

## ***Chapter 11***

### ***SPECIAL POLICIES***

This chapter contains special policies regarding various sectors of campus work and life. Included are:

- I. Statement on Institutional Policies Relative to State and Federal Law
- II. Policy on Students with Disabilities or Physically or Mentally Disadvantaged Conditions
- III. Philosophy and Objectives of Intercollegiate Athletics
- IV. Policy on Racial Harassment/Discrimination
- V. Policy on Sexual Harassment/Discrimination
- VI. Policy on the Use of Tobacco, Illegal Drugs and Alcoholic Beverages
- VII. Copyright Laws and Photocopying Restrictions
- VIII. Art Gallery Policy
- IX. Faculty Responsibilities: Statement on Professional Ethics
- X. Occupational Safety and Health: Hazard Communications

#### **I. STATEMENT ON INSTITUTIONAL POLICIES RELATIVE TO STATE AND FEDERAL LAW**

Northwest Nazarene University is an educational community where strong emphasis is placed upon the value of the whole person. The university desires to maintain an atmosphere for learning which is founded upon the worth of the individual, high moral standards, and sound Christian ethics, where rights of others must be the responsibility of every individual. While such standards should call for conduct that supersedes the requirements of the law, it is the policy of the institution to meet, at a minimum, the requirements of federal and state laws.

#### **II. POLICY ON STUDENTS WITH DISABILITIES OR PHYSICALLY OR MENTALLY DISADVANTAGED CONDITIONS**

All administrators and faculty members should be aware that federal law requires:

- A. That no student may be excluded from any course or any course of study solely on the basis of physical or mental disadvantage;
- B. That modifications in degree or course requirements may be necessary to meet the requirements of some physically or mentally disadvantaged students;
- C. That prohibitive rules, such as those banning tape recorders from the classroom, must be waived

for some physically or mentally disadvantaged students;

- D. That auxiliary aids must be permitted in the classroom when they are required to ensure the full participation of physically or mentally disadvantaged students;
- E. That alternate testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except where those are the skills being measured);
- F. That classes may have to be rescheduled to permit access for students with mobility impairments;
- G. That special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases; and
- H. That it is discriminatory to counsel physically or mentally disadvantaged students toward more restrictive careers than non-physically or -mentally disadvantaged students, unless such counsel is based on strict licensing or certification requirements in a profession.

**I. Policies and Procedures for Requesting Academic Accommodations**

Northwest Nazarene University offers reasonable accommodations to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Those students with learning disabilities who require accommodations are encouraged to make an appointment in a timely manner with the Advisor to Learning Disabled Students in the Academic Support Center. Any information provided by the student in order to receive accommodation services will be kept confidential according to State and Federal laws and will be used for the benefit of the student in identifying and securing accommodations and services needed to support his/her full participation at NNU. These accommodations and services must be in keeping with the academic integrity of each course.

Students requesting accommodations and services because of a learning disability must follow the procedures listed below.

1. Make an appointment with the Advisor to Learning Disabled Students to discuss your goals, disabilities, and needs.
2. Provide documentation verifying your disability. The following information should be included: (IEP's in and of themselves are not sufficient information)
  - a. Statement of diagnosis.
  - b. Date of diagnosis (must be within the last 3 years).
  - c. Name and qualifications of the evaluator.
  - d. Summary of the instruments and procedures used for the cognitive areas of aptitude testing, achievement testing, and information processing.
  - e. Past and present symptoms.
  - f. Medical history of relevant medications and their effect on the student.
  - g. Statement of the student's academic performance.
  - h. Recommendation for, or statement of, academic adjustments needed.

Prior testing and evaluation must be comprehensive and must identify the student's most

accurate and efficient processing modalities. If current evaluation is taking place, both aptitude and achievement testing must be complete. The student must assume the cost of the evaluation. The following cognitive areas must be evaluated: aptitude or ability, academic achievement, and information processing. The tests most frequently administered are listed below.

