
Northwestern University Student Handbook 2008–09



NORTHWESTERN
UNIVERSITY

“The spirit of community will be sustained by a climate on the campus where personal relationships are prized, where integrity is the hallmark of discourse, and where people speak and listen to each other carefully.”

— Ernest Boyer, former U.S. commissioner of education

INTRODUCTION

You are welcomed, warmly, to the Northwestern community. Your time here should be one of tremendous growth and exploration, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook describes the expectations for behavior and conduct in the Northwestern community and outlines the procedures to be followed when these expectations are not met.

Think of this booklet as a road map. It contains the rules and procedures that will guide you as a student while you live and grow in this community of scholars at Northwestern University.

The first statements in this booklet were created by Northwestern students, faculty, and staff working together to define community at Northwestern and to outline our shared principles and values. One aspect of the community is described this way:

A university is a disciplined community, a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

- Freedom is balanced with duty.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are acknowledged in respectful discourse.¹

To paraphrase Italian philosopher and theologian Thomas Aquinas (c. 1225–74), rules are an organized set of principles designed and written for the common good, put forth by those who care for the community.² While some will think of this booklet as a collection of rules, those rules are really the expectations for behavior that we have agreed upon as a community.

So once again, welcome to the Northwestern community. And welcome to our community of shared principles and values.

¹ Ernest Boyer (1990), *Campus Life: In Search of Community*. San Francisco: Jossey Bass.

² Thomas Aquinas, *Summa Theologiae*, I–II, q. 90, art. 4.

TABLE OF CONTENTS

The Community at Northwestern	4	Residence Hall and Housing Policies	21
Statement of Community Principles and Values	4	Declaration of Responsible Living	21
		Residence Hall Rules and Regulations	22
		Additional Residential Hall Policies	27
Rights and Responsibilities of the Northwestern Community	5	Other University Policies, Rules, and Regulations	29
Policy Statement on Student Rights and Responsibilities	6	Addresses	29
Rights and Responsibilities of Students and Authority and Responsibility of University Police	7	Athletic Facilities Rules of Conduct	29
		Alcohol	30
		Bicycles	31
Academic Conduct Policies	9	Cable, Satellite, and IP Delivered Television	32
Academic Failure	9	Civility, Mutual Respect, and Unacceptability of Violence on Campus	32
Academic Integrity	9	Computer and Telecommunications Equipment, Facilities, and Services	33
Student Code of Conduct	13	Computers and Networks	33
Statement of Expectations	13	Discrimination and Harassment	36
Jurisdiction	13	Disruption	37
Prohibited Conduct	13	Drugs	37
Sanctions and Outcomes	16		
Resolving Allegations of Misconduct	18		
Groups and Organizations	19		

<i>E-mail Notification</i>	38
<i>Family Educational Rights and Privacy Act (FERPA)</i>	38
<i>Financial Obligations</i>	39
<i>Fraternity and Sorority Recruitment for First-Year Students</i>	39
<i>Gambling</i>	39
<i>Hate Crimes and Bias Incidents</i>	39
<i>Hazing</i>	40
<i>Identification Cards (WildCARDS)</i>	40
<i>International Students</i>	41
<i>Liability</i>	41
<i>Library Materials</i>	41
<i>Motor Vehicles</i>	41
<i>Noise</i>	41
<i>Patents and Inventions</i>	41
<i>SafeRide</i>	42
<i>Sexual Assault</i>	42
<i>Sexual Harassment</i>	43
<i>Student Organizations</i>	45
<i>Study Abroad</i>	48

Formal University Disciplinary Procedures	49
<i>University Hearing and Appeals System</i>	49
<i>Sexual Assault Hearing and Appeals System</i>	60
<i>Summary Suspension Procedures</i>	71
Other University Procedures for Students	72
<i>Grievance Procedures for Students with Disabilities</i>	72
<i>Complaints against Faculty and Staff</i>	73
Index	74

THE COMMUNITY AT NORTHWESTERN

One goal of a university education is to help you develop as a unique individual — to be educated as a whole person, intellectually, emotionally, socially, ethically, and spiritually. Your development as an individual occurs, in part, when you engage in relationships with others and in activities that optimally challenge you. To enhance your growth, become actively involved in the life of the Northwestern community. Engage your fellow students, faculty, staff, and Northwestern's various communities of interests and form relationships that both challenge and support your growth.

Your journey of individual development does not occur in isolation; it takes place within a dynamic learning community. As a large, complex, and diverse institution, Northwestern attempts to balance its needs — to foster freedom for individual growth, to support its various communities of interests, and to fulfill its broader teaching and research mission. What principles should guide our mutual efforts to meet the diverse needs within our learning community? A group of students presented these statements, as a work in progress for further discussion and study, and for your thoughtful consideration as a member of the Northwestern community.

Statement of Community Principles and Values³

A university is an *educationally purposeful* community, a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus.

- Commitment to truth and knowledge is unwavering.
- Respect for individual achievement and excellence is the cornerstone.
- Lifelong learning is expected.

A university is an *open* community, a place where civility is powerfully affirmed and where freedom of expression is uncompromisingly protected.

- Civility and respect are expected behaviors.
- Individuality is affirmed while all strive to build a stronger sense of campus community.
- Freedom of choice is balanced with responsibility to the community.

A university is a *just* community, a place where the sanctity of the person is honored and where diversity is aggressively pursued.

- Individual differences and unique perspectives are respected.
- Our common humanity is the basis for community relations.
- Inclusion is the foundation for decision making.

A university is a *disciplined* community, a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

- Freedom is balanced with duty.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are acknowledged in respectful discourse.

A university is a *caring* community, a place where the well-being of each member is sensitively supported and where service to others is encouraged.

- “Do no harm to others” is a non-negotiable value.
- Accurate self-understanding is the foundation for empathy, compassion, and understanding others.

³ Ernest Boyer (1990), *Campus Life: In Search of Community*. San Francisco: Jossey Bass.

- Social responsibility and an ethic of service to others are extended to all members of the community.
- Emotional, physical, and spiritual well-being is cultivated in academic and extracurricular life.

A university is a *celebrative* community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

- History, traditions, and the contributions of the past are honored.
- Unique cultural and ceremonial practices are affirmed.
- Individual religious and spiritual beliefs are accepted.

RIGHTS AND RESPONSIBILITIES OF THE NORTHWESTERN COMMUNITY

Becoming a member of the Northwestern University community is an honor, a privilege that carries with it prestige and respect. The University affords students a number of rights that are fundamental to membership in our shared community. But along with these privileges and rights, membership also requires students to meet and uphold community standards.

Remaining a member of the Northwestern community requires a student to continuously comply with rules and regulations governing students' academic progress, social interactions, and personal behavior. As stated in one of the policies below, "Student status at Northwestern is a privilege earned by meeting standards of academic performance and adherence to regulations governing conduct."

University-enacted rules and regulations are found in several sources, including but not limited to the *Undergraduate Catalog*, the *Graduate School Bulletin*, the undergraduate and graduate housing bulletins, the residence hall contract, the University's web site, notices disseminated from time to time by the University or its schools and departments, and — of course — this *Student Handbook*.

The exercise of individual rights by students and other members of the Northwestern community may not abridge the following rights.

1. The right of a faculty or staff member to exclude from a classroom or other University premises, during the progress of a class or other University-sponsored program or activity, persons not enrolled in the class or other unauthorized persons.
2. The right of privacy of a student or faculty or staff member in his or her office or other work area or lodging.

3. The right of the University to take actions reasonably determined to secure the rights outlined above and to assure that students, faculty, and staff may pursue their legitimate goals on University premises or at University functions without interference.

Policy Statement on Student Rights and Responsibilities

At Northwestern University, life outside the classroom is an integral part of the educational process. The exercise of responsibility is an important part of the development of the full potential of the student as an individual and as a citizen. The student's awareness of the extent of his or her rights and responsibilities is necessary to the exercise of responsibility within the University community. To further these objectives and in recognition of students as members of the Northwestern University community, the University has adopted the following statement of policy.

This policy statement has been formulated in a spirit of cooperation and community by representatives of students, faculty, and administration. It is a living document and thus is subject to change through participation of representatives of the same groups who participated in the original formulation.

1. An applicant will be considered for admission to the University and for financial aid without regard for race, color, national origin, religion, sex, handicap, or political belief.⁴
2. The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
3. The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
4. The teacher-student relationship within the classroom is confidential, and disclosures of a student's personal or political beliefs expressed in connection with course work will not be made public without explicit permission of the student. It is understood that the teacher may undertake the usual evaluation of knowledge and academic performance.
5. Students' records may be released to persons outside the University only on request of the student or through compliance with applicable laws.
6. Information on rules, rates, and regulations deriving from contractual agreements with the University will be made available to students on request.
7. The University will not act in derogation of the rights of students to be secure in their possessions. Students will be secure against invasion of privacy and unreasonable search and seizure.
8. Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Northwestern University.
9. Student publications are free from any official action controlling editorial policy. Publications shall not bear the name of the University or purport to issue from it without University approval.
10. Students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.
11. A student is free, individually or in association with other individuals, to engage in all campus activities, exercising the right of a citizen of the community, state, and nation, provided he or she

⁴ See "Discrimination and Harassment" on pages 36–37 for the most recent statement on this topic.

- does not in any way purport to represent the University.
12. Students are free to use campus facilities for meetings of student-chartered campus organizations, subject to regulations as to time and manner governing the facility.
 13. Students may invite and hear speakers of their choice on subjects of their choice, and approval will not be withheld by University officers for the purpose of censorship.
 14. Students will have their views and welfare considered in the formation of University policy and will be consulted by or represented on University committees that affect students as members of the University community.
 15. Students are free to assemble, to demonstrate, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of all faculty and students to pursue their legitimate goals without interference.
 16. Students will be exempt from disciplinary action or dismissal from the University except for academic failure, failure to pay a University debt, or violation of a student or University rule or regulation. Rules and regulations shall be fully and clearly promulgated in advance of the supposed violation. The University has no legal authority over a student when outside University property, except where the student is on the property of a University-affiliated institution, where the student is engaged in a project, seminar, or class for academic credit, or as otherwise provided in University rules, regulations, and procedures or on property that falls within the jurisdiction of University Police. A student is subject to local, state, and federal statutes.
 17. A student is free to be present on campus and to attend classes pending action

on criminal or civil charges, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or University property.

18. It is recognized that every member of the community has the responsibility to conduct him- or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to recognize the principles within this statement of policy.

Rights and Responsibilities of Students and Authority and Responsibility of University Police

A civil, open, and interactive community is an essential characteristic of a vital university. It is fundamental to the free exchange of ideas that is at the core of an environment that cultivates learning and discovery. Yet universities throughout the nation are experiencing serious challenges to achieving this desired, indeed necessary, sense of community. At Northwestern University we must vigorously pursue an academic, work, and social environment that is civil, fair, and founded upon mutual respect and trust. All individuals within the broad University community should share this aspiration and its attendant responsibilities. As members of the Northwestern community, its faculty, staff, and students are expected to deal with each other with respect and consideration.

Student status at Northwestern is a privilege earned by meeting standards of academic performance and adherence to regulations governing conduct. As a private institution, Northwestern University has created policies and regulations defining, among other things, who may be a part of or visit the University and who may have access to the property and facilities of the institution.

The University also expects students

to follow federal, state, and local laws. Within this framework, students have guaranteed rights, but the exercise of those rights may not interfere with the rights of others in the University community.

Student Rights

The rights of individual students include

1. The right to pursue academic and other goals without being subject to discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status;
2. Protection against unlawful searches and seizures;
3. Freedom to communicate, assemble, and peaceably demonstrate;
4. Freedom to join organizations, to speak freely, and to exercise the civil rights to which any citizen of the United States is entitled, as long as the student does not claim to represent the institution;
5. The right to a fair and impartial hearing, either through administrative procedures or through the University Hearing and Appeals System/Sexual Assault Hearing and Appeals System, regarding allegations of violations of institutional rules.

In the exercise of these rights, students may file reports of incidents with the University Police with the expectation that such reports will be investigated in a timely and thorough manner. Similarly, students may initiate formal complaints about University Police conduct or services as provided below.

Student Responsibilities

The responsibilities of individual students include

1. Compliance with University regulations as set forth in the *Student Handbook*, other official University publications, and federal, state, and local laws. These regulations and laws include, but are

not limited to, assaults, theft, damage to personal or University property, sexual assault, sexual harassment, alcohol offenses, drug-related offenses, gambling, motor vehicle violations, unauthorized access to buildings or property of the University, and resisting or obstructing a police officer in the performance of his or her duties.

2. Cooperation with University officials, including University Police officers, acting in their official capacity within established guidelines. While retaining their rights against self-incrimination, students are required to provide identification when asked and surrender, upon request, their University identification card until the incident under investigation is resolved.

Authority of University Police

Under state law (Illinois Compiled Statutes, chapter 110, section 1020/1) and through the authority conferred by the Board of Trustees of the University, University Police officers have the authority, while enforcing state and local laws both on and off University property, to

1. Investigate alleged violations of the law;
2. Detain or arrest individuals alleged to have violated such statutes;
3. Establish the legitimacy of a person's actions or presence on University property through requests for identification;
4. Issue criminal trespass warnings and escort individuals from the campus who do not have a legitimate reason to be on the property;
5. Use the appropriate force, while acting in an official capacity, that is reasonable and necessary, under established guidelines, to enforce the law.

As University officials, University Police officers also have the authority to

1. Ensure compliance with University regulations, including reporting

alleged violations to the appropriate administrator for action;

2. Refer students to the Division of Student Affairs for disposition of alleged minor legal infractions or alleged violations of University rules or regulations.

Responsibilities of University Police

The University Police Department is responsible for crime prevention, law enforcement, parking control, enforcement of University regulations, special-event security, and emergency-incident management. All University Police officers are expected to carry out their duties in a professional and courteous manner.

Questions regarding the University Police Department may be answered at one of the following locations or telephone numbers:

Evanston campus
1819 Hinman Avenue
847-491-3456

Chicago campus
211 East Superior Street
312-503-3456

ACADEMIC CONDUCT POLICIES

For a more complete and detailed description of Northwestern's policies regarding academics, please see the *Undergraduate Catalog*, the *Graduate School Bulletin*, and specific policies and provisions promulgated by the individual schools, departments, and programs.

Academic Failure

Per University Statutes, Article V, 2: Whenever it shall appear that any student is not making satisfactory progress in his or her studies, the student may be excluded by vote of the faculty of the college or school in which the student is enrolled or by a committee or board that has been delegated such responsibility by that college or school. A student shall be notified in writing no later than the middle of a term that, because of unsatisfactory work in a previous term or terms, he or she is subject to exclusion in the event of unsatisfactory work during the term for which the notice is issued. In the absence of written and timely notice the student may request and then shall be granted a hearing by the faculty (or its committee or board) before the student is excluded.

Academic Integrity

The principles set forth below arise from consultations carried out since 1990 with students, faculty, academic deans, the University's Office of General Counsel, and the Office of the Provost. Ratified by the Faculty Senate on May 13, 1992, they are the framework within which policies of the University's undergraduate and graduate schools operate.

