

Northwind Institute

Student Handbook

revised 11/11/22

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 Institute 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 the 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 Institute. Through this document, we hope to communicate the services the Institute offers to support you in your academic and formational preparation for ministry. We hope that Northwind Institute 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 Institute, 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 Institute. The Institute 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 Institute 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.

<https://www.northwindInstitute.org/history>

Student Code of Conduct

Northwind Institute is committed to creating and maintaining an online community of learning. Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should guide the student's words and actions, both public and private. In today's technological environment, words can include speech, texting, emails, social networking, and blogging. Students should at all times be respectful of administrators, faculty, and other students.

The Institute reserves the right to dismiss any student whose conduct is found to be incompatible with the Student Code of Conduct, including (but not limited to) the following:

- 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, harassment, and bullying will not be tolerated.
- Students convicted of crimes may face disciplinary action from the Institute. The Institute also reserves the right to suspend the matriculation of any student who is under investigation for or has been charged with a felony.

Student Discipline Process:

Violations of the Student Code of Conduct should be reported to the Registrar by email:

Christin@northwindinstitute.org

Following a review of the violation report, the Registrar (or designated officer of the Institute) may take one of the following actions in any order or in no order:

- ...state officially that no violation of the conduct policy has taken place,
- ...issue the student a written warning of a violation of the Student Code of Conduct
- ...place the student on probation for one semester for violation of the conduct policy
- ...recommend to the President that the student be permanently dismissed.

Student Discipline Appeal Process:

If the student is not satisfied with the decision related to Student Discipline Process, the student may, within three days after receiving the decision, send a written appeal to the President of Northwind Institute by email: robert@northwindinstitute.org.

The President shall review the written appeal and issue a written determination.
The President's determination shall be final.

Student Grievance Process

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

The **Student Grievance Process** of Northwind Institute consists of two levels. Students shall have the irrevocable right to present their problems and complaints in private.

Submitting a Grievance

- a) The student shall present his or her grievance to the Registrar by email: Christin@northwindinstitute.org
- b) The parties shall discuss the grievance at a Zoom meeting.
The Registrar shall regulate the time to be allotted for discussion.
- c) The student will receive a written response to her/his grievance.

Submitting a Grievance Appeal

- d) If the student is not satisfied with the Grievance Response, the student may (within three days after receiving the response), send a written appeal to the President of Northwind Institute by email: robert@northwindinstitute.org.
- e) The President shall review the said grievance from the student and the response from the Registrar. If the President chooses to hold a zoom meeting with the student, the President shall regulate the time to be allotted for discussion.
- f) The student will receive a written response to her/his appeal from the President.
The President's determination shall be final.

GENERAL INFORMATION

Operation Hours

Northwind Institute 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 at 800 994 2421.

Family Educational Rights and Privacy Act Policy (FERPA)

The Office of the Registrar is responsible for administering FERPA at Northwind Institute. 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.

Academic Advising:

Students seeking a change in their certificate program may contact the Registrar by email:

Christin@northwindinstitute.org

Financial Aid/Scholarships

Northwind Institute provides students with the following:

- Northwind Institute Scholarships

Northwind Institute does not participate in State or Federal Financial Aid Programs. Students may request a Scholarship using the online form.

<https://www.northwindInstitute.org/scholarship-application>

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.

The Academic Catalog is maintained by the Registrar and contains information about the Institute's academic policies.

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.

Student Services

Northwind Institute has a Student Commons

<https://www.northwindinstitute.org/student-information-page>

Library Services

Northwind also provides links to several other online libraries. Use the Library link on the website.

Writing Center

Northwind Institute has established a Writing Center to assist students.

<https://www.northwindinstitute.org/Institute-writing-guide>

Learning Center

Northwind Institute has established a Writing Center to assist students.

<https://www.northwindinstitute.org/Institute-learning-center>

Textbooks and Products

Northwind Institute 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 Institute courses are available online and may be accessed by Computer, Laptop, Tablet, or smartphone.

Northwind Institute

Non-Discrimination and Anti-Harassment Policies

Non-Discrimination Policy

Northwind Institute | Institute does not discriminate on the basis of sex, race, color, national origin, sexual orientation, gender identity or gender expression, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission, and access to, or treatment, or employment in its programs, services, benefits, or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act Amendments Act, and their implementing regulations.

Notice of Nondiscriminatory Policy as to Students

Northwind Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

Northwind Institute | Institute complies with applicable laws regarding reasonable accommodation for disabled students and employees. Applicants requiring reasonable accommodation in order to participate in the application process or to have access to a program, service, or activity of Northwind Institute | Institute are requested to contact the Disability Services Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Christin Standifird, Registrar

Northwind Institute

14268 Canarias Dr. Winter Garden, FL 34787 Email:

christin@northwindinstitute.org

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

TITLE IX COORDINATOR

The Institute 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 Institute. 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 Institute Title IX Coordinator:

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

STUDENT COMPLAINTS

Reports can be made by victims and/or third parties using the Complaint Form provided on the website.

<https://www.northwindInstitute.org/complaint-form>

Note that 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.

Northwind Institute Sexual Misconduct Policy

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 Institute 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 Institute 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, in combination, in any order, or in no order:

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 Institute Confidentiality, Privacy, and Reporting Policy

Confidentiality and Reporting of Offenses Under This Policy All Institute 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 Institute

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 Institute

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

Approval of Policy Date: November 2022