1. Aptitude or Ability Tests

- a. Wechsler Adult Intelligence Scale – R (WAIS-R) or (WAIS-III)
- b. Woodcock-Johnson Psycho-Educational Battery-Revised tests of Cognitive Ability
- c. Detroit Test of Learning aptitude-Adult (DTLA)
- d. Halsted-Reitan Neuropsychological Battery for Adults
- e. Stanford-Binet Intelligence Test (4<sup>th</sup> edition)

2. Academic Achievement

- a. Woodcock-Johnson Psycho-Education Battery Tests of Achievement-Revised (WJ-R)
- b. Adult Basic Learning Examination (ABLE)
- c. Kaufman Test of Educational Achievement
- d. Peabody Individual Achievement Tests (PIAT)
- e. Scholastic Ability Tests for Adults
- f. Stanford Test of Academic skills (TASK)
- g. Tests of Adult Basic Education (TABE)

3. Information Processing Tests of Skills and Learning Patterns

- a. Bender Visual Motor Gestalt Test
- b. Detroit tests of Learning Aptitude-Adult (DTLA)
- c. Goldman-Fristoe-Woodcock Auditory Tests
- d. Lateral Dominance Exam
- e. Reitan Aphasia Screening Test

Please submit documentation to:      Advisor to Learning Disabled Students  
Administration Building, Office Complex 6  
Northwest Nazarene University  
623 Holly Street  
Nampa, ID 83686-5897  
(208)467-8669

The university accepts the opportunity of facilitating physically or mentally disadvantaged students and, hereby, affirms that, as an institution of higher education, we adhere to items A-I, above.

### **III. PHILOSOPHY AND OBJECTIVES OF INTERCOLLEGIATE ATHLETICS**

*Adopted by the Board of Trustees on March 13, 1987*

#### **A. Philosophy**

Intercollegiate athletics shall be an integral part of the educational program at Northwest Nazarene University. The athletic program and personnel shall be subject to the same aims and policies of excellence as all other segments of the university.

#### **B. Administrative Responsibility**

Intercollegiate athletics shall be administered by the president, Athletic Council, athletic director, and coaching staff. The responsibilities of the above personnel shall be to:

1. Maintain and administer policies
2. Assure that athletics provide a focus of interest for campus, community, and alumni
3. Assure that athletics contribute to NNU's basic purpose of encouraging Christian commitment and scholarship.

#### **C. Athletic Objectives**

1. The athletic program shall sponsor a wide range of activities, diversified for men and women, which develop the whole person. This development is best represented by the participant who displays discipline, sportsmanship, and excellence.
2. The athletic program shall provide athletes the opportunity to grow and develop in the areas of leadership, cooperation, self-control, and neuromuscular coordination within the framework of values and ethics considered important to be a Christian in today's society.
3. The athletic program shall provide the university community with opportunity and encouragement to display sportsmanship and enthusiasm as spectators at athletic events.
4. The athletic program shall provide an opportunity for interaction of the university and its public that will help in student recruitment, institutional image, public and alumni support.

### **IV. POLICY ON RACIAL HARASSMENT/DISCRIMINATION**

Consistent with its statement of mission, Northwest Nazarene University will not tolerate any conduct by faculty, staff or students that constitutes racial harassment or discrimination.

#### **A. Grievance**

While every effort will be made to resolve any problem on an informal basis, formal grievance procedures exist which allow both parties an opportunity to pursue resolution should the informal procedure not be successful. Resolution assistance and copies of grievance procedures are available through the Office of Student Development (467-8643).

#### **B. Disciplinary Action**

Behavior or conduct which interferes with the delivery of educational or other services and which is emotionally or physically debilitating to the victim may result in disciplinary action including possible suspension, termination of employment or expulsion from NNU. Any form of reprisal, actual or implied, whether academic or related to employment, is an aggravation of the prohibited behavior and will be construed as evidence of culpability.

## **V. POLICY ON SEXUAL HARASSMENT/DISCRIMINATION**

In keeping with its statement of mission and in compliance with federal law, Northwest Nazarene University explicitly forbids and will not tolerate any practice or behavior by faculty, staff, or students that constitutes sexual harassment/discrimination.