Academic integrity at Northwestern is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both undergraduate and graduate, belongs to a community of scholars where academic integrity is a fundamental commitment.

This statement broadly describes principles of student academic conduct supported by all academic programs and faculties of the University, both undergraduate and graduate (postbaccalaureate). More detailed standards of academic conduct, procedures, and sanctions are set forth by each of the schools. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own school and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs, and University research.

A. Basic Standards of Academic Integrity

Students enrolled at Northwestern are expected to adhere to the University's standards of academic integrity. Questions about the acceptability of specific behavior should be addressed to the appropriate faculty member or school dean. The following is a nonexhaustive list of types of behavior that violate the standards of academic integrity.

1. *Cheating*: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. *Plagiarism*: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. *Fabrication*: falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. *Obtaining an unfair advantage*: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. *Aiding and abetting violations of the standards of academic integrity*: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.
6. *Falsification of records and official documents*: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. *Unauthorized access to computerized academic or administrative records or systems*: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access,

or interfering with the use or availability of computer systems or information.

B. Student Rights

In accordance with University statutes, the enforcement of academic integrity lies with the faculties of the University's individual schools, and shall be in accordance with the procedures and provisions adopted by each individual school. In all cases involving allegations of a violation of the standards of academic integrity, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all such allegations, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of a violation of the standards of academic integrity and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.

7. Final review of an unsuccessful appeal, if requested, by the provost or an advisory committee designated by the provost.

C. Procedures

Suspected cases of violations of the standards of academic integrity should be reported to the course instructor, to the administration of the school under whose jurisdiction the suspected offense took place, or to any person authorized by that school to receive such complaints. Students charged with a violation of the standards of academic integrity may not change their registration in a course in which the charge is pending, or in which a finding of a violation of the standards of academic integrity has been made, nor may a student receive a University degree while a charge of a violation of the standards of academic integrity is pending or while a suspension imposed pursuant to these policies is in effect. Procedures of investigation, adjudication, and appeal may vary from school to school, subject to safeguards contained in Section B above.

D. Sanctions

All proven cases of violations of the standards of academic integrity should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade may be imposed by the school in which the student is enrolled. The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.

5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1–8 above.

E. Faculty and Administrative Responsibilities

In order to implement these principles of academic integrity, it is necessary for the administration and faculty to take certain steps that will discourage possible violations and protect academic integrity. Those steps include the following:

1. Each school or department should institutionalize procedures that will safeguard examination security. In no event should students other than graduates employed as teaching assistants or proctors be given custody of, or other responsibility over, examinations prior to their administration.
2. Where feasible, efforts should be made to place students in alternate seats during examinations. In circumstances where it is known in advance that this will not be possible, other measures, such as the use of alternating examination formats, should be used.
3. Prior to every examination the instructor should determine whether or not the examination is to be placed on file (in either a library or with the departmental secretary) for availability to students in the future. Examinations that are to be placed on file need not be collected following administration. In cases where examinations are not to be placed on file, the examination should be appropriately labeled and efforts should be made to collect and destroy them.
4. Instructors should inform students of the academic requirements of each course. Such information may appropriately include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; (c) notice of the materials that may be used during examinations and on other assignments; and (d) whether electronic devices such as cell phones may be brought into an examination.
5. Each school should establish a consistent policy with regard to the proctoring of examinations.
6. Faculty members must ensure that their teaching assistants understand and are able to carry out the policies set forth herein.
7. All allegations of violations of the standards of academic integrity will be handled by a central authority in the office of the dean of the school offering the course in which the suspected offense took place.

STUDENT CODE OF CONDUCT

Statement of Expectations

As members of the University community, all students, groups of students, and student organizations are expected to exemplify Northwestern's community principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

Jurisdiction

The University shall have jurisdiction over all cases, other than those arising because of unsatisfactory academic work, that may call for discipline of a student, group of students, or student organization (undergraduate or graduate) of any school arising out of conduct that occurred during the time the student or students at issue were enrolled, including cases concerning the rights or property of the University or of members of the University community and the rights and property of any person if the acts complained of occurred (1) on University premises; (2) at a University activity, program, function, or sponsored event; (3) in the off-campus residence of any University student or on any street or area contiguous thereto; or (4) on premises subject to the jurisdiction of University Police, whether on or off University property.

Prohibited Conduct

The following acts, conduct, and behavior are prohibited by this Student Code of Conduct. An attempt to commit an act prohibited by this code, as well as assisting or willfully encouraging any such act, is considered a violation of this code. Students, groups of students, and student organizations may also be held responsible for any misconduct by their visitors and guests.

1. Physical abuse of any person or any action that threatens or endangers the

- emotional well-being, health, or safety of any person (including oneself).
2. Acts of theft or damage, including the following:
 - a. Theft of property or services;
 - b. Knowing possession of stolen property or materials; and
 - c. Destroying, damaging, defacing, or vandalizing property.
3. Unauthorized entry to or use of University facilities, property, systems, or services, including the unauthorized possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any University property, premises, or location.
4. Disorderly conduct or disruptive acts, including the following:
 - a. Obstruction or disruption of teaching, research, administration, hearing procedures, or University activities or of other authorized activities, including studying, learning, and emergency services, and other violations of the University's Disruption Policy;
 - b. Disorderly conduct or other action that disturbs or endangers the peace or comfort of others or the community;
 - c. Making, causing, continuing, or allowing to continue any loud, unnecessary, or unusual noise that disturbs the peace of others, including violations of residence-hall quiet hours or Evanston noise ordinances;
 - d. Hosting an event, in a residence hall room or common area, that becomes public or when the number of individuals present exceeds double the occupancy of the sleeping quarters (e.g., four people in a double room); and
 - e. Urinating or defecating in public view or on a public street, alley, sidewalk, yard, park, building, structure, plaza, public or utility right of way, or other public place.

5. Acts of fraud, misrepresentation, or dishonesty, including the following:
 - a. Forgery, alteration, or misuse of University documents, records, or identification or other materials submitted to the University;
 - b. Knowingly furnishing false information to the University or any University official;
 - c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency; and
 - d. Use, possession, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age, or other personal characteristics, including using another individual's identification.
6. Abuses of the student conduct system, including the following:
 - a. Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating);
 - b. Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged offenses;
 - c. Institution of a frivolous or malicious student conduct proceeding (including an appeal);
 - d. Actions or attempts to harass, intimidate, retaliate against, or improperly influence any individual associated with the student conduct system, including efforts to discourage participation, to affect impartiality, or to influence statements or testimony;
 - e. Unauthorized release or disclosure of information related to a student conduct proceeding; and
 - f. Failure to comply with the sanctions or outcomes imposed for violations of this code or other University rules, regulations, and policies.
7. Failure to comply or cooperate with University officials or law enforcement officers acting in their official capacity within established guidelines (provided that no students shall be required to furnish information that would be self-incriminating), including failure to provide identification when asked or to surrender, upon request, one's University identification card until an incident is resolved.
8. Infractions related to alcohol and alcoholic beverages, including the following:
 - a. Use or possession of alcohol by individuals under the age of 21 (or the age of majority in the jurisdiction);
 - b. Manufacturing alcoholic beverages on University property, premises, or facilities (except as specifically authorized by the University) or by individuals under the age of 21;
 - c. Providing or distributing alcohol to individuals under the age of 21;
 - d. Driving under the influence of alcohol or while intoxicated;
 - e. Possession of kegs or other large storage devices, quantity-dispensing containers, or common sources of alcohol in residence halls or fraternity/sorority houses (except as specifically authorized by the University);
 - f. For students under the age of 21, being in the presence of alcohol in residence halls or fraternity/sorority houses;
 - g. Use or possession of alcohol, regardless of age, in residence halls or fraternity/sorority houses during new student orientation;
 - h. Use or possession of alcohol, regardless of age, in any "dry" or alcohol-free living units, including fraternity/sorority houses or healthy living units;

- i. Use or possession of alcohol, regardless of age, in any common area of a residence hall (except as specifically authorized by the University);
 - j. Possession of open containers of alcohol on University property, in University facilities, and in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots (except as specifically authorized by the University or other legal authority); and
 - k. Other violations of the University's alcohol policies or state and local laws pertaining to alcoholic beverages, including those governing the transportation, possession, and consumption of alcohol.
9. Infractions related to illegal drugs and controlled substances (including marijuana, narcotics, cocaine, heroin, and prescription medication), including the following:
- a. Use, misuse, or possession of illegal drugs or controlled substances (except as expressly permitted by law);
 - b. Manufacturing or distribution of illegal drugs or controlled substances;
 - c. Use, possession, manufacturing, or distribution of drug paraphernalia;
 - d. Driving under the influence of any illegal drug or controlled substance; and
 - e. Other violations of the University's drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.
10. Possession or use of firearms, weapons, explosives, or dangerous substances and devices, including the following:
- a. Possession of firearms, ammunition, BB guns, air rifles, pellet or paint guns, slingshots, knives, weapons of any description, explosives, firecrackers, fireworks, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury (or imitations of any such items), on University premises or at University activities or events (except as specifically authorized); and
 - b. Use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others.
11. Actions that jeopardize the safety or security of the University, the University community, or any University facilities, building, or premises, including
- a. Intentionally damaging or destroying property by fire or explosives;
 - b. Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
 - c. Tampering with or misuse of fire safety equipment, including fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
 - d. Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any University facility, building, or premises;
 - e. Disobeying a directive or command by any University or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter;
 - f. Smoking in any enclosed University facility (including, but not limited to, common work areas, auditoriums, health facilities, athletic facilities, classrooms, conference rooms, private offices, libraries, lounges, hallways, campus living units, cafeterias, stairways, and restrooms), in any designated outdoor areas, or within

- 25 feet of an entrance, open window, ventilation intake, or similar feature of any enclosed University facility (or other violation of the Smoking Policy); and
- g. Violations of state or local fire and fire-related ordinances.
12. Abuse of University computer, network, or telecommunications systems or resources, including the following:
- Unauthorized use of facilities, services, equipment, account numbers, or files, including using a NetID or account assigned to another user or providing another user with access to one's NetID or account;
 - Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner;
 - Use of University resources to interfere with the work of another student, a faculty member, or a University official, or that otherwise interferes with normal operation of University systems;
 - Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
 - Violation of any Northwestern University Information Technology (NUIT) policy.
13. Knowingly allowing one's visitors or guests to violate this Student Code of Conduct or other University rules, regulations, or policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.
14. Violation of any federal, state, or local law or ordinance.
15. Violation of any other rule, regulation, or policy set forth in the *Student Handbook* or otherwise enacted and published by the University, by living units, or by another delegated authority of the University, including but not limited to those concerned with
- Civility, Mutual Respect, and Unacceptability of Violence on Campus;
 - Discrimination and Harassment;
 - Fraternities and Sororities;
 - Gambling;
 - Hate Crimes and Bias Incidents;
 - Hazing;
 - Identification Cards (WildCARDS);
 - Residence Hall Rules and Regulations;
 - Sexual Assault⁵;
 - Sexual Harassment;
 - Student Organizations; and
 - All other University rules, regulations, and policies.

Sanctions and Outcomes

Students, groups of students, or student organizations found to have violated this Student Code of Conduct (or any other University rules, regulations, or policies) shall be subject to a variety of sanctions and outcomes, which may be imposed alone or in combination with one another. These include disciplinary sanctions, housing sanctions, educational and developmental requirements, corrective and restorative outcomes, and other interventions and referrals. Some of the most common sanctions and outcomes are listed below, but these lists do not exclude other appropriate sanctions or requirements. Failure to comply with sanctions or other requirements may result in additional charges or violations or in holds being placed on student accounts (including registration, graduation, and transcript holds).

⁵ Alleged violations of the sexual assault policy that involve student-against-student incidents are resolved solely through the Sexual Assault Hearing and Appeals System (SAHAS), which is described on pages 60–71 of this handbook.

When considering the sanctions or outcomes to be imposed, a range of factors may be considered, including

- the nature and severity of the incident;
- the disciplinary history of the student;
- the developmental needs of the student;
- the level of accountability and responsibility taken by the student;
- the level of cooperation from the student;
- the interests of the community and those impacted by the conduct; and
- any other aggravating, mitigating or relevant factors.

A student's use of alcohol or other drugs prior to or in connection with an incident — even if lawfully consumed — will generally be viewed as an aggravating factor. Other aggravating factors, especially for incidents that involve alcohol, include participation in drinking games or other excessive, abusive, or irresponsible patterns of consumption (e.g., chugging, funneling, keg stands).

Disciplinary sanctions include the following:

1. *Exclusion*: A status in which students are permanently deprived of all attributes of student status and may not register, submit written course work, receive academic credit, attend classes, remain in University housing, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized).
2. *Suspension*: A status, imposed for a minimum of one academic quarter and a maximum of three academic quarters (i.e., one year), in which students are removed from the University and may not register, attend classes, submit course work, receive academic credit, remain in University housing, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized). Suspension may also

include the impositions of conditions for re-enrollment or reapplication.

3. *Disciplinary Probation*: A status, imposed for a specific period of time, indicating that any violations committed during the period of probation may result in more serious sanctions, including suspension for a minimum of one academic quarter.
4. *Warning*: Formal notice that a student's actions violated a University rule or policy and that further misconduct, or any other violation of a University rule or policy, may result in more serious disciplinary action.
5. *Fines*: Monetary penalties imposed for violations.
6. *Loss or Restriction of Privileges or Activities*: The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event.

Exclusions and suspensions may be imposed as part of an administrative resolution only if students voluntarily agree in writing to the imposition of that sanction and to waive their right to an appeal or review; otherwise, such sanctions may only be imposed through the University Hearing and Appeals System (UHAS), the Sexual Assault Hearing and Appeals System (SAHAS), or other designated hearing procedure.

Housing sanctions may be imposed in conjunction with violations of residence hall rules and regulations or violations related to University housing facilities (including fraternity and sorority houses). Housing sanctions include the following:

1. *Housing Removal*: Removal from residence halls, residential colleges, and fraternity/sorority houses for a certain period of time or permanently.
2. *Housing Relocation*: Requiring a student to transfer to a different residential facility or housing unit.

3. *Housing Probation*: A status, imposed for a specific period of time, indicating that any future violation that occurs while on this status may result in a sanction of not less than relocation or removal from a residential facility or fraternity/sorority house.

Other outcomes of an educational, developmental, restorative, supportive, and sustaining nature that may be imposed in conjunction with disciplinary or housing sanctions include the following:

1. *Educational Requirements*: Participation or completion of a project, class, or other activity to build awareness or knowledge relevant to the nature of the offense or oneself, including research papers, personal reflections, workshops, organizing a “fireside,” designing an informational bulletin board, or preparing an action plan.
2. *University or Community Service*: Completion of a project or period of service to the University (or one of its departments or divisions) or with an organization providing services to the community.
3. *Referrals to Other Offices, Departments, Programs or Agencies*: Attendance at and completion of any assessment, program, treatment plan, or intervention to which a student is referred. This includes referrals to Counseling and Psychological Services (CAPS), Health Education, Back on TRAC, community service agencies, and other University offices.
4. *Parent or Family Contact*: Contact with a student’s parents or legal guardians may be required in certain circumstances, including when (a) there has been a determination that the student’s use or possession of alcohol or a controlled substance constitutes a violation of University policy or any federal, state, or local law and the student is under the age of 21 at the time of disclosure; (b) the student is determined to be

a dependent of his or her parents or guardians; or (c) the disclosure is otherwise authorized under the University’s FERPA policy.

