CODE OF CONDUCT

Enrollment at the Northwest Indian College (NWIC) carries with it the expectation of being a responsible member of the campus community. Each student must be aware of his/her responsibilities. Upon enrollment at NWIC, students are expected to maintain an atmosphere conducive to education and scholarship by respecting the personal safety and individual rights of all NWIC community members. Student conduct must be in accordance with accepted standards of social behavior and the policies of NWIC.

The student code of conduct covers all campuses of Northwest Indian College. Students attending extended campuses are advised to contact their site manager for further rules pertaining to their location. Any student shall be subject to disciplinary action as provided for in this section who, either as a principle actor, aider, abettor, or accomplice, interferes with the personal rights or privileges of others or the educational process of the college violates any provision of this section, or commits any of the offenses listed herein which are prohibited. All students and employees are expected to report infractions as they occur. Additionally, NWIC may contact federal, state and local law enforcement or officials it deems necessary and appropriate.

***Prohibited Conduct***

* Assault, reckless endangerment, intimidation, stalking, interference upon another person, bullying and harassment, cyber stalking, cyber bullying or any other technology-based violence.
* Any form of recording others unknowingly, including voyeurism.
* Hazing or requiring or encouraging hazing. Hazing is defined as the practice or rituals or other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.
* Disorderly or abusive behavior which interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
* Failure of student to follow instructor, staff, or administrator directions thereby infringing upon the rights and privileges of other students.
* Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
* Filing a formal complaint falsely accusing another student, college employee or Board member.
* Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, security cameras or other device established for the safety of facilities.
* Engaging individuals in unwelcome sexual advances, sexual assault, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with his/her job or school performance.
* Failure to inform or report to college officials of a convicted felon record and/or Registration as a Sex Offender in any jurisdiction. Must report to the VP of Instruction and Distance Learning.
* Slander and defamation of character (in person or any electronic form) of the college, students or staff that causes discomfort to the learning or working environment.
* Theft of property on the college campuses or facilities.
* Malicious mischief, intentional or negligent damage to or destruction of any college facility or other public or private real estate or personal property.
* Unauthorized use or alteration of college equipment and supplies.
* Entering any administrative or other employee office or any locked or otherwise closed college facility or student apartment at any time without permission of the college employee or other appropriate staff member, or apartment tenant.
* Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student’s work.
* Forging or falsely tendering any records or instruments.
* Refusal to provide identification in appropriate circumstances.
* Smoking beyond designated smoking areas.
* Using, possessing, distributing, or being noticeably under the influence of any narcotic or controlled substance including but not limited to all forms marijuana, behavior altering substances, and the misuse of prescription drugs***.***
* Being under the influence, possessing, providing, selling or consuming any form of alcoholic beverage on college property.
* Possession or threat of use of firearms, explosives, dangerous chemicals, or other dangerous weapons, instruments, or substances that can be used to inflict bodily harm or to damage real or personal property, except for authorized College purposes or law enforcement officers.
* Violations of any NWIC policy.

Students committing offenses are subject to sanctions including but not limited to removal from a class and/or suspension or expulsion from school. A list of sanctions is provided below.

***Sanctions***

Sanctions, which include but are not limited to the following listed below, may be imposed upon a student found violating the Student Conduct Code. Violation of any NWIC policy, procedure, or rule will result in a sanction by NWIC in a manner which it, in its sole discretion, believes necessary to maintain a healthy and safe environment conducive to learning. More than one sanction may be imposed for any single violation.

1. Verbal Warning: A verbal warning is given for less serious offenses without the initiation of formal procedures.

2. Written Warning: A written warning is given to a student that his/her behavior is unacceptable by NWIC standards and any repeated violations will warrant further sanctions which may include but are not limited to any of the sanctions listed in this section.

3. Compensation: A student whose actions damage, deface, or destroy any NWIC property may be required to restore the property by replacement or by monetary reimbursement. Compensation may be in addition to other sanctions imposed.

4. Referral to Counseling Services: Any NWIC employee may recommend a student for counseling services through the Dean of Student Affairs.

5. Community Service: A student may be required to perform a designated number of hours of community service in addition to other sanctions or as a single penalty for a policy violation. The number of hours will be determined on an individual basis, relative to the type and severity of the infraction.

6. Suspension: The Dean of Student Affairs, Dean of Academics and Distance Learning, or VP of Instruction and Student Affairs may require the separation of a student from NWIC for a specified length of time and may require other possible requirements before reconsidering return upon reapplication. Suspension includes restriction from representing the college or attending any NWIC event or meeting. College suspension is generally imposed when a student’s misconduct is of a serious nature.