Sexual harassment/discrimination is defined as unwelcome sexual advances, requests, and other verbal or physical conduct of a sexual nature, where submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive employment, educational, or campus environment. Sexual harassment/discrimination has occurred when an individual submits to such conduct as an implicit or explicit term or condition of his/her

employment or education, or when submission to or rejecting of such conduct is used as a basis for employment or educational decisions affecting such individuals.

NNU is an educational community where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While there exists an atmosphere for freedom of expression, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment or discrimination of any kind is unacceptable at the university, including media communications such as by telephone, magnetic tape, or in writing.

Primary responsibility for maintaining high standards of conduct resides especially with faculty and supervisors, since they exercise significant authority and power over others. A faculty member who enters into an amorous relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to establish a defense of mutual consent.

### **A. Grievance**

Anyone who believes he/she has been the object of gender discrimination or sexual harassment, or any person who has observed behavior or conduct he/she believes to be gender discrimination or sexual harassment, should so advise the office of the vice president for student development. The discussion or call will be strictly confidential and does not commit the party to further action. Failure to report incident(s) and file grievances inhibits the university's ability to enforce its policy.

Every effort will be made to resolve any problems on an informal basis. Formal procedures exist which allow both parties an opportunity to pursue a resolution should the informal process not be successful. Resolution assistance and copies of grievance procedures are available through the Office of Student Development (467-8643).

## **B. Disciplinary Action**

Any violation of this policy shall result in disciplinary action including the possibility of suspension, termination of employment, or expulsion from the university. Any form of reprisal, actual or implied, whether academic or related to employment, is an aggravation of the prohibited behavior and will be construed as evidence of culpability.

## **VI. POLICY ON THE USE OF TOBACCO, ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES**

The university desires its students to develop into well-rounded individuals intellectually, socially, physically and spiritually. The student is encouraged to develop an internalized set of principles and in particular to develop a personal, vital relationship with God. For many students the university experience serves as a transition between the parental home in which the student formerly has had only limited independence and full adulthood where the student will have almost unlimited self determination.

All students are required to maintain practices conducive to Christian development, including abstinence from the use of tobacco, illegal drugs and alcoholic beverages.

## **VII. COPYRIGHT LAWS AND PHOTOCOPYING RESTRICTIONS**

Federal legislation restricts the photocopying of copyrighted works. A summary of most conditions with regard to photocopying such material follows. The summary will assist each individual in his/her responsibility for compliance with legal requirements.

### **A. A teacher may not:**

1. Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution;
2. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term;
3. Make multiple copies of works more than nine times in the same class term;
4. Make a copy of works to take the place of an anthology;
5. Make a copy of "consumable" materials, such as workbooks.

### **B. A teacher may:**

1. Make a single copy, for use in scholarly research, or in teaching, or in preparation for teaching a class, of the following:
  - a. A chapter from a book;
  - b. An article from a periodical or newspaper;
  - c. A short story, short essay, or short poem, whether or not from a collective work;
  - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. Make multiple copies for classroom use or discussion only, and not to exceed one per student in a class, of the following:

- a. A complete poem, if it is less than 250 words and printed on not more than two pages;
- b. An excerpt from a longer poem, if it is less than 250 words;
- c. A complete article, story, or essay, if it is less than 2,500 words;
- d. An excerpt from a prose work, if it is less than 1,000 words or ten percent of the work, whichever is less;
- e. One chart, graph, diagram, cartoon, or picture per book or periodical.

Each copy shall include a notice of copyright, and copying shall not substitute for the purchase of books, publishers' reprints, or periodicals.

**C. A library may (for interlibrary-loan purposes):**

- 1. Make up to six copies a year of a periodical published within the last five years;
- 2. Make up to six copies a year of small excerpts from longer works;
- 3. Make copies of unpublished works for purposes of preservation and security;
- 4. Make copies of published works for purposes of replacement of damaged copies;
- 5. Make copies of out-of-print works that cannot be obtained at a fair price.