5. *Restrictions on Access or Contact*: Restrictions or prohibitions on a student’s entry or access to particular locations, premises, or events, or on a student’s contact with another student or group of students.
6. *Restitution or Replacement*: Requiring a student to replace damaged property or pay for damages or costs caused by the student’s misconduct.
7. *Restorative Actions*: Requiring a student to engage in actions to restore the impact of a violation and repair the harms resulting from misconduct on other members of the community. These actions may include letters of apology, drafting and implementing a plan of resolution, engaging in restorative justice conferences, and developing plans for reintegration.

Resolving Allegations of Misconduct

Cases of alleged violations of the Student Code of Conduct are resolved through several different procedures at the discretion of the University and its designated officials. Possible modes of resolution include (a) administrative resolution; (b) referral to a dispute resolution process, such as mediation or conciliation; and (c) resolution through the University Hearing and Appeals System (UHAS), Sexual Assault Hearing and Appeals System (SAHAS), or other designated hearing procedure.

Administrative Resolutions

Most matters are resolved through the administrative resolution process, in which University officials (generally staff members of the Division of Student Affairs or other designated school or University officials) investigate reported incidents

of misconduct. This generally involves reviewing reports of the incident, meeting with students to discuss the matter, gathering additional information from witnesses or other knowledgeable individuals, and otherwise exploring the circumstances of the event.

At the conclusion of an investigation, University officials have the authority to determine whether violations of University rules, regulations, or policies occurred and, if so, to determine what sanctions or outcomes are appropriate under the circumstances. Students are then provided with written notification of the administrative resolution, including any violations, sanctions, or other actions required by the University. In appropriate situations, cases may be dismissed for lack of jurisdiction or deferred, meaning that the University will refrain from taking any action on a case for a designated period of time (up to one year from the date of the incident) or while certain conditions are met.

If a student does not accept the administrative resolution proposed by the University, the student is entitled to have that resolution reviewed by another University official or reheard through the University Hearing and Appeals System (UHAS) or other designated hearing procedure. Any request for review or rehearing, however, must be received within a reasonable time as designated in writing to the student.

The decision of the administrative review is final for all cases that do not involve disciplinary probation, suspension, or exclusion and are not subject to rehearing through UHAS or other designated hearing procedure. Additionally, the vice president for student affairs (or his or her designee) has authority to take certain administrative actions regarding students' housing status (including removal, relocation, or imposition of housing probation) that are not subject to further review.

Please see "Residence Hall Rules and Regulations" on pages 22–27 for details.

Referral to a Dispute Resolution Process

At the discretion of the University and with the agreement of all the parties, incidents of alleged misconduct may be referred to mediation, conciliation, or other dispute resolution process. The goal of these processes is to examine and clarify issues and circumstances underlying disputes, explore areas of agreement and possible courses of action, and derive an agreement that has the full approval of all parties. If the process is successful, the parties will draft and sign an agreement that stipulates the nature of the resolution, including what, if any, actions, outcomes or sanctions the parties must complete (including time periods or dates by which an action must be satisfied). Actions, outcomes, and sanctions agreed to through these processes will be applied in a manner identical to sanctions or outcomes resulting from administrative resolutions or hearings. Agreements reached through a dispute resolution process are not subject to review, rehearing, or appeal.

Resolution through UHAS or SAHAS

An incident involving alleged misconduct or alleged violations of University rules, regulations, or policies may be referred directly for resolution through the University Hearing and Appeals System (UHAS), the Sexual Assault Hearing and Appeals System (SAHAS), or other designated hearing procedure. Please see pages 49–60 for information on UHAS and pages 60–71 for information on SAHAS.

Groups and Organizations

Groups of students and student organizations are expected to comply with all University rules, regulations, and policies, including the Student Code of Conduct and all additional rules and regulations

pertaining to groups and organizations. Groups or organizations found to have violated any such provisions shall be subject to disciplinary actions and procedures. Groups and organizations may also be subject to administrative actions by recognizing bodies and for violations of specific policies relating to organizational activities, such as those contained in the Student Organization Handbook and the Student Organization Finance Office (SOFO) Policies & Procedures Handbook.

Responsibility of Groups and Organizations

In general, a group or organization may be held accountable for the actions and behavior of its members and guests on its premises, at events sponsored (officially or unofficially) by the organization, or when significant numbers of members or guests participate in activities that violate University rules, regulations, and policies. It is also the responsibility of groups and organizations (and their officers and those in charge of an event) to identify foreseeable problems that may arise and to take timely corrective action. Sometimes it is necessary for the officers or members of a group or organization to seek assistance from University or emergency officials (police, fire department, ambulance).

The responsibility of a group or organization is ultimately determined by examining all the circumstances of a situation and by taking into account the following additional factors (this list is not considered exhaustive):

1. The actions were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities or after the actions were tacitly or actively approved or invited by the group or organization;
2. The actions were committed by, condoned by (actively or tacitly), or involved organization officers or a significant number of organization members, alumni, or guests. This includes when one or more members, officers, alumni, or guests of an organization permit, encourage, aid, or assist in committing the action;
3. The actions occurred at or in connection with an activity or event funded or sponsored by the group or organization;
4. The actions occurred at or in connection with an activity or event that was publicized, advertised, or the subject of communications by the group or organization;
5. The actions occurred on the premises of the group or organization or at a location over which the group or organization had control at the time of the action;
6. The actions occurred at or in connection with an activity or event that reasonable people would associate with the group or organization;
7. The actions should have been foreseen by the organization or its officers, but reasonable precautions against such actions were not taken (in which cases, the University may take into account prior occurrences of relevant incidents involving the organization);
8. The actions were the result of a policy or practice of the organization or were not in conformity with the organization's policies or practices, including local or national guidelines governing conduct, risk management, and safety;
9. The actions would be attributable to the organization under the group's own policies (including local or national risk management guidelines);
10. One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University, safety, or emergency officials;
11. One or more officers or members of an organization fail to satisfactorily complete the terms of any disciplinary sanction or outcome.

The intent of outlining these criteria is not so that groups can work around these issues or find loopholes whereby an organization's risky activities might not be considered an organizational event. Rather, they are intended to advise groups, organizations, and their officers and members about their responsibilities and the decisions they need to make regarding planning and executing an activity or event.

Collective and Individual Responsibility

Groups of students and student organizations, as well as their members and officers, may be held collectively and/or individually responsible for violations.

Organizational Sanctions

Organizations and groups found in violation of a University rule, regulation, or policy are subject to the same sanctions and outcomes as students (modified as necessary to address the group or organizational context), plus any such other sanctions or outcomes that are deemed appropriate under the circumstances.

RESIDENCE HALL AND HOUSING POLICIES

Underlying Northwestern's residence hall policies and procedures are three basic assumptions:

1. Certain understandings and rules are necessary to guarantee each student the opportunity to take full advantage of Northwestern's academic and cocurricular programs.
2. Most residents are mature, rational adults and will use common sense and consideration in their dealings with others.
3. Rules are necessary to ensure the physical and psychological security and safety of all residents.

As a result, our residence halls' rules and regulations rely heavily on residents' judgment and willingness to cooperate with the hall staff and fellow residents. However, rules are important and necessary, and they will be enforced. It is essential that residents understand and abide by the regulations that follow. Failure to do so can jeopardize housing privileges.

Residents may be held responsible for actions or violations that take place in their rooms (whether or not they are present) and for actions or violations of their visitors and guests.

Declaration of Responsible Living

Members of the residential community at Northwestern University agree to the following Bill of Rights and Social Contract.

Bill of Rights

The basic rights of a resident include

- The right to read, study, and live free from undue interference, unreasonable noise, and other distractions that inhibit the exercise of this right;
- The right to expect that others will respect one's personal belongings;
- The right to a reasonably clean environment in which to live, including the right to a smoke-free environment;

- The right to free access in one's room and to the facilities provided in the residence hall;
- The right to personal privacy;
- The right to redress of grievances through the University Hearing and Appeals System or other designated hearing procedure; and
- The right to be free from physical or psychological intimidation, harassment, and/or harm.

The Social Contract

The basic responsibilities of a resident include

- Treating other residents with respect and consideration and guaranteeing them their individual rights;
- Understanding all policies and regulations necessary for the hall community to function and abiding by those rules (contained in the *Student Handbook*, Residence Hall Rules and Regulations, housing contract, and other official University publications and postings);
- Being responsive to all reasonable requests from fellow students;
- Being responsive and cooperative in all dealings with residence hall staff members and other University officials; and
- Accepting responsibility for personal and community safety; e.g., refraining from misusing safety equipment, propping open security doors, and losing, forgetting, or duplicating keys or access devices.

Residence Hall Rules and Regulations

The rules and regulations enumerated below are incorporated into and made part of the residence and board contract between student residents and Northwestern University. As such, these provisions require compliance by all residents. For the most up-to-date version of these provisions, see parts D and E of the document located at svrl.housing.northwestern.edu/rulesandregs.pdf.

Housekeeping and Safety Regulations

1. To comply with City of Evanston housing codes and to ensure the general welfare in the residence halls, the University reserves the right to enter and inspect rooms for health, for fire safety, during an emergency, to protect life or property from imminent danger, or to provide repair or maintenance services. Absent an emergency or imminent threat to health or safety, no search of the contents will be made without either consent of a resident of the room or a search warrant. Closets that are part of the room may be opened and inspected. Any hazardous conditions or violations noted during a safety inspection must be corrected upon notification of the residents.
2. Fire alarms, automatic sprinklers, extinguishers, and other devices are provided for the safety of residents in case of fire. Exiting through an alarmed security door (except in case of emergency) or propping open, disabling, or tampering with a fire door is prohibited. Tampering with these devices or using them for other purposes is prohibited. Fire exit drills for residence halls are required by Illinois and Evanston law. All occupants of a residence hall must leave the building during a fire alarm or exit drill. Sounding a false alarm is a violation of city and state law and University regulations. Persons found to have sounded a false alarm, misused security or fire doors, or tampered with extinguishers, smoke or fire detection devices, or automatic sprinklers may be fined, and other disciplinary sanctions may be applied up to and including removal from University housing. When responsible individuals cannot be identified, residence hall governments may be assessed.
3. Under Illinois law, a person commits aggravated arson when, by means of fire or explosive, he or she knowingly

damages, partially or totally, any building, and he or she knows, or reasonably should know, that one or more persons are present therein. Aggravated arson is a Class X felony; imprisonment of not less than six years, without probation, must be sentenced upon conviction.

4. The Evanston housing code forbids the use or storage in sleeping rooms of microwaves, hot pots, toaster ovens, or any appliances for cooking or heating food or beverages. In addition, other heat producing appliances, such as irons, may not be used in sleeping rooms, and refrigerators with interiors larger than three cubic feet are prohibited.
5. Smoking is prohibited in all areas of all residence halls, including but not limited to sleeping rooms, lounges, suite living rooms, dining rooms, corridors, stairwells, and washrooms.
6. Room decorations are permitted except for hanging blankets, tapestries, rugs, or fishnets, provided the decorations do not cover more than 50 percent of the wall or window space. Combustible decorations must not be put on the ceiling, in the entryway, on the door, or near heat sources such as radiators or light bulbs. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited.
7. Lighted candles, live holiday trees, holiday or decorative lights, incense, fireworks, explosives, and incendiary materials are prohibited. The possession or use of firearms or other weapons of any description and for any purpose is prohibited. No decorations, flags, banners, or other items may be hung on the exterior or draped from a window or doorway of any residence hall. Signs or posters in windows or on doors must have the approval of all roommates and are subject to the approval of the University.
8. Bicycles may not be stored in any area of a residence hall other than in areas specifically designated for such use. Bicycles parked in stairwells or on ramps, attached to handrails, or otherwise impeding egress from a building will be removed at the bicycle owner's expense. Bicycles inappropriately parked in the common areas surrounding residence halls may also be removed. No motorcycle or other motor vehicle is permitted to be brought into any area of any residence hall for storage or for any purpose whatsoever.
9. The installation of air conditioners by residents is prohibited.
10. The removal or opening of window screens, or of stops designed to limit the opening of the window, by residents, either permanently or for a short period of time, is prohibited.
11. The use of water beds is prohibited. The building or installation of "lofts," furniture, or other structures of any kind or size, including but not limited to cinder block or wooden platforms, is prohibited.
12. All University furnishings and fixtures must remain in the room at all times. Furniture in lounges and common areas must not be removed.
13. Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited and will be removed at the student's expense; such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Any such unauthorized wiring will be removed at the owner's expense. Only the jacks and outlets provided in a resident's room may be used for obtaining electrical power or for connecting telephone and data transmission equipment. Use of unapproved wireless access points to transmit data to or from the University's or a private network

is prohibited. No cameras or recording devices may be installed in any area of the residence hall.

14. A resident may not use any facilities or areas of the residence halls, including the room assigned to the resident, for any commercial purpose or activity without a permit from the director of housing. No one is permitted to place materials on, at, or under resident room doors unless for official University business or communication between known acquaintances. At no time and under no circumstances will door-to-door solicitation be permitted within the residence halls.
15. Rooms must be maintained in good sanitary condition and must be returned in as good repair as when possession was taken, ordinary wear and tear excepted. Damages to students' rooms, including costs for replacing missing furnishings, will be charged to the last known student occupants of that room. Damages to the public areas of a residence hall, including costs for replacing missing furniture and other furnishings, that cannot be attributed to specific individuals or groups, will be charged to all residents of the smallest applicable area of the hall, the total being divided equally. Assessments for damages are made quarterly (and more frequently, at the discretion of hall governments) by the University. Residence hall funds derived from maintenance fees and, in some cases, social dues, may be used to pay assessments for damages to public areas.
16. No pets or animals of any kind (except for service animals) are permitted in the residence halls at any time for any reason.
17. All keys are the property of Northwestern University. Residents are prohibited at all times from giving and/or loaning their keys to anyone for any reason. Any duplication of University keys is strictly prohibited. Replacements for lost keys must be obtained from the housekeeping office. If a room door key is lost, the door lock is automatically changed, for which the charge (including a new key) is \$125. The charges for replacing other keys are as follows: front door keys and security door keys, \$25 each; mailbox keys, \$6 each. If a key is broken, it will be replaced without charge, provided the portion of the key with the identification numbers is returned to the housekeeping office.
18. Any student vacating a residence hall for any reason — including but not limited to withdrawal from the University, moving to a different residence hall, and vacating the hall at the end of the academic year in June — must return all keys within 24 hours. Failure to return any key within this time limit will be cause for the assessment of liquidated damages as specified in the residence and board contract and an improper checkout charge.
19. No surface of any room may be painted except in accordance with the University's room painting policy.
20. Residents are prohibited from entering onto roofs, balconies, or fire escapes for any purpose except in case of an emergency.

