shared with unauthorized users. If a user fails to comply with Fair Use restrictions, he/she may be liable for copyright infringement.

## **Downloading Course Content**

Course materials may be saved or printed for use within a course. For use outside of the course in which the content is provided, permission must be obtained from the instructor.

## **Intellectual Property**

NNU is constantly engaged in assessment to improve the programs we offer students. Any assignment submitted in this course may be used by the University for the purposes of assessment and/or accreditation. If you do not wish your assignments to be used in this way, you must make a written statement to that effect, sign and date the request, and submit it to your instructor.

## **COVID-19**

Loving and caring community is a distinctive characteristic of the NNU educational experience. In recognition of this commitment and responsibility to each other, and in response to the best available science and guidance from the Center for Disease Control (CDC) and local health district recommendations, the University has developed health and safety protocols articulated in NNU's [Community First Plan](#). Students who have questions or concerns regarding the plan should consult with the NNU Wellness Center.

It is important that students who are isolating due to exposure or are in quarantine for illness due to COVID-19 communicate with their instructors as soon as they are able. As is reasonably possible, instructors will work with students who feel well enough to keep up with their studies to ensure work can be completed remotely for the duration of their isolation/quarantine.

## **Academic Petition Policy**

A student who wishes to be granted an exception to a general academic policy may file a [Special Academic Petition](#) with the university Registrar. The Special Academic Petition is to be used for policies relative to (a) registration deadlines; (b) eligibility for upper-division credit; (c) academic load; (d) transfer credit; (e) university honors; (f) general education requirements; or (g) any other general academic policy.

**Action of the Registrar.** The Registrar will either grant or deny the petition and will notify the student in writing no later than seven days after receiving the completed Special Academic Petition. If a student is dissatisfied with the action of the Registrar, the student may appeal the decision in accordance with the Academic Appeals Policy. The First Appeal to Department Chair or Program Director must be filed within twenty-one days of the action of the Registrar.

## **Academic Appeals Policy\* and Process**

### **Informal Appeal to Faculty Member**

A student who believes that a faculty member has taken an adverse academic action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such informal meeting need not be reduced to writing, and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting results in a decision of the faculty member which constitutes an adverse action may initiate a First Appeal by filing a timely notice of appeal with the faculty member's Department Chair or Program Director. Any failure by the student to bring such a first appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal; and (b) a final action by the University.

### **First Appeal**

The first appeal goes to the Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue a First Appeal, but only if the student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one days of the adverse action. Any such first appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal, and shall issue a written decision regarding such First Appeal within seven days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University.

### **Second Appeal**

The second appeal goes to the Academic Unit Dean. If a student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the Academic Unit Dean, but only if the student files a Notice of Appeal with the Academic Unit Dean within seven days of entry of the written decision of the first appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University.

### **Third and Final Appeal**

If a student is dissatisfied with the decision rendered by the Unit Dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the Vice President for Academic Affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and appoint a chair. The Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within

15 days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal.

\* The entire Academic Appeals Policy including definitions of terms is available in the Registrar's Office.

## **Student Access to Records**

Students have access to their biographical and academic records through a web-based system.

Northwest Nazarene University is in compliance with the Family Educational Rights and Privacy Act of 1974. Any student at Northwest Nazarene University may personally inspect, review, and have a copy made of any record kept on him or her. Where information regarding a student is commingled with that relating to other students, the student may have the information concerning only herself or himself transmitted orally. Anything in a student's record, which the student does not understand, will be explained. The records are reviewed and materials expunged periodically.

In order to protect the right to privacy, the University will not make any personally identifiable records available without the student's written consent to anyone other than NNU officials with a legitimate educational interest, officials of other schools to which the student has applied, certain government officials, and or persons in connection with an application for financial aid.

If a student concludes that his or her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material. If satisfactory agreement cannot be reached informally, the student may proceed with the University appeal process. The claim of incorrectness must be proved before any material will be removed. The result of the appeal process will be provided to the student in writing within a reasonable period of time and is final.

## **Nature of Privacy in an Online Environment**

Any course at NNU may be delivered, in whole or in part, online. Despite any university's best attempts, it is important that students and faculty understand that any portion of a course delivered online does not occur in a completely closed environment. Absolute confidentiality cannot be guaranteed online, especially when the University's assessment processes require course review by responsible individuals at some point during a course or after its completion.

The University's learning management system (LMS) is protected by passwords and other internal levels of security to prevent outside access to course materials. Other material may be provided by a faculty member online apart from the LMS. The University relies on everyone (e.g., instructors, students, staff, and technical support personnel) to avoid copying and/or sharing course materials with others and expects everyone having access to course materials to maintain a high level of integrity and restraint. The electronic nature of online delivery also provides a much more permanent record of the thoughts and ideas of all parties involved in a course, so students and faculty should be mindful of the assignments they submit and the posts they enter online. As a result of these and other factors, a possibility for misuse can never be completely avoided.

Assessment is a multifaceted process requiring review components for every program, course, and instructor. As a result, the University must also assess whether objectives are being met for continuous improvement and accreditation requirements. Instructors, curriculum, course requirements, and student work need to be reviewed and assessed regularly. In order to provide for this level of ongoing assessment of our courses, responsible individuals need access to review course materials, instructor facilitation, and student submissions from time to time.

The University is committed to protecting the integrity of the learning experience for everyone involved in our courses. Despite our best intentions, the nature of the online environment also requires the University to remind students and faculty that course materials should never be considered completely private.