Faculty members are obliged to observe all restrictions regarding photocopying copyrighted materials. Questions regarding regulations not covered in these guidelines should be referred to the office of the vice president for academic affairs.

In order to obtain permission to duplicate copyrighted materials, one should send a request, together with a self-addressed return envelope, to the permissions department of the publisher in question, including the following information:

- 1. Title, author and/or editor, and edition of materials to be duplicated;
- 2. Exact material to be used, giving amount, page numbers, chapters, and, if possible, a photocopy of the material;
- 3. Number of copies to be made;
- 4. Use to be made of duplicated materials;
- 5. Form of distribution (classroom, newsletter, etc.);
- 6. Whether or not the material is to be sold; and
- 7. Type of reprint (ditto, photocopy, offset, typeset).

Permission for a specific project should be requested at the same time. Blanket permission cannot, in most cases, be granted. A form letter that may be used to request permission to reproduce copyrighted material is available at the library loan desk.

## VIII. ART GALLERY POLICY

*Approved by the Board of Regents November 1993.*

### A. Philosophy

Art is essential to the content and environment of a Christian liberal arts university because it is a special human capability and provides one of the means by which humans understand and communicate; it is as necessary to culture as scientific reasoning or economic stability; and it is a significant means by which religious ideas are expressed. The quality of artistic appreciation and expression is indicative of the quality of the university. The establishment, development, and maintenance of a worthy art gallery will symbolically and substantively focus on the fulfillment of this essential component of Northwest Nazarene University.

### B. Objectives

1. The gallery will facilitate the human need and ability to express and communicate aesthetic sensitivity.
2. The gallery will be an active and visible balance to and interaction with other disciplines on campus.
3. The gallery will provide a repository for and display of an important art collection.
4. The gallery will seek to present exhibits of traveling art collections.
5. The gallery will be one of the points at which the university interacts with constituencies.
6. The gallery will provide opportunity for students to enhance their appreciation for art.
7. The gallery will be a center for the development of skilled and gifted students.

### C. Administrative Responsibilities

1. The director of the gallery will be responsible for the development and maintenance of the art gallery. The director of the gallery will normally be a faculty member in the Department of Art with some teaching load.
2. The art gallery will be administered by the president of the university, the vice president for academic affairs, and the Art Gallery Council. This council will be composed of the vice president for academic affairs, the Dean of the School of Arts, Humanities, and Social Sciences, the Chair of the Department of Art and Music, the director of the gallery, three members elected by the faculty, and two students.

**D. Gallery Auxiliary**

The Art Advisory Committee will assist the director of the gallery in working on matters that contribute to the enhancement of the art experience on the campus. It will facilitate the acquisition and display of art works for the permanent art collection of the university. It will identify significant traveling art exhibits and arrange for local showing. It will build public awareness of the gallery and its specific programs. This committee will be nominated by the gallery director and appointed by the vice president for academic affairs. The head of the art department and the director of development (or the director of development's designee) will also serve as members of this committee.

**E. Art Collection**

The gallery will develop and maintain a collection of art works. The planned acquisitions and the method of funding will be recommended by the Art Advisory Committee and approved by the Art Gallery Council. These shall conform to the mission and philosophy of Northwest Nazarene University.

**F. Traveling Exhibits**

The gallery will sponsor the exhibition of traveling art collections. The planned showings and the method of funding will be recommended by the Art Advisory Committee and approved by the Art Gallery Council. These shall conform to the mission and philosophy of Northwest Nazarene University.

**G. Budget**

The operating budget for the gallery will follow the standard procedures for approval (Art Gallery Council, Academic Budget Council, vice president for academic affairs).

**IX. FACULTY RESPONSIBILITIES:  
STATEMENT ON PROFESSIONAL ETHICS**

*Based in part on the professor statement in AAUP Bulletin, Spring 1969*

**A.** The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes special responsibilities. The professor's primary responsibility is to seek and to state the truth as the professor sees it. To this end the professor devotes his or her energies to developing and improving the professor's scholarly competence. The professor accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. The professor practices intellectual honesty. Although the professor may follow subsidiary interests, these interests must never seriously hamper or compromise the professor's freedom of inquiry.