Miscellaneous Rules and Regulations

1. These rules and regulations are subject to change as the University may deem appropriate. The University then will notify students under a residence and board contract of any revisions as soon as practicable.
2. Signing the residence and board contract automatically constitutes acceptance of membership in the respective student government of the hall to which a student is assigned, with all rights, privileges, and responsibilities of such membership.

3. A resident may not unreasonably interfere with a roommate's or any other resident's rights under a residence hall contract. This includes the right to a reasonable degree of quiet, and each living unit, under the supervision of its elected student executive board, is expected to determine its quiet-hour policy at the beginning of each academic year. Playing musical instruments in any resident's room and engaging in physical games of any kind in the residence halls is prohibited. Infractions that cannot be resolved by the residence hall staff will be referred to the director of University residential life, who will have discretion to resolve such problems through administrative/disciplinary action.
4. Only residents assigned by Northwestern University may reside in their assigned rooms; residents may not invite or permit any other person to reside in their assigned room or in any other area of the residence hall.
5. If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require that resident to be responsible for the total rent for the room.
6. A resident may have overnight guests, limited to one guest per resident at any one time, provided proper written approval of all roommates/suitemates is filed and guests are properly registered with the University Residential Life Office. Guest privileges are limited to a maximum of three consecutive nights and a total of seven nights per resident per quarter. Overnight guests must be of the same sex as the residents assigned to the room/suite. A guest is defined as a nonresident who requires a room in which to sleep for the night. Guests may not occupy or sleep in common areas of residence halls.
7. A resident may not have visitors in the resident's room/suite between the hours of 1:00 a.m. and 7:00 a.m. without the consent of all roommates/suitemates. A visitor is defined as a nonresident of a building/room/suite who is invited by a resident of that building/room/suite to spend some time in the building/room/suite, presumably of a short duration. Visitors must be escorted by a resident at all times and must be registered with the security monitor on duty.
8. No individual resident, overnight guest, or visitor may use the residence hall's washroom facilities designated for use by the opposite sex.
9. All telecommunication services in the residence halls — including but not limited to direct-dial local and long distance telephone services and data services — are provided exclusively through Northwestern University Information Technology (NUIT). Residents agree to comply with the policies and procedures for NUIT Residence Hall Telephone and Data Services and agree to pay all charges incurred to their assigned personal security code. Credit cards and calling cards may be used to place and bill local and long distance calls. One telephone line is provided per room as part of the room rental charge; residents must provide their own telephone sets. One data port per resident is provided per room as part of the room rental charge; residents must provide their own computers. Operation of file or web servers is prohibited.
10. NUIT will repair without charge all interior telecommunication wiring to telephone jacks in student rooms, except when damage to jacks or wiring is caused by vandalism or tampering with the jacks, lines, or equipment. In the case of such damage, NUIT will perform the repair and charge the cost of the repair to the person or persons responsible.

11. When it appears, through reports of the residence hall staff, University Police, etc., that a student has breached the residence and board contract or has violated a residence hall rule or other University rule or regulation as specified herein, the University reserves the right to review the case and take appropriate action administratively. The vice president for student affairs will appoint the reviewing administrator. When, in the opinion of the reviewing administrator, a student has breached the contract, the reviewing administrator may remove the student from housing or may apply a lesser sanction such as a required room or hall change or housing probation. The decision of the reviewing administrator will be final. Contract violation cases will not be accepted by the University Hearing and Appeals System or other designated hearing procedure unless additional disciplinary action, such as disciplinary probation, suspension, or exclusion from the University, appears warranted.
12. The vice president for student affairs may act administratively to maintain the residence hall living and learning environment by moving a student to a room other than the one to which he or she was initially assigned, by moving the student to another residence hall, or, when required in the best interests of the University as determined by the vice president, by removing a student from University housing. The vice president's decision on such matters is final. Administrative action taken in accordance with this regulation is not — and should not be construed as — a determination by the vice president on the merits of any underlying disciplinary charge filed by or against the affected student(s).
13. As deemed necessary, the vice president for student affairs or his or her designee may relocate any resident without cause or prior notice for health or safety reasons or to protect University property, restore operations, or meet the needs of the University community.
14. The University shall not be responsible for disruption or nonperformance as a result of a major campus disruption, strike, fire, flood, wind- or snowstorm, or other acts of God, act of terrorism, or other events beyond the University's control. In the event of such occurrences as described in the preceding sentence or for the convenience of the University for construction or other purposes, the University may at any time, and at its sole discretion, close all or part of any residence hall. If all or a part of any residence hall is prematurely closed, the affected residents shall vacate that hall within 24 hours of such closing and shall be relieved of all subsequent room obligations for that building after the closing date.
15. The University reserves the right to relocate residents with prior written notice for the purposes of consolidation of residents. Such consolidation may be undertaken to promote individual or community health or safety, to reduce costs, or for such reasons as deemed necessary by the vice president for student affairs.
16. At the University's sole discretion, construction may take place near residential units. No adjustment will be made to any residence charges at any time based solely on that construction.
17. No resident may remain in the residence halls during any vacation period. All residents must check out of their residence hall within 24 hours of their last scheduled final exam each quarter. In addition, all residents must check out and remove all personal belongings from the residence halls within 24 hours of their last scheduled final exam in June. Storage of personal belongings

over the summer months in any space within the residence halls is prohibited. Northwestern University will not be responsible for any loss due to fire, theft, or other casualty.

Additional Residential Hall Policies

These policies and procedures are derived from numerous sources and are enumerated here for residents' convenience. Residents are responsible for the information contained in the original documents, including any subsequent updates.

Commercial Activity

Residents are not permitted to run a business, including those conducted online or via the Internet, from their residence hall room or building without the direct consent of the director of housing.

Movies, Videos, and DVD Viewing

Federal copyright laws restrict showing movies and videos outside of a private home. For more information, see "Copyright Law and Public Showing of Videos and DVDs" on page 47.

Moving Out and Damages

Residents are responsible for following University, housing, and residential life rules and procedures when moving out of a room. In addition, residents may be responsible for damage to their room and residence facilities, including lost or unreturned keys and access devices. Failure to comply with these procedures may result in charges.

Posting Policy and Campus Publicity

Residents interested in posting information in residence halls must contact the area coordinator responsible for the building in question for permission and public posting locations. For additional information about posting, see "Campus Publicity" on page 47.

Quiet Hours and Noise

Unreasonable noise is never acceptable in any residence hall or residential college. All residents are expected to be courteous with regard to noise at all times and to respond appropriately to requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.

Establishing quiet hours. The students in each residential community, working with their community assistants, determine their quiet hour standards at the beginning of each academic year. Using either a hand vote or secret ballot, students may determine quiet hours for their area; however, the hours cannot be less than

- Midnight to 8:00 a.m., Sunday through Thursday nights and
- 1:00 a.m. to 10:00 a.m., Friday and Saturday nights.

Additionally, during finals weeks, all residents are expected to comply with 24-hour quiet hours

Although voting may be done on a floor basis, a uniform building policy is highly recommended. Residents are also encouraged to create quiet hours for lounges and public areas in close proximity to student rooms.

Defining quiet hours. Quiet hours identify times when quiet is essential and required. Generally, during quiet hours, any noise that prevents a resident (who is in his/her room with the door closed) from sleeping or studying is unreasonable.

Enforcing quiet hours. Residents are encouraged to post their quiet hour standards to advise all residents and their guests. Residents are expected to talk directly with persons causing noise and respectfully ask them to reduce the noise. Students who fail to comply with reasonable requests to reduce noise may be referred to the community assistant, who will either mediate the situation or, in

some circumstances, refer policy violations to the area coordinator.

Room Change Information

1. *Housing freeze.* A housing freeze, a time when no students are permitted to move from their assigned spaces, is in effect at the beginning of each quarter. The freeze typically lasts three to five weeks and permits staff to ensure that all residents have returned and to account for any vacant spaces. The residence hall staff is notified when the freeze has been lifted.
2. *Room changes for freshmen.* As stated in the freshman housing brochure, freshmen are not eligible to change rooms until winter quarter unless otherwise directed or authorized by the University. The first date that freshmen may request a room change is the first day of classes of winter quarter. Forms are processed in the order that they are received, according to their time stamps. The Undergraduate Housing Office opens at 8:30 a.m.
3. *Room changes for transfer students and upperclassmen.* Transfer students and upperclassmen who did not make a room change request when they signed their housing contract may make one starting on the first day of fall quarter classes. The Undergraduate Housing Office opens at 8:30 a.m.
4. *Waiting lists for room changes.* Students can add themselves to waiting lists for up to three buildings and can specify what type of room (i.e., a single or a double) they seek. If a specified roommate is desired, the students should turn in their room change paperwork together.

A resident should fill out a waiting list request form even when seeking to change rooms within the same building or when planning a mutual room swap with another student.

In general, to be competitive for space in a residential college, the student must either already live in that facility or be a nonresident member of that residential college and have a room change form verifying that fact signed by the Office of Residential Colleges (located in Scott Hall, across from the Undergraduate Housing Office). Spaces in residential colleges will be filled first by nonresident members of the college in the order they sign up for the waiting list and then, if space is still available, can be offered to anyone interested in living in the building.

A student who is added to a waiting list remains on that waiting list for fall, winter, and spring quarters. As always, room changes are predicated on availability, and there are no guarantees that requests will be accommodated, regardless of the number of spaces that may open up in a building.

If a student's request is accommodated, the student will be asked by e-mail to pick up room change paperwork in the Office of Undergraduate Housing. Typically, completing and returning the paperwork takes a few days, after which the move is approved and a schedule for tenancy in the new room and vacancy of the old assignment is worked out. The Office of Undergraduate Housing will notify University Residential Life that a student has changed rooms so that the necessary arrangements can be made to have mail forwarded to a new campus address. The online student directory updates automatically with a new address and phone number about seven days after the room change paperwork is completed and submitted.

Roommates

University Residential Life will work closely in conjunction with housing assignments to resolve roommate conflicts.

Please contact a community assistant or area coordinator with any questions or concerns.

Suites, Common Areas, and Lounges

Suites are considered public lounges of residence halls. Residents or guests may not occupy or sleep in common areas of the residence hall. Students may not store room furniture or personal belongings in suites and other common areas of the residence hall. Students may not remove furniture or other items from common areas, suites, or lounges, including moving items into an individual room.

OTHER UNIVERSITY POLICIES, RULES, AND REGULATIONS

To aid students in awareness of their responsibilities as members of the Northwestern community, the following policies also govern or cover different aspects of student life here at Northwestern; this is not a comprehensive list. Violations of these regulations, policies, and rules may be resolved within the University by staff members in the Division of Student Affairs, other appropriate University officials, the University Hearing and Appeals System, the Sexual Assault Hearing and Appeals System, or other designated hearing procedure. Violations of federal, state, and local laws may also be adjudicated by the legal system.

Addresses

It is the responsibility of the student to keep the University informed of up-to-date permanent and local address and telephone information as well as emergency contact information. All changes should be reported promptly through CAESAR under personal portfolio. Changes to parent addresses must be reported to the Office of the Registrar, Room 1-621, Rebecca Crown Center.

Athletic Facilities Rules of Conduct

Students are not permitted to drink or possess alcoholic beverages in Ryan Field, Welsh-Ryan Arena, or other athletic facilities whether or not there is a scheduled University athletic event. At and during a scheduled University athletic event, students may not distract other patrons or interfere with the progress of any event by the use of cameras, stadium horns, radios, or miscellaneous items such as banners, signs, placards, etc. Also, students must have authorization to be permitted on the floor, field, track, or playing surface of any athletic facility while an event is in progress.

Alcohol

Students are subject to Illinois law, which prohibits the possession and consumption of alcoholic beverages by any person under the age of 21 years. In addition, it is illegal to sell or provide alcoholic beverages to any person under the age of 21 years. Furthermore, there are penalties for individuals who rent hotel or motel rooms for the purpose of or with the knowledge that such room shall be used for the consumption of alcoholic beverages by persons under the age of 21 years.

Federal law permits a student's parent(s) or legal guardian(s) to be informed regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University rule or regulation and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s). See FERPA guidelines at www.registrar.northwestern.edu/ferpa/ferpapol.html.

Undergraduate Residence Halls and Fraternity and Sorority Houses

Students living in undergraduate residence halls or fraternity/sorority houses who are 21 years of age or older may consume alcohol in the privacy of their rooms with other of-age individuals so long as the event does not become public and the number of individuals present does not exceed double the occupancy of the sleeping quarters (e.g., four people in a double room). Students who are 21 years of age or older and living in a fraternity/sorority house are also subject to their national risk management policies. Students living in healthy living units are not permitted to consume alcohol in their residence regardless of age.

Students under the age of 21 may not consume, possess, or be in the presence of

alcohol in undergraduate residence halls and/or fraternity/sorority houses. If a fraternity house is permitted to have registered parties with alcohol, the chapter must adhere to federal, state, and local law and their respective risk management policies.

Kegs and other large-storage devices, quantity-dispensing containers, and common sources of alcohol are prohibited from all student rooms and public areas in all undergraduate residence halls and fraternity/sorority houses. No alcohol is permitted in any residence hall or fraternity/sorority house at any time during new student orientation (see the official University calendar for those dates).

Graduate and Professional Residence Halls

Graduate and professional students living in graduate and professional residence halls who are of legal drinking age may consume alcohol in their private living spaces as long as they do not create a disturbance to the community. "Progressive parties" involving multiple rooms or multiple floors are not allowed. Large events involving alcohol must be coordinated through the University Residential Life Office.

Kegs are permitted in the graduate residence halls as long as they are purchased through University catering in conjunction with an event planned through the University Residential Life Office and a licensed, approved bartender is present.

Other Campus Regulations

Use of alcoholic beverages on the Evanston campus in outdoor areas is restricted to functions sponsored by living units or recognized campus organizations. These campus organizations are responsible for complying with federal, state, and local laws as well as University regulations. The Events Planning Office at Norris University Center is responsible for processing applications for use of alcoholic

beverages in outdoor areas. The University is licensed by the state of Illinois and the city of Evanston to sell alcoholic beverages at two locations on the Evanston campus — Norris University Center and the James L. Allen Center, the conference facility for the J. L. Kellogg School of Management. Sale of alcohol elsewhere on campus is a violation of law and may jeopardize the University's licenses. In particular, alcoholic beverages may not be sold at any residence hall, fraternity, sorority, or elsewhere on campus. Under limited circumstances, a one-day Evanston liquor license may be secured by the University for an organization wishing to sell alcoholic beverages in connection with a specific function. The Events Planning Office is responsible for processing applications.

Within the City of Evanston

City of Evanston ordinances prohibit the consumption or possession of open containers of alcohol in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots. In addition, it is illegal to transport or have alcohol in the passenger area of a motor vehicle except in the original container with the seal unbroken. Any person found violating any provision of this ordinance may be fined \$500 to \$1,000 for each offense. City of Evanston ordinances can be found at www.cityofevanston.org.

Bicycles

The University has 2.5 miles of bicycle paths on the Evanston campus, connected to Evanston's bicycle rights-of-way. Bicycle riding is prohibited on the following streets:

- Sheridan Road, between Chicago Avenue and Isabella Street
- Green Bay Road, north from Emerson Street to the Evanston city limits
- Ridge Avenue, between Howard and Emerson Streets

- Main Street, between Chicago and Ashland Avenues

Bicycle riding is not allowed on the sidewalks in the Evanston business district.