7. Expulsion: A student may be permanently separated from the college. A student who has been expelled is not eligible for readmission.

***Standard Procedures***

* Matters of an academic nature (plagiarism, academic dishonesty, classroom behavior, etc.) will be handled by the Dean of Academics and Distance Learning or his/her designee.
* Violations of Student Code of Conduct will be reported to the Dean of Students. In some cases it may be appropriate for issues to go directly to the VP for Instruction and Student Affairs or local law enforcement agency.
* Violations which rise to a criminal level (such as theft, possession of illegal substances, etc.) will be reported to the proper authorities.
* Violations of the NWIC Sexual Harassment Policy must be reported and will be investigated and sanctioned under the provisions of the NWIC Sexual Harassment Policy.
* Reports of rape should be made first to 911 who will then refer the matter to the proper authorities. School officials shall retain the discretion to file a police report in any circumstances where it is deemed warranted. In case of sexual assault, contact 911 or the 24 hour Whatcom Crisis Services hotline at: 1-877-715-1563.

**Law Enforcement Agency Policy**

NWIC gives full cooperation to local, state and federal law enforcement agencies regarding their investigation and enforcement of tribal, state and federal laws. NWIC will not serve as a haven or refuge for violators of the law. Students who violate criminal or civil laws, including those governing weapons, vandalism, explosives, drugs, alcohol and theft, must accept and be prepared to deal with the consequences of their actions. Per FERPA regulations, directory information may be given to law enforcement officers.

**Emergency or Immediate Suspension**

In the case of reports of incidents involving serious threat or harm to individuals or college or personal property, immediate suspension from NWIC campuses and premise may be imposed. Reports to law enforcement authorities for investigation shall be made as necessary and appropriate.

Northwest Indian College reserves the right to remove any student from the college or college property, reserves the right to remove or restrict any student from NWIC campus housing and reserves the right to prohibit any non-student from campus for any appropriate reason.

A student who feels any sanction was unfair, excessive, or was not in consideration of other key evidence or factors has the right to file an appeal with the Student Conduct Board (SCB). For procedures see Sanction Appeals section below.

***Sanction Appeal to Student Conduct Board***

A Student Conduct Board process exists for the purpose of assisting with student conduct violations. A Student Conduct Board may be convened at the request of the Deans of students for the purpose of hearing and making recommendation on student conduct matters that would likely lead to the expulsion, dismissal, suspension, and removal from campus housing of students enrolled in Northwest Indian College. A Student Conduct Board will consist of students trained specifically for this role in the student conduct process. Additional information on Student Conduct Board policies and procedures is available from the Center for Student Success.

***Complaints & Grievances Procedures***

Students at NWIC are guaranteed rights that are outlined under Student Rights and Responsibilities. If you feel that one of your student rights have been compromised or violated, you have the right to meet with the person involved and the Vice President for Instruction and Student Affairs in order to resolve the issue. Other items not on the list of Student Rights may be addressed through a Complaint Form. This would cover things such as a complaint about food in the residence cafeteria or a staff member.

**Not Allowable for Grievance**

A student may not use the provisions of these sections as the basis for filing a grievance based on the outcome of disciplinary proceedings described in earlier sections of this student rights and responsibilities code. Federal and local laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Lummi Nation shall not be grievable matters.

**Grievance Procedure**

**Step 1:** If a student believes that he or she has been unfairly treated by an administrator, staff or faculty member of the college, the student shall first discuss the matter with the individual toward whom the grievance is directed.

**Step 2:** If the student feels the matter has not been resolved, then he/she should submit the grievance in writing to the individual to whom the grievance is directed with a copy to that individual’s immediate supervisor**.** See Student Grievance and NWIC Organizational Chart.

**Step 3:** If the student is not satisfied with the disposition of his/her grievance, the next step is to submit a written statement within five (5) working days to the Dean of Students or the Dean of Instruction. The student shall meet with the Dean and present evidence related to the grievance.

1. This meeting must take place and a written decision delivered to the student within fifteen (15) working days of receipt of the written grievance. If either party is not satisfied with the results of the meeting, he/she may proceed to Step 3.

**Step 4:** An appeal can be made to the Vice President of Instruction and Student Services.

1. The written appeal must be submitted within five (5) working days.

2. All records, documents, memoranda, letters, and testimony constituting the hearing record shall be submitted to the Vice Presidents’ Office for review.

3. At his/her discretion, the Vice President may hear the appeal and make a final decision.

4. The grievant and respondent will be notified in writing within forty-five (45) days of receiving the appeal.

The decision of the Vice President shall be final. It is the student’s responsibility to contact the Vice President’s office of NWIC, pending any issues. It is a student’s obligation to adhere to the timeframe stated above.