**B.** As a teacher, the professor encourages the free pursuit of learning. The professor holds before them the best scholarly standards of the professor's discipline. The professor demonstrates respect for the student as an individual, and adheres to the professor's proper role of intellectual guide and counselor. The professor makes every reasonable effort to foster honest academic conduct and to assure that the professor's evaluation of students reflects their true merit. The professor respects the confidential nature of the relationship between professor and student. The professor avoids any exploitation of

students for the professor's private advantage and acknowledges significant assistance from them.

The professor protects their academic freedom.

- C. As a colleague, the professor has obligations that derive from common membership in the community of scholars. The professor respects and defends the free inquiry of the professor's associates. In the exchange of criticism and ideas the professor shows due respect for the opinions of other professors. The professor acknowledges the professor's academic debts and strives to be objective in the professor's professional judgment of colleagues. The professor accepts his or her share of faculty responsibilities for the governance of the institution.
- D. As a member of the professor's institution, the professor seeks above all to be an effective teacher and scholar. Although the professor observes the stated regulations of the institution, provided the professors do not contravene academic freedom, the professor maintains their right to criticize and seek revision. The professor determines the amount and character of the work the professor does outside the professor's institution with due regard to the professor's paramount responsibilities within it. When considering the interruption or termination of the professor's service, the professor recognizes the effect of the professor's decision upon the program of the institution and gives due notice of the professor's intentions.
- E. As a member of the community, the professor has the rights and obligations of any citizen. The professor measures the urgency of the obligations in the light of the professor's responsibilities to the professor's subject, to the professor's students, to the professor's profession, and to the professor's institution. When the professor speaks or acts as a private person the professor avoids creating the impression that the professor speaks or acts for the professor's university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
- F. The effective professor at NNU is the growing Christian, improving daily in his or her devotional life in Christ, growing in dependence upon the guidance of the Holy Spirit and in the love for the professor's fellow man, and integrating the professor's academic knowledge with his or her Christian faith.

#### **X. OCCUPATIONAL SAFETY AND HEALTH: HAZARD COMMUNICATIONS**

Northwest Nazarene University, for both legal and moral reasons, wishes professors to comply with the regulations set forth by the Occupational Safety and Health Administration (OSHA). Thus, NNU takes the responsibility as an employer to provide a work environment that is reasonably free from recognizable hazards for its employees; and to prepare a Hazard Communication Standard, Title 29 Code of Federal Regulation 1910.1200 by compiling a hazardous chemical list, MSDS's (Material Safety Data), ensuring that containers are labeled, and by providing employees with training.

Additionally, due to the increasing awareness of possible harmful effects of hazardous chemicals on workers, OSHA has mandated that all areas working with hazardous chemicals adopt a complete safety plan that will ensure a safe working environment for all employees. The major components of the University's complete safety plan include:

- (1) a written document detailing policies and operating procedures of all areas using hazardous chemicals (the Hazard Communication Plan, Chemical Hygiene Plan, or Lab Standard as appropriate) and,
- (2) a safety program to train and inform employees of their rights and responsibilities as they pertain to the safety program.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Chemical Hygiene Officer. Within the first month of employment, those working in more hazardous situations (such as laboratories or art studios) will receive more extensive training in dealing with the hazards present.

The safety program is a focused attempt to ensure that all NNU employees are provided with a safe working environment and receive adequate information to allow them to make prudent choices when faced with potentially hazardous situations. Each of the guidelines and recommendations has a solid foundation and are intended to make the work environment a safe place. Every possible situation that could arise in the work area cannot be anticipated. However, the major principles of safety are addressed.

Ultimately, responsibility for safety will rest on each individual working in possible hazardous situations. Therefore, it is each faculty members' responsibility to remain aware of possible hazardous situations and be prepared to deal with any occurrences that arise. Thus, it is to each employee's advantage to carefully study the principles of safety to be able to make wise decisions in the workplace.