Bicycles stored or parked on campus must be registered with the University Police Department and kept in designated areas, which include bicycle racks and bicycle storage rooms. Bicycles that are locked to railings, stairwells, or handicapped-access ramps or are parked in hallways, doorways, or rooms in residence halls or academic buildings create a safety hazard in the event of fire and are subject to removal at the owner's expense. The University will not reimburse individuals for locks that have been cut to remove bicycles not parked in bicycle racks or storage rooms. Students who have had an illegally parked bicycle removed should contact Facilities Management, 847-491-5807, to identify and claim it. Bicycles will be stored in the University storage area for a minimum of 30 days. After 30 days the impounded bicycles are turned over to Facilities Management and auctioned to the campus community at the used bike sale cosponsored by Norris Outdoors of Norris University Center. The University shall not be responsible for any bicycles illegally secured in campus buildings or on campus property or abandoned on University property.

If the bicycle is identified and claimed, a citation will be issued to the owner. A fine of \$25 must be paid before the bicycle will be released to the owner. In addition, when bicycles have been removed from areas that are defined as a "means of egress or access," the violators will be referred to the Division of Student Affairs for potential disciplinary action.

For students living in residence halls, University Residential Life sponsors a winter bike storage program, offered on a first-come, first-served basis. Winter bike storage starts the week after Thanksgiving and ends the week after spring break.

Cable, Satellite, and IP Delivered Television

The following rules apply to all students using cable television services within the University. For complete information, see the Northwestern University Policy on Cable, Satellite, and IP Delivered Television at www.it.northwestern.edu/policies.

1. Northwestern University Information Technology (NUIT) is designated as the sole authorized agent to interface with Northwestern University's television provider(s) for the addition, changing, and removal of individual service connections in any University building.
2. A customer may not add, change, or remove television service or install wiring for television in any location. All inquiries about the installation of television service or about changing existing television service must be directed to NUIT and *not* the television service provider.
3. Anyone wishing to display television content in a publicly accessible area must ensure that only acceptable content is displayed.

Civility, Mutual Respect, and Unacceptability of Violence on Campus

Individuals covered by these policies include faculty, staff, and students, including postdoctoral fellows and research and academic staff.

1. *Policy.* As members of the Northwestern community, its faculty, staff, and students are expected to deal with each other with respect and consideration.
2. *Expected behavior.* Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.
3. *Unacceptable behavior.* Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.
4. *Violence.* Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the Northwestern community.
5. *Weapons.* Weapons of any kind are prohibited on campus except for those carried by sworn police officers.
6. *Responsibility to act.* A member of the community who is involved in or witnesses behavior on campus that poses imminent danger should immediately contact the University Police. In situations that do not involve imminent danger or for advice on the appropriate course of action, a member of the community is to notify a supervisor, department head, or student affairs staff member. Alternatively, the observer may report the incident to the Office of the Provost, the Department of Human Resources, or the Office of the Vice President for Student Affairs.
7. *Orders of protection.* Community members who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to University Police for enforcement on campus.
8. *Visitors.* Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.
9. *Resources.* Guidance for identifying potential threatening or violent behavior and for the best ways to deal with incidents is at www.northwestern.edu/hr/policies.
10. *Violation.* A community member who has violated this policy is subject to

disciplinary action, which may include separation of the offending party from the University, consistent with established disciplinary procedures.

Computer and Telecommunications Equipment, Facilities, and Services

The University provides computing facilities for faculty, staff, and student use. These facilities and services extend to include (but are not limited to) Information Technology, the University Library, many departmental computers and servers, residence hall computers, and telephone instruments (voice and/or data transmission) in offices, residence halls, and other buildings. Misuse of these facilities, services, and equipment is a violation of University rules and regulations and may also be a violation of federal, state, and local laws. Such misuse includes unauthorized use of the facilities, services, equipment, account numbers, or files; damage to facilities and/or equipment; tampering with or destruction of programs, files, or accounts; and similar activities. Students who violate these or any other computing or telecommunications facilities regulations shall be subject to University disciplinary procedures that may include fines, restitution of funds, probation, suspension, or exclusion from the University.

Computers and Networks

Individuals covered by these policies include all persons accessing computer or network resources through any University facility.

General Policy

It is the policy of Northwestern University to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration. Users of the networks are to take the necessary measures to safeguard the operating

integrity of the systems and the accessibility of other users. Users are also required to comply with software licenses, applicable laws (including copyright), and Northwestern University Information Technology (NUIT) policies. NUIT policies are posted at www.it.northwestern.edu/policies, including the Rights and Responsibilities policy at www.it.northwestern.edu/policies/responsibilities.html.

The NUIT security officer should be notified about violations of copyright laws and NUIT policies, as well as about potential loopholes in the security of any computer systems and networks at Northwestern. Contact the NUIT security officer at security@northwestern.edu.

Responsibilities of Users (from the NUIT Policy on Rights and Responsibilities)

There are also responsibilities that must be met as part of the privilege of network access. Network users are expected to live up to these responsibilities. If users knowingly violate a network responsibility, their network access will be suspended. Depending on the seriousness of the violation, users could be referred through the University disciplinary procedure process. Violations that also violate federal or state laws can also result in referral to the appropriate legal authority.

1. Users are responsible for the use of their network ID (NetID) and all computer accounts that are assigned to them. Users may not give anyone else access to their NetID or computer accounts. Users must not use a NetID or a Northwestern University computer account that was not assigned to them. Users may not try in any way to obtain a password for another user's NetID or computer account. The NetID and its associated password are the property of Northwestern University Information Technology. Applications and services that require their use must be approved

- by the Office of the Vice President for Information Technology or by a director within NUIT.
2. Users may not misrepresent themselves or their data on the network.
 3. Users are responsible for the security of their passwords. This includes changing passwords on a regular basis and making sure no one else knows them.
 4. Users must not use Northwestern's network resources to gain or attempt to gain unauthorized access to remote computers.
 5. Users must not deliberately perform an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
 6. Users must not run or install on any of Northwestern's computer systems, or give to another, a program that could result in eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
 7. Users must not attempt to circumvent data protection schemes or exploit security loopholes or interfere with standard technical measures that identify and protect the rights of copyright owners.
 8. Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of, or make available on the network, copyrighted material, including, without limitation, software programs, music files, video files, still and digital images, radio and television broadcasts, and written text works, unless permitted by a license, by the consent of the copyright owner, by a fair use limitation under copyright law, or under the Digital Millennium Copyright Act (DMCA) when made by a library or archive for preservation purposes or when incidental to computer maintenance and repair. Please see the more complete discussion of software copyright protections available on NUInfo and the discussion of copyright law available on Northwestern's Office of General Counsel web site.
 9. Users must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users. Any person operating a network-intensive application or a defective computer that overloads University networks will be notified, and steps will be taken to protect the overall University network. This may include disconnecting the offending computer system from the University network until the problem is resolved. If the condition is an imminent hazard to the University network, disrupts the activities of others, or violates applicable law, then the offending computer system or the subnet to which it is attached may be disconnected without prior notice.
 10. Users may not place on any University-owned computer system information or software that infringes on the rights of another person or gives unauthorized access to another computer account or system.
 11. Users must not attempt to monitor another user's data communications, nor may users read, copy, change, or delete another user's files or software, without permission of the owner.
 12. Computing and networking resources are provided to support the mission of the University. These resources may not be used for commercial purposes.
 13. Any network traffic exiting the University is subject to the acceptable use

policies of the network through which it flows, as well as to the policies listed here.

14. All University computing and networking facilities are provided for use by faculty, staff, and students for relevant academic, research, or administrative pursuits. As with all other University facilities, private use must be approved in advance in keeping with policies expressed in the Northwestern University *Employee Handbook* and *Student Handbook*.
15. The content of any information made available to others via the University's network is the sole responsibility of the person who created that information. It is that person's responsibility to become educated and aware of all applicable federal laws, state laws, and University policies. (See also the discussion of copyright law available on Northwestern's Office of General Counsel Web site.) That person will be liable for any violations of federal laws, state laws, or University policies.
16. Continued violations of system and network policies will be referred to the appropriate office for discipline. Sanctions may include fines, restitution of funds, termination of computer or network access, probation, suspension, separation, or exclusion from the University.

The NUIT security officer should be notified about violations of copyright laws and these NUIT policies, as well as about potential loopholes in the security of any computer systems and networks at Northwestern. Contact the NUIT security officer at security@northwestern.edu.

Wireless Policy

Information Technology has developed a policy so as to provide the best possible quality of wireless network service, ensure wired and wireless network security and integrity, and minimize the interference

between the campus wireless network and other products deployed throughout campus.

Installation, engineering, maintenance, and operation of wireless networks serving University faculty, staff, or students, on any property owned or tenanted by the University, are the sole responsibility of NUIT. Any independently installed wireless communications equipment shall be removed from service.

The use of the campus wireless LAN shall be subject to the University Policies and Guidelines on Computers, Systems, and Networks at www.it.northwestern.edu/policies/csn-use.html and the University's Policy on Wireless Networks at www.it.northwestern.edu/policies/wireless.html.

Use of Student Residence Computer Networks

Student residence computer networks are shared, finite resources installed by the University to promote scholarship and learning for all students. Accidental or intentional disruption of a residence network will deprive others of access to important University resources. Computers attached to student residence networks must adhere to the Use of Student Residence Computer Networks Policy at www.it.northwestern.edu/policies/resnet.html.

System and Network Use

System and network users are responsible for

- Using the system and network in ways that do not interfere with or disrupt their normal operation;
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff; these rights include but are not limited to privacy, freedom from harassment, and freedom of expression;
- Knowing and obeying the specific policies established for the system and networks they access; and

- Complying with applicable laws and terms of applicable license agreements.

Under no circumstances may users give others access to any system or network that they do not administer.

Network Administration

Administrators of systems and networks have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to anyone who violates these policies or threatens the rights of other users, and they will make reasonable efforts to notify users affected by decisions they have made.

Appeal of an Administrative Action

Individuals who disagree with an NUIT administrative decision may submit an appeal of the decision to the appropriate office. Students may submit appeals to the vice president for student affairs, faculty members may appeal to the provost, and staff members may appeal to the associate vice president for human resources.

Discrimination and Harassment

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment — whether verbal, physical, or visual — that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating,

hostile, or offensive environment. While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

All reports describing conduct that is inconsistent with this policy will be promptly and thoroughly investigated. Complaints about violations of this policy will be handled confidentially, with facts made available only to those who need to know in order to investigate and resolve the matter. If an investigation confirms that a violation of this policy has occurred, the University will take appropriate corrective action.

The University prohibits retaliation against anyone for registering a complaint pursuant to this policy, assisting another in making a complaint, or participating in an investigation under the policy. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals named below.

Examples of Harassment

Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based on his or her protected status. It may also include the display or circulation of written materials or pictures that are degrading to a person or group described above, or verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Where to Go for Help

Students alleging violations of this policy should contact the dean of students, Scott Hall, 601 University Place, Evanston, Illinois 60208-1002, phone 847-491-8431, to report student-to-student complaints; the

director of equal employment opportunity, affirmative action, and disability services, 720 University Place, Evanston, Illinois 60208-1147, phone 847-491-7458, for all other discrimination and harassment complaints; or the Office of the Provost, Rebecca Crown Center, 633 Clark Street, Evanston, Illinois 60208-1101, phone 847-491-7040.

EthicsPoint

EthicsPoint provides another means of reporting discrimination and harassment. Individuals may file a report online at www.northwestern.edu/ethics or by phone at 866-294-3545. Any complaint reported via EthicsPoint will be reviewed in accordance with current University procedures.

University Commitment to Free Expression and Academic Freedom

Northwestern University is committed to the principles of free inquiry and free expression — to providing a learning environment that encourages a robust, stimulating, and thought-provoking exchange of ideas. The University's discrimination policy is not intended to stifle this freedom, nor will it be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom. They compromise the integrity of the University, its tradition of intellectual freedom, and the trust placed in its members.

Disruption

Northwestern University stands for freedom of speech, freedom of inquiry, freedom of dissent, and freedom to demonstrate in peaceful fashion. The University recognizes that freedom requires order, discipline, and responsibility, and stands for the right of all faculty and students to pursue their legitimate goals without interference. This University, therefore, will

not tolerate any attempt by any individual, group, or organization to disrupt the regularly scheduled activities of the University. Any such effort to impede the holding of classes, the carrying forward of the University's business, or the arrangements for properly authorized and scheduled events would constitute an invasion of the rights of faculty and students and cannot be permitted. If any such attempt is made to interfere with any University activity, the leaders and participants engaged in disruptive tactics will be held responsible and will be subject to appropriate legal and disciplinary action, including expulsion.

Students who commit a disruption or attempt a disruption shall be subject to University disciplinary procedures, which may include fines, probation, suspension, or exclusion from the University. Disruption is any action that interferes with, interrupts, or impedes the holding of classes, the carrying out of University business, or the arrangements for properly authorized and scheduled University events. A person attempts to disrupt when, with intent to disrupt, that person does any act that constitutes a substantial step toward disruption.

Drugs

Students are subject to criminal laws regarding the sale, use, and possession of drugs, drug paraphernalia, or other controlled substances.

It is the policy of Northwestern University that the campus is not a sanctuary that protects students or others using its facilities or grounds from laws to which other citizens are subject. This applies to criminal laws regarding the sale, use, and possession of drugs as well as to all other laws.

The University Police Department will investigate whenever it has reason to believe illegal drugs are being sold or used on the campus. The department, pursuant to University policy, will make arrests

of any individuals on campus or in the adjacent neighborhood under jurisdiction of University Police when it has sufficient evidence of violations of any applicable drug laws. Normal circumstances under which the department will make arrests for drug abuse are upon direct firsthand knowledge of a law violation taking place, upon the signed complaint of an individual, or upon sufficient evidence of law violation to obtain a search warrant.

The University also provides continuing education and counseling on the legal, medical, and social aspects of drug abuse. Counseling for all students is provided by Counseling and Psychological Services. The University cannot, however, provide legal representation for students.

Federal law permits a student's parent(s) or legal guardian(s) to be informed regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University rule or regulation and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s). See FERPA guidelines at www.registrar.northwestern.edu/ferpa/ferpapol.html.

E-mail Notification

E-mail is a valid mechanism for official communication with students at Northwestern University. The University has the right to send official communications to students by e-mail. The University has the right to expect that students will receive e-mail and will read e-mail in a timely fashion.

At the University all students will be assigned an official University e-mail address. All official University communications will be sent to this official University e-mail address. This address will be

maintained in the official University e-mail directory for each student.

The University will provide a convenient mechanism so that a student may have e-mail forwarded from the official University e-mail address to another e-mail address of the student's choice. Students who choose to have e-mail forwarded to another e-mail address do so at their own risk. The University is not responsible for e-mail forwarded to any other e-mail address. A student's failure to receive or read in a timely manner official University communications sent to the student's official e-mail address does not absolve the student from knowing and complying with the content of the official communication.

Faculty may assume that a student's official University e-mail is a valid mechanism for communicating with a student, and faculty may use e-mail for communicating with students registered in their classes. This policy will ensure that all students will be able to comply with course requirements communicated to them by e-mail from their course instructors.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. A copy of Northwestern's student records policy is available at www.registrar.northwestern.edu/ferpa. FERPA grants students the rights to

- Inspect and review their educational records at Northwestern University;
- Request an amendment of their records to ensure the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights;
- Consent to release or to restrict disclosure of personally identifiable information contained in their educational records, except under certain limited

circumstances when, by law, consent is not required; and

- File a complaint with the U.S. Department of Education concerning alleged failures by Northwestern University to comply with FERPA requirements.

Consistent with FERPA, the University reserves the right to inform parents or legal guardians of underage students who violate University rules or local, state, or federal laws related to the use or possession of drugs and alcohol, as well as in other situations when authorized by FERPA.

Financial Obligations

The Office of Student Accounts is responsible for billing and collecting tuition, board and room charges, and University fees. A booklet of financial regulations may be obtained at the Office of Student Accounts at 555 Clark Street.

Students are responsible for fulfilling their financial obligations to the University. Any student whose account becomes overdue must pay a late payment fee of \$100. In addition, the student is liable for any costs associated with the collection of the past due account, including, but not limited to, collection agency costs, court costs, and legal fees.

The director of student accounts may cancel or prevent the registration of students whose bills are past due. Students whose University bills are overdue may not be given a diploma or transcript or have their enrollment or degrees confirmed until all financial obligations are paid in full.

Fraternity and Sorority Recruitment for First-Year Students

Northwestern University restricts first-year students from joining Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Association member groups until winter quarter. Specifically, during the fall quarter, first-year students are not permitted

to enter fraternity or sorority houses during New Student Week and the subsequent first three weeks of classes unless it is to visit a close relative for academic purposes. After the Sunday of the fourth week, first-year students are permitted to enter chapter houses unless alcohol is present. Check with the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association for additional policies and procedures.

During fall quarter no fraternity or sorority may offer an invitation of membership to any first-year student. A first-year student may accept an invitation of membership from a chapter only after the start of winter quarter. Upperclass students and transfer students are permitted to participate in fall, winter, or spring quarter informal recruitment programs sponsored by the chapters. Alcohol is not permitted at any recruitment or new member/pledge activity.

Gambling

Illinois law prohibits gambling in any form, the sponsoring of lotteries, and the sale of lottery tickets, except lotteries and raffles conducted in accordance with state and local law. Students involved in gambling-related incidents may face legal and disciplinary actions. (See also “Gambling Policy for Student Groups” on page 48.)

Hate Crimes and Bias Incidents

Illinois law provides for criminal and civil penalties against an individual or individuals who assault, trespass upon, or cause damage to the property of or injure physically or emotionally another person or persons because of such person's race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Students involved in hate-crime-related incidents may face legal and disciplinary actions. The related conduct that is classified as a bias incident is defined as an act of conduct, speech,

or expression to which a bias motive is evident as a contributing factor (regardless of whether the act is criminal). A hate crime is a bias incident that has risen to the level of a crime. All hate crimes are bias incidents, but not all bias incidents are hate crimes. Sanctions will be imposed for students found to have committed bias incidents or hate crimes.

Hazing

The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Such actions and situations may include, but are not limited to, the following:

- paddling in any form;
- creation of excessive fatigue;
- physical and psychological shocks;
- quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the University;
- wearing apparel that is conspicuous and not normally in good taste;
- engaging in stunts and buffoonery;
- requiring sleepovers or degrading or humiliating games and activities;
- late work sessions or activities that interfere with scholastic activities and/or normal sleeping hours;
- forced consumption of alcohol;
- falsely leading an individual or individuals to believe that they will be inducted/initiated by participating in particular activities;
- removing public or private property; and
- forcing individuals to participate in activities that are not consistent with the

University's mission, rules, regulations, and policies or federal, state, or local law.

Acceptance of an activity on the part of a new member or individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to the dean of students or the Office of Judicial Affairs.

Hazing activities may also violate the Illinois Hazing Act, 720 ILCS §120/0.01 et seq.

Identification Cards (WildCARDS)

The University identification card (WildCARD) identifies registered students and should be carried at all times. The WildCARD is the property of the University and is not transferable; its privileges may be canceled at any time if the card is misused. Students are required to surrender their WildCARD to University officials upon request.

The student's ID number is encoded on the card and indicates whether the student is currently registered and if the card is valid. The card identifies the holder for admission to the library during hours of limited access and is needed at all times to borrow books. If students carry a meal plan, the WildCARD admits them to residence hall dining facilities. It also identifies the holder at Health Services, Norris University Center, student functions and elections, and University athletic events and as a resident of an on-campus living unit.

A cardholder may activate a personal U.S. Bank student checking account, allowing the card to be used as an automatic teller machine (ATM) card. Cardholders can then make purchases wherever ATM cards are accepted as well as write checks against an available balance.

A cash stripe on the WildCARD may be used for purchases in vending machines, copiers, washers, and dryers and at on- or off-campus merchants. To use the cash stripe, find any campus Cash to Card machine and insert the card and

then money, up to a maximum of \$50. Visitors may purchase cash stripe cards at select Cash to Card machines in the main University Library.

Immediately report a lost or stolen card to the WildCARD Office, 847-467-NUID (6843). Leave a voice-mail message if calling after hours. Cards may be replaced at the WildCARD office at Norris University Center, underground level, for a \$15 fee. Found cards should be returned or mailed to the WildCARD office.

International Students

International students entering the United States agree to follow the regulations of their immigration status. They should refer to the requirements information described at www.northwestern.edu/international in order to remain in compliance with U.S. immigration regulations, which govern the procedures and laws governing their academic study, travel, and employment in the United States.

Liability

The University bears no responsibility for the loss or theft of or damage to personal property of students. Students and their parents are encouraged to purchase insurance that will cover the student's personal property while the student is away from home attending school. Any loss, theft, or damage to personal property should be promptly reported to the University Police Department.

Library Materials

Theft, mutilation, or any other action that renders books, periodicals, or other library material inaccessible or unfit for use is a serious offense against the University community. Students who commit any of the above offenses shall be subject to University disciplinary procedures and, upon finding of a violation, may be suspended or excluded from the University.

Motor Vehicles

Regulations regarding the possession, operation, and parking of motor vehicles on campus are available on the web at www.northwestern.edu/up/parking.

Noise

Evanston city ordinance prohibits the playing of loudspeakers, sound amplifiers, radios, phonographs, musical instruments, or other such devices in such a way that the volume disturbs the neighboring area. The operation of any such device between the hours of 11:00 p.m. and 7:00 a.m., whereby sounds are plainly audible at a distance of 50 feet from the location of such a device, is prima facie evidence of a violation of the ordinance.

Evanston city ordinance also states that it is unlawful for any person within the city to make, continue, or cause to be continued any loud, unnecessary, or unusual noise that disturbs the peace of others within the city limits. Included are musical instruments, radios, or any other device for producing or reproducing sound or with louder volume than necessary for the convenient hearing of persons who are in the room or outdoor area. Yelling and shouting, specifically between the hours of 11:00 p.m. and 7:00 a.m., are also prohibited. In addition, no person shall disturb or destroy the peace of the neighborhood (through boisterous behavior or behavior that is dangerous or detrimental to health) in which the building or premises is situated. Any person found violating any provision of this ordinance may be fined for each offense. City of Evanston ordinances can be found at www.cityofevanston.org.

Patents and Inventions

The University's Patent and Invention Policy, which may be found at www.northwestern.edu/ttp/policies/index.html, applies to all members of the University

community, including students. Acceptance of this policy is a condition of employment and enrollment. Questions regarding this policy should be directed to the executive director of the Technology Transfer Program, 847-491-2105, indrani@northwestern.edu.

SafeRide

SafeRide (847-491-7000) is a service provided to members of the Northwestern community as a safe and free alternative to walking after dark. The service provides rides to and from destinations in and around Northwestern's Evanston campus. SafeRide is not a taxi; it is a safety service meant to be used in conjunction with other sensible transportation strategies.

SafeRide is generally available from 9:00 p.m. (8:00 p.m. when daylight saving time is not in effect) to 2:30 a.m. seven days a week when classes are in session.

Riders are expected to comply with the following rules when using SafeRide:

- Only three people per ride;
- No advanced reservations; all rides are dispatched on a first-come, first-served basis;
- No transport beyond its boundaries, no rides for less than two blocks, and no pickup from businesses on the Purple Shuttle Route;
- SafeRide reserves the right to refuse service in situations that place drivers in danger, including when passengers are drunk, disorderly, or abusive; and
- SafeRide does not provide medical transport. If an ambulance is needed, please call 911.

Sexual Assault

The University prohibits all forms of sexual assault and considers such conduct to be among the most abusive violations of Northwestern's community principles, values, and standards. The University defines sexual assault to mean

- Any intentional or knowing touching or fondling by an individual, either directly or through the clothing, of the genitals, breasts, thighs, or buttocks of the victim without the consent of the victim;
- Touching or fondling of an individual by the victim when the victim is forced to do so against his or her will; or
- Any nonconsensual acts involving sexual penetration of the sex organs, anus, or mouth.

The use of alcohol and/or drugs by one or more of the parties involved will not be considered a mitigating factor in cases of alleged sexual assault; in fact, such use may be deemed to render the victim incapable of giving consent to any sexual acts.

Sexual assault is an act of violence. Verbal conduct, without the requisite physical touching or fondling, will not be deemed sexual assault but may constitute sexual harassment as defined in University policies. Individuals to whom such conduct is directed should refer to the policy and procedures on sexual harassment.

Students who are victims or survivors of sexual assault are encouraged to seek help, guidance, or assistance from any number of outlets, both on and off campus. Confidential counseling and guidance is available through Counseling and Psychological Services (847-491-5121), the Women's Center (847-491-7360), or the Office of the Chaplain (847-491-7256). Additionally, students can report allegations of sexual assault to the Division of Student Affairs, typically through the dean of students (847-491-8431), the Health Education Office (847-491-2146), the Office of Judicial Affairs (847-491-4582), or residential life officials. Also, students may contact health or safety emergency officials through 911 to secure services from police, ambulance, or hospitals.

Formal complaints in which one student alleges that another student violated

the sexual assault policy are resolved solely through the Sexual Assault Hearing and Appeals System (SAHAS). See pages 60–71 for more details.

Sexual Harassment

It is the policy of Northwestern University that no male or female member of the Northwestern community — students, faculty, administrators, or staff — may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when

- submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

Examples of sexual harassment include

- pressure for a dating, romantic, or intimate relationship;
- unwelcome touching, patting, or hugging;
- pressure for or forced sexual activity;
- unnecessary and unwelcome references to various parts of the body;
- belittling remarks about a person's gender or sexual orientation;
- inappropriate sexual innuendoes or humor;
- obscene gestures;
- offensive sexual graffiti, pictures, or posters; and
- e-mail and Internet use that violates this policy.

Investigation and Confidentiality

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled confidentially, with facts made available only to those who need to know in order to investigate and resolve the matter.

Retaliation

The University prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under “Where to Get Advice and Help.”

Resolution

If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the University, consistent with University procedure.

University Commitment to Free Expression and Academic Freedom

Northwestern University is committed to the principles of free inquiry and free expression — to providing an environment that encourages the exploration and exchange of ideas. The University's discrimination and harassment policies are not intended to stifle this freedom, nor will they be permitted to do so. Prohibited discrimination and harassment, however, are neither legally protected expression nor the proper exercise of academic freedom; and such conduct is incompatible with the values of the University.

Responsibilities under This Policy

All members of the University community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals listed under “Where to Get Advice and Help” if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate this policy;
- You believe you have been retaliated against in violation of this policy; or
- You hold a supervisory, management, or teaching position and have been told about or witnessed conduct that you think may violate this policy.

Vendors, Contractors, and Third Parties

The University’s policies on discrimination and harassment, including sexual harassment, apply to the conduct of vendors, contractors, and third parties. If a member of the University community believes that he or she has been subjected to conduct that violates this policy by a vendor, contractor, or third party, he or she should contact one of the individuals listed under “Where to Get Advice and Help.” The University will respond as appropriate, given the nature of its relationship to the vendor, contractor, or third party.

Where to Get Advice and Help

People are available to help you. The following individuals will take complaints of sexual harassment, explain complaint procedures, answer questions, and ensure that appropriate action is taken.

Director of the University Sexual
Harassment Prevention Office
Rebecca Crown Center, Room 2-638
633 Clark Street, Evanston campus
847-491-3745
sexual-harassment@northwestern.edu

For student-to-student complaints:
Dean of Students
Scott Hall, Room 36
601 University Place, Evanston campus
847-491-8431
m-desler@northwestern.edu

Discrimination and Harassment Prevention Advisers

In addition to these resources, each school or unit of the University has advisers on the faculty and staff who have been trained to receive a complaint and to answer questions about these policies. To find an adviser online, go to www.northwestern.edu/sexual-harassment/advisers/index.html.

Confidential Counselors

If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. In order for the “confidential counselor” privilege to apply to a particular discussion, the discussion must be conducted confidentially and the complainant must have initiated the discussion for the purpose of seeking confidential counseling. After consulting with a confidential counselor, a complainant may decide to take no further action; such a decision is completely within the complainant’s discretion. Because of the confidential nature of the counselor/complainant relationship, seeking advice from a confidential counselor does not constitute reporting an incident. To find a confidential counselor online, go to www.northwestern.edu/sexual-harassment/counselors/index.html.

EthicsPoint

EthicsPoint provides another means of reporting discrimination and harassment. You may file a report online at www.northwestern.edu/ethics or by phone at 866-294-3545. Any complaint reported via

EthicsPoint will be reviewed in accordance with current University procedures.

Student Organizations

Student organizations at Northwestern University have additional rules and policies. All student organizations are responsible for these policies when sponsoring events. For a complete set of policies, applications, and information on sponsoring any type of event, go to the Center for Student Involvement on the third floor of Norris University Center or online at www.norris.northwestern.edu/csi.php or to the office that is responsible for advising the particular group (e.g., Office of Fraternity and Sorority Life, Residential College Office, Residential Life, the Multicultural Center, the Chaplin's Office, Athletics, or the appropriate academic department).

Policy Regarding Alcohol at Off-Campus Events Sponsored by Recognized Student Organizations, Residence Halls, and Residential Colleges

Refer to www.norris.northwestern.edu/org-policies.php for complete and detailed information.

1. The possession, use, and/or consumption of alcoholic beverages while at an event organized by a Northwestern University-recognized student organization, residence hall, or residential college must be in compliance with all applicable local ordinances and laws of the state of Illinois and policies of Northwestern University.
 2. No alcoholic beverages may be purchased using University funds (SOFO or CUFS/Cafe).
 3. All events where alcohol will be served must be registered with the Norris Center for Student Involvement or University Residential Life at least three weeks prior to advertising the event. An event registration packet is available from each of these offices.
- An event registration packet includes (1) this Policy Regarding Alcohol at Off-Campus Events Sponsored by Recognized Student Organizations, Residence Halls, and Residential Colleges ("Policy"), (2) a Registration Form for Off-Campus Events with Alcohol ("Registration Form"), and (3) "What Student Organizations and Host Sites Need to Know about Alcohol at Off-Campus Events."
4. The event Registration Form will list the names, addresses, and telephone numbers of the individual students who will serve as the official event organizers. A minimum of one event organizer is required per 200 guests, with a maximum of five organizers required. These individual students will be designated as the official organizers of the event on behalf of the sponsoring organization and must be 21 years of age or older.
 5. Organizers and organizations are prohibited from purchasing, selling, or distributing alcoholic beverages.
 6. Alcohol must be sold on a per ticket, per drink basis. Alcohol cannot be included in the ticket price of admission or given away. Drink tickets are never permitted.
 7. Organizers and organizations are prohibited from cosponsoring an event with an alcohol distributor, charitable organization, or tavern (defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away or provided free of charge by the distributor.
 8. A third-party vendor utilizing a cash bar will run all events. There will be no drink tickets included in the admission price for the event.
 9. Drinking games are prohibited.
 10. Off-campus advertising of events where alcohol is served is prohibited. On-campus advertising must emphasize the purpose and scope of the event and not be related to alcohol.

11. Organizers and organizations are prohibited from receiving payment for alcohol.
12. Nonalcoholic beverages at a cost of \$1 or less and food must be available throughout the duration of the event. Water and coin-operated soda/snack machines are not acceptable. By signing the contract, the sponsoring group and the host site agree to this provision.
13. The number of people in the event at any given time cannot exceed the fire capacity for the venue.
14. Organizers are prohibited from consuming alcoholic beverages prior to or during the event. The organizers, by signing the event registration form, agree to this provision.
15. All participants must be of legal drinking age in compliance with state and federal laws.

Organizers and organizations are required to

1. Limit events sponsored by organizations on the Evanston campus to approved host sites located within walking distance of the Northwestern University campus in the city of Evanston.
2. Promote the following in advance of the event: (a) Don't drink and drive; (b) Personal responsibility.
3. Prohibit individuals from bringing their own alcohol to the host site.
4. Ensure that individuals who damage the venue personally pay for the damage and/or cleanup.
5. Contract with a third-party vendor/caterer to handle alcohol purchase, sale, and distribution.
6. Obtain two (2) copies of the Registration Form, with original signatures, as well as a certificate of insurance listing Northwestern University as an additional insured for the particular event. Faxed copies or photocopies are not acceptable. Naming Northwestern University as a "certificate holder" does

not meet this requirement. Northwestern University must be named as an "additional insured," and the certificate must be reviewed and approved by the director of risk management in advance of the event. The certificate of insurance should also list the name of the event and the date.

Host sites/vendors/caterers are required to

1. Enter into and sign a Registration Form that clearly indicates the vendor's/caterer's responsibilities and adherence to this policy.
2. Provide Northwestern University with a certificate of insurance naming Northwestern University as an additional insured.
3. Check identification and serve alcohol in conformance with all applicable local ordinances and laws of the state of Illinois.

Under-21 Bar Policy

The Evanston City Council passed an ordinance in January 2006 to secure 40 permits for events that (1) include students under the age of 21 and (2) take place in a B-1 establishment after midnight.

Any student group that would like to host one of these events must fill out a bar night contract form (found on the Center for Student Involvement web site) and have the bar complete the contract and provide the student group with a copy of its insurance policy. (Please note that the 1800 Club is covered under a blanket policy that it has provided the University as a tenant of 1800 Sherman.)

After the bar has filled out its section, it must send the contract to the Center for Student Involvement for processing. The contract will be returned to the student group, which will then need to do the following:

1. The fully executed contract must be returned to the bar. The bar owner is

responsible for faxing the contract to the city manager's office (attn: Gavin Morgan).

2. This must occur a full two weeks before the date of the event if the under-21 permit is to be considered.
3. If the permit is approved, the city will fax a letter and permit to the bar and a copy of the documents to the Center for Student Involvement. The Center for Student Involvement will then notify the student group and its adviser that a permit has been granted for the event.
4. The bar must post the permit in a visible location at the bar for view by the Evanston Police Department.

Bar Nights

For Norris bar nights, an adviser must be present and the Events Planning Office must be involved. A separate bar night contract is signed with Norris University Center and Sodexo. Please contact the Events Planning Office at 847-491-2330 for more information.

Campus Publicity

It is the policy of Northwestern University that only recognized organizations of the Northwestern community are allowed to advertise and promote their events on University property. Furthermore, all advertisements and other forms of publicity must clearly state the name(s) of the sponsoring student(s) and/or organization(s). Specific procedures for publicizing events on campus can be found on the Division of Student Affairs web site and/or in the pamphlet "Campus Publicity Policies and Procedures," published annually and available from the Division of Student Affairs (Scott Hall), the Norris Events Planning and Production Office, and the Center for Student Involvement as well as online at www.norris.northwestern.edu.

Student or student group violations of the campus publicity policy and/or

procedures should be referred to the director of the Center for Student Involvement. The director will resolve the matter administratively or refer the complaint to the University Hearing and Appeals System or other designated hearing procedure. Sanctions for violations may include, but are not limited to, fines or community service.

Copyright Law and Public Showing of Videos and DVDs

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies and television shows, may be used. Neither the rental nor the purchase of a videocassette or DVD carries with it the right to show the video outside the home.

Public showing of a copyrighted video without the appropriate performance rights not only may result in civil penalties but also could lead to criminal penalties, including imprisonment.

Regardless of the number of people in the room and the cost of entry to the video, unless students are in the privacy of their own home, they may not show a rented or purchased video. A Public Performance Site License is a site-based license that allows entertainment films that are produced for "home use only" to be exhibited in a specific public setting. Exhibitions of a video to groups outside the privacy of a home setting can be construed as a public showing that, absent authorization, may constitute copyright infringement. Such performances require specific permission from the copyright owner. For more information see www.movlic.com/faqlibrary.html.

For questions regarding movie rights or what constitutes a legal showing on campus, contact any adviser in the Center for Student Involvement or an appropriate residence life official.

Gambling Policy for Student Groups

It is Northwestern University policy that any event that suggests University endorsement of gambling is not permissible. Under Illinois law, “gambling” includes any “game of chance or skill [played] for money or other thing of value,” but the offering of prizes, awards, or other compensation “to the actual contestants in any bona fide contest for the determination of skill” is permissible. Prohibited activities include blackjack, poker, euchre, any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value, including, but not limited to, cash or prizes. Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by the Center for Student Involvement.

Hazing Policy for Student Groups

See “Hazing” on page 40 of this *Student Handbook*.

Fiscal Responsibility, Contracts, and Business Practices

Student organizations, through their affiliation with Northwestern University, may enjoy numerous “umbrella” benefits, including recognition, sponsorship, tax-exempt status, and certain insurance and legal services. However, for an organization to enjoy these benefits, it must meet various requirements — University, federal and local — and be subject to the restrictions that accompany them.

These requirements include restrictions and procedures governing fiscal responsibility and the use of University monies (including the use of SOFO, SAFB, CUFS/Cafe, and other University funds, accounts, and financial systems), making and executing contracts (including

restrictions on who may sign contracts), and business dealings (including conflicts of interest). These policies are in place to assist student organizations in maintaining fiscally sound and ethical practices and to comply with University rules and regulations. Many of these regulations also include provisions governing the conduct of a student organization’s officers and provide specific administrative actions and penalties that may be imposed in the event of a breach.

For more information, please contact the Center for Student Involvement, the Student Organization Finance Office, or the office that is responsible for advising your particular group.

Study Abroad

Before students may be approved to study abroad, they must — in addition to all other requirements — demonstrate emotional stability and maturity, indicating the ability to lead a stable, responsible, and healthy life abroad as a representative of Northwestern and the United States. To make thorough assessments, the Study Abroad Office and the University Study Abroad Committee will consult with the Division of Student Affairs at Northwestern to determine whether applicants have committed any disciplinary or housing violations and to ascertain the circumstances surrounding any such violations. This information will be used in determining a student’s suitability for study abroad and may also be shared with the program to which that student applies. Students placed on any kind of probation that extends beyond the time their study abroad period is scheduled to begin will have their probation records reviewed by the Study Abroad Office and may not be permitted to study abroad.

All students studying abroad for Northwestern credit also must adhere to Northwestern University rules and

regulations, as explained in the *Student Handbook*. Students studying abroad for Northwestern credit on any program, including programs administered by Northwestern and those administered by outside institutions, who violate Northwestern rules and regulations — including Northwestern Study Abroad rules and regulations — may be subject to further disciplinary action upon returning to Northwestern. The resident director or designated administrator of the study abroad program that the student attends may require the withdrawal of any student whose conduct or academic standing warrants such a step. Furthermore, Northwestern reserves the right to deny credit to students who do not complete their study abroad programs on site, whether they were dismissed from the program or left voluntarily.

FORMAL UNIVERSITY DISCIPLINARY PROCEDURES

In addition to the methods of resolving alleged violations of University rules, regulations, and policies outlined in the Student Code of Conduct on pages 13–21 of this handbook, Northwestern has several formal disciplinary procedures that are used to hear, manage, and resolve issues of misconduct by Northwestern students. These include the University Hearing and Appeals System (UHAS), the Sexual Assault Hearing and Appeals System (SAHAS), and the Summary Suspension Procedures. In addition, other designated hearing procedures may exist for students on the Chicago campus and in specific schools, programs, or campuses. Please contact appropriate school or University officials for more information about these procedures.

University Hearing and Appeals System

The University Hearing and Appeals System (UHAS) is the formal campus student judicial process established at Northwestern in 1969. The system includes an executive secretary, a Conciliation Board, a University Hearing Board, and a University Appeals Board.

The following procedures are designed to assure equity in the process of determining violations by undergraduate, graduate, and professional students of University rules and regulations. The process includes sanctions and conciliations that can be used together or separately.

UHAS hearings are unique to this University and are not to be considered analogous to court proceedings. Only that degree of formality has been included in these procedures that is considered necessary to ensure a well-functioning and equitable system.

To achieve the purposes of this system, members of the University

community should recognize that it is best to conciliate conflicts before formal hearings are necessary. Members of each hearing board should recognize that the best sanctions for violations of University rules and regulations are those that contribute to the growth of the individual and the welfare of the community. The entire community should recognize that major disruptions can best be avoided by sincere efforts to confront problems of the community promptly and to ensure effective channels of communications at all times.

I. Structure

A. University Hearing Board. The University Hearing Board will consist of five students, three faculty members, and one administrative staff member drawn from a larger pool. Thirteen undergraduate student members shall be selected by the Student Forum of the Associated Student Government in the spring quarter. Two graduate student members shall be selected by the dean of the Graduate School (or, if the dean determines that there is a representative graduate student organization on the Evanston campus, then by that organization) in the spring quarter. Eleven faculty members shall be selected by the General Faculty Committee from the membership of the University Senate in the spring quarter. Six administrative staff members shall be selected by the vice president for student affairs.

All terms shall be for at least one year and shall commence on June 1 for a period of one year or until successors are selected and trained. Vacancies in membership on the board shall be filled in the same manner as the original selection.

The members shall elect a chair from among themselves. The chair will be eligible to vote on all matters before the board.

The board may declare a vacancy upon (1) receipt of written notice of resignation, (2) termination of a member's

status as a member of the constituency from which he or she was selected, or (3) action by the board to remove the member. Removal shall be for nonparticipation after reasonable written notice from the executive secretary or being in violation of University rules and regulations and only upon a vote of the board.

Members are required to attend all board training sessions.

All actions of the board shall require the presence of a quorum of six members and shall be made by an affirmative vote of at least five members.

Members of the board shall disqualify themselves from any hearing in which they have an interest or relationship with the parties or the events that might reasonably raise a question of their impartiality. Upon the request of any party, the executive secretary may disqualify a member or members of the Hearing Board or of any special hearing board except the Sexual Assault Hearing Board.

The board may designate a panel of three of its members for the purpose of conducting hearings. The board may ask the president of the University for authority to retain an independent hearing officer to hear a case and make a decision when the exigencies of time, the pendency of other cases, or other extraordinary circumstances make such a procedure desirable.

B. University Appeals Board. The University Appeals Board (which is designated the University Hearing and Appeals Board in the University statutes) will consist of five faculty members, one administrative staff member, and three student members drawn from a larger pool. Thirteen faculty members shall be selected by the General Faculty Committee from the membership of the University Senate. Four administrative staff members shall be selected by the vice president for student

affairs. Seven student members shall be selected by the Student Forum of the Associated Student Government in the spring quarter. All terms shall be for at least one year and shall commence on June 1 for a period of one year or until successors are selected and trained. Vacancies in membership on the board shall be filled in the same manner as the original selection.

The members shall elect a chair from among themselves who shall serve a one-year term. The chair will be eligible to vote on all matters before the board.

The board may declare a vacancy upon (1) receipt of written notice of resignation, (2) termination of a member's status as a member of the constituency from which he or she was selected, or (3) action by the board to remove the member. Removal shall be only for nonparticipation after reasonable written notice from the executive secretary or being in violation of University rules and regulations and only upon a vote of the board.

All members are required to attend all board training sessions.

All actions of the board shall require the presence of a quorum of six members and shall be made by an affirmative vote of at least five members.

Members of the board shall disqualify themselves from any hearing in which they have an interest or relationship with the parties or the events that might reasonably raise a question of impartiality. Upon the request of any party, the executive secretary may disqualify a member or members of the Appeals Board.

C. Executive Secretary. The executive secretary shall be employed by the University to receive all complaints, pleadings, appeals, and other communications on behalf of the boards and to set the calendar of, arrange for, and keep summaries of hearings for each board. It will be the responsibility of the executive secretary

to assist complainants in the filing of complaints and students or student organizations complained against in obtaining advice and/or representation. In cases in which the University is the complainant, the vice president for student affairs or his or her designee will be responsible for determining who will present the charges on behalf of the University in accordance with Section V (E) below. The executive secretary will also maintain the records of decision of the several boards and will serve to implement decisions and policies of the University Hearing and Appeals System. The executive secretary will in no case recommend a decision to a board. A staff assistant designated by the executive secretary may perform any of the above functions in the name and under the supervision of the executive secretary.

D. Conciliation Board. The Conciliation Board shall be composed of an undergraduate member, a faculty member, and a Division of Student Affairs staff member. These members of the Conciliation Board shall be selected by the executive secretary from a pool of conciliators chosen in the following manner. Four undergraduate student members shall be selected by the president of the Associated Student Government each spring quarter. Four faculty members shall be selected by the General Faculty Committee from the membership of the University Senate in the spring quarter. Four administrative staff members shall be selected by the vice president for student affairs in the spring quarter. All terms are for at least one year and shall commence on June 1 for a period of one year or until successors are selected and trained.

E. Special Hearing Boards. Constituent organizations (such as regulatory committees, living units, and supervisory organizations) may establish special hearing boards whose structure, jurisdiction, procedures, and sanctions shall be subject to approval by

the University Appeals Board. The basis for approval shall be a determination that the structure is appropriately established, the jurisdictional limitation is consistent with provisions of Section II (below), the process is substantially equivalent to that of the University Hearing Board, and the sanctions are reasonable.

II. Jurisdiction

A. The University Hearing and Appeals System shall have jurisdiction over all cases, other than those arising because of unsatisfactory academic work, that have not been resolved administratively by the Division of Student Affairs and that may call for discipline of a student, group of students, or student organization (undergraduate or graduate) of any school arising out of conduct that occurred during the time the student or students at issue were enrolled, including cases concerning the rights or property of the University or of the members of the University community and the rights and property of any person if the acts complained of occurred (1) on University premises; (2) at a University activity, program, function, or sponsored event; (3) in the off-campus residence of any University student or on any street or area contiguous thereto; or (4) on premises subject to the jurisdiction of University Police whether on or off University property. This provision and those that follow shall not apply to cases brought under the Sexual Assault Hearing and Appeals System. In such cases, the provisions of that system shall govern. In addition, these provisions shall not apply to cases of alleged sexual harassment until the administrative procedures set forth in the University Policy on Sexual Harassment have been exhausted.

B. The University Hearing Board shall conduct hearings on all complaints that have not been resolved administratively

by the Division of Student Affairs except those within the jurisdiction of a special hearing board, unless that board declines to exercise jurisdiction. The University Hearing Board shall supersede the jurisdiction of a special hearing board in a case in which the jurisdiction of the two boards would otherwise be in conflict.

C. The University Appeals Board shall have jurisdiction over all appeals of cases from the hearing board or special hearing boards. The University Appeals Board is the final level of appeal except in cases in which suspension or exclusion is ordered, in which cases the decision shall not become effective until the student, group of students, or student organization suspended or excluded has had the opportunity to request and obtain a review of the record by the president of the University or by a vice president designated by the president to review the case.

The University Appeals Board will advise hearing boards on the standardization of sanctions and procedures. The University Appeals Board will act as adviser to hearing boards on matters of procedure and the interpretation of University rules and regulations.

The University Appeals Board has the duty to regularly review the workings of the University Hearing and Appeals System based on the records of the hearing boards on file with the executive secretary.

The University Appeals Board may, on its own behalf or on the request of any other board, entertain an appeal concerning any matter that may adversely affect the carrying out of the purposes of the University Hearing and Appeals System. The University Appeals Board may, on its own behalf or on the request of any other board, communicate with the president or, by his or her delegation, any other person within the University concerning any matter that may adversely affect the carrying

out of the purposes of the University Hearing and Appeals System.

D. The Conciliation Board shall have jurisdiction of all complaints subject to agreement of all parties.

E. Each special hearing board shall conduct hearings on those complaints within its jurisdiction. For regulatory committees, jurisdiction shall be limited to those functions that they regulate and the fines (or other monetary assessments) they are authorized to impose under University rules and regulations. For organizations based upon voluntary membership, jurisdiction shall be limited to complaints based on internal rules and regulations and where all parties are members of the organization.

III. Filing of Complaints

A. Action will begin with the filing of a written complaint with the office of the executive secretary. A student, group of students, student organization, or the University may file a complaint against a student, group of students, or student organization. All complaints must be filed within one calendar year after the alleged action referred to in the complaint occurred except (1) where the delay was caused by the actual lack of knowledge by the complainant of the act or its consequences, in which case the complaint must be filed not later than one year after discovery by the complainant of the act or its consequences, but in no event more than two years after the alleged act occurred; or (2) where the charge alleges sexual harassment and the complainant has pursued his or her administrative remedies first. In such cases, the UHAS complaint must be filed within 90 days following the conclusion of the administrative process.

If a complaint appears to the executive secretary to be frivolous or malicious, it shall immediately be referred to the chair

of the University Appeals Board, who may dismiss the complaint on either ground.

B. The complaint shall specify the rule or regulation alleged to have been violated and state briefly the circumstances that form the basis of the allegations. A copy of each complaint shall promptly be delivered personally, via campus mail, or by posting in United States mail to the student, group of students, or student organization complained against at the current address in the Office of the Registrar. It is the responsibility of all students to keep their addresses current with the University. Where the University is the complainant, no filing of charges will be made until such action is approved by the president or, by delegation, the vice president for student affairs or any other administrative officer so designated by the president.

C. A complaint may be filed against an individual who is enrolled at the time of the alleged act complained of but who ceases to be enrolled as a student at any time prior to the decision of the hearing board on the complaint. A complaint may also be filed against an individual who has previously been enrolled as a student in a school on the Evanston campus of the University but who, before the completion of degree requirements, ceases to be enrolled and is not enrolled at the time of the alleged act complained of in the same manner as against a student who is enrolled.

If the individual, within five days after notice is given of the complaint, files with the executive secretary a written assertion that the University Hearing and Appeals System has no jurisdiction over this individual because he or she is not a student, then this individual shall be excluded from the University and may not subsequently enroll in any school in the University on either the Evanston or Chicago campus unless admitted through the office of the registrar of the

appropriate school. If the hearing board determines restitution to be due, it may also direct that issuance of transcripts and transfer of academic credits be withheld until payment is made in full.

A hearing board, in a case involving such an individual who submits to the jurisdiction of the hearing board, may upon a finding of “in violation” impose any sanction that it may impose on an enrolled student, such sanctions to take effect either before or after the reenrollment of the individual, as directed by the board. In addition, the hearing board may direct that the individual may not be allowed to reenroll before a specified date and may also direct that issuance of transcripts and transfer of academic credits be withheld pending reenrollment or satisfaction of other sanctions imposed.

D. Once filed, a complaint may be withdrawn at the option of the person filing the complaint.

IV. Conciliation

A. The Conciliation Board shall provide a flexible process to assist conflicting parties in resolving complaints, where possible, prior to hearings. Through informal discussions with both parties, the Conciliation Board shall play an impartial but active role in examining and clarifying issues and circumstances underlying disputes. The Conciliation Board may indicate areas of agreement and may recommend a course of action. But in no event may the Conciliation Board impose an agreement upon the parties or refuse to approve an agreement reached by the parties.

B. Following notification of charges against a student, group of students, or student organization, the executive secretary will contact the parties charged to advise them of their rights and responsibilities and to inquire as to their willingness to enter into prehearing conciliation. Should

the complainant also be willing to attempt conciliation, the executive secretary shall convene the Conciliation Board promptly.

C. At any time during the proceedings, should all parties to the complaint agree, conciliation shall be entered into for a period of time, agreeable to both parties, to resolve the complaint.

D. To promote a full and free discussion of problems underlying the dispute, information given during such conciliation efforts shall be privileged and may not be divulged without the consent of all parties; and if such information is divulged without consent, it may not be used in any hearing or disciplinary proceeding or otherwise against any student, group of students, or student organization whether or not they are party to the matter under consideration.

E. Upon completion of conciliation efforts, whether successful or not, the executive secretary shall present a written report stating either that the conciliation efforts were successful and the nature of the resolution of the matter or that conciliation efforts have failed. The report of a conciliation agreement that includes disciplinary sanctions must include a stipulation of violation of University rules and regulations by the student, group of students, or student organization complained against.

F. Disciplinary sanctions agreed to in conciliation will be applied in a manner identical to sanctions resulting from hearing procedures.

V. Conduct of Hearings

A. A calendar of hearings will be fixed by the executive secretary after consultation with those involved in the proceedings. The first hearing should be held as soon as possible following receipt of the complaint by the executive secretary. There may be a delay of proceedings to permit conciliation

efforts if both parties have agreed to pursue conciliation. The chair will have discretion to alter the calendar for good reason with the approval of those involved in the proceedings. Good reason shall be interpreted to mean illness, examination or other University schedules, appearance in civil or criminal courts for the same offense, time required to make investigation or prepare defense, and similar grounds for requesting delay of proceedings.

B. Any party may request an extension of the hearing time for good reason. The decision rests with the chair of the hearing board.

C. Any party is entitled prior to the hearing to have the names of those presenting information on behalf of other parties.

D. Except as provided in paragraph A of Section VII, the hearing will be private unless the student, group of students, or student organization complained against requests that it be open. A private hearing will include the members of the hearing board and its staff, those complaining and complained against, and their representatives. An open hearing will include, in addition, as many members of the University community as the hearing room will accommodate comfortably in the estimation of the chair of the hearing board. In both private and open hearings the individuals presenting information will be called to the hearing room to present information and will thereafter be excused by the chair.

E. Presentation of information will be made during the hearing set by the hearing board. In cases in which the University is the complainant, presentation of the charges against the student, group of students, or student organization will be made by a staff member from the Division of Student Affairs or another relevant University department or office. The determination of the individual to

present the charges will be made by the vice president for student affairs or his or her designee and will be based on the type of infraction and the circumstances involved. The board may address questions to any party to the proceedings or to any witnesses called by the parties or the board subject to the right of examination by other parties. No individual will be required to testify against him/herself.

F. Either the student, group of students, or student organization complaining or complained against may request an investigation to be authorized by the hearing board. The request for investigation must be filed with the hearing board before the hearing date is set by the executive secretary. The individual authorized to conduct the investigation will report all findings at the hearing in the presence of all parties. The investigator in conducting the investigation is bound to uphold the regulations regarding the security of students in the University Policy Statement on Student Rights and Responsibilities.

G. The chair of the hearing board or other member of the board designated by the board to preside at a hearing has authority to maintain order and to control the conduct of persons in the meeting room of the hearing board. Any individual or individuals refusing to cooperate with the instructions of the presiding officer will be subject to the filing of a complaint by vote of the hearing board.

H. Individuals appearing before a hearing board have the responsibility to present truthful information to the hearing board. Any individual thought to have willfully presented false or misleading information to the board will be subject to the filing of a complaint by vote of the hearing board.

I. Any student, group of students, or student organization either complaining or complained against may request assistance

in obtaining advice and/or representation through the office of the executive secretary. The parties to a complaint must inform the executive secretary of the name of their representative before the hearing. Representatives must be a member of the University community (faculty, staff, or student). Representatives cannot be a member of the bar nor a parent of either the complainant or the respondent. If the hearing board deems that a party to a hearing is inadequately represented, it may at the request of the party appoint a representative. The executive secretary shall maintain a listing of individuals who are familiar with the procedures of the University Hearing and Appeals System and who are willing to serve as the representatives of parties in hearings before the board.

J. The conduct of the hearing will be essentially informal, including presentation of information, presentation by the representatives of the party charged if they have been invited by that party, preliminary questioning by the hearing board of any party to the proceedings, presentation by the investigator if the investigator has been authorized by the board, questions by the party complaining, questions by the party complained against, discussions of course of action by the hearing board with the individual complained against or the individual's representative, and decision by the hearing board.

K. Procedures within the University Hearing and Appeals System are not to be considered analogous to court proceedings and only that degree of formality has been included in these procedures that is considered necessary to ensure a well-functioning and equitable system. Therefore, a member of the bar may not act as a representative within the system.

L. Hearing boards may not issue any finding of violation of University rules and

regulations that is not grounded on sufficient evidence. Though hearing boards are not required to follow general rules of evidence, their findings may not be based on rumor, hearsay, or caprice.

M. Notice must be sent to all parties of (1) the decision of the hearing board immediately after the decision is reached and (2) the availability of the summary or record of proceedings immediately after it becomes available. The executive secretary will keep one copy of all decisions with the names of the parties confidential until all appeal deadlines have expired. The executive secretary shall also keep a confidential record of UHAS proceedings for a five-year period. This record shall be available only to the boards of UHAS. No access may be had to the file of UHAS proceedings without names except by the executive secretary or his or her designee for purposes of compiling information for presentation to the University Hearing and Appeals Board or to the vice president for student affairs. If a student requests access to such information to research precedent for his or her own case, the student will address such request to the executive secretary. In no event will the names of any participants in prior hearings be released. In all closed hearings, names of students shall not be stated in announcements of sanctions imposed. Hearing boards in the University Hearing and Appeals System must keep written summaries of hearings within their files for use in appeals.

VI. Cooperation of Witnesses

A. A student is required to appear at hearing board proceedings if the student's presence is requested by the board. Any individual refusing to cooperate will be subject to the filing of a complaint by vote of the hearing board. The appearance and cooperation of other members of the

University community are expected and may be requested by the hearing board.

B. Parties to the proceedings may request the assistance of the hearing board in calling witnesses to hearings. In the event that a party requests such assistance, the hearing board will first determine whether testimony of the individual whose presence is requested will be of such relevance to the proceedings as to justify this individual's being called.

C. A member of the community whose presence has been requested by the board may present to the hearing board reasons for testifying in closed hearing or may present to the board, through an appropriate representative, reasons for submitting a written statement. The hearing board may allow those requests if it considers the reasons sufficient.

D. If a hearing board determines that the defense of a student, group of students, or student organization charged with a violation of a University rule or regulation will be materially impaired by the failure of a member of the University community (student or nonstudent) to comply with the board's request for cooperation, the board may on this ground dismiss the complaint against the party charged except that approval of the University Appeals Board will be necessary before the dismissal shall be effective.

VII. Sanctions

A. If the hearing board decides the party charged committed a violation of a University rule or regulation, a hearing shall then be held immediately following the board deliberation (if requested by a complainant or party charged or if the board deems it advisable) on mitigation, aggravation, and appropriate sanctions. In this hearing, the board may consider (1) character witnesses, (2) mitigating circumstances,

(3) past record of disciplinary sanctions of the party complained against, and (4) other factors that the board considers relevant to the sanctions. This hearing will be private if requested by any party.

B. The actions of hearing boards may include conciliatory and educational as well as punitive measures designed to lead to better understanding and mutual enlightenment of the students involved in complaints. No decision of any hearing board shall be effective until all appeal and rehearing procedures have been completed. Other measures that may be applied are as follows:

1. Special Hearing Boards. Fines, restitution for damages, and penalties involving living unit programs or privileges over which the board has jurisdiction may be imposed. The above sanctions may be imposed upon a group of students, the living unit, or a student organization as well as upon individuals. Exclusion, suspension, and disciplinary probation may be recommended through referral to the University Appeals Board.

2. University Hearing Board. Restitution for damages, exclusion, suspension, disciplinary probation, and penalties involving any University program or any combination of the foregoing may be imposed.

3. Each board shall specify in its written decision the date by which a sanction must be satisfied that calls for actions to be carried out by the student, group of students, or student organization. If the party on whom the sanction is imposed does not file evidence of full satisfaction with the executive secretary by that date, unless the time is extended by the board, the party will thereupon be automatically suspended and prohibited from obtaining a transcript or receiving a University degree until such evidence is filed and found acceptable by the board.

C. The following sanctions may be imposed upon an individual student unless

a specific difference in definition is stated in the memorandum of decision. The hearing board may include any condition that must be fulfilled by the student in lieu of an alternative or additional sanction. Violation of such condition shall result in a mandatory sanction of not less than one academic quarter of suspension.

1. Exclusion. The student is deprived of all attributes of student status and may not register, submit written course work, receive academic credit, attend classes, or remain in University housing. The student may not reenter without acceptance of formal application by the Office of Admission and approval of the vice president for student affairs. The student may also be denied campus visiting privileges. The sanction will be permanently recorded on the student's record in the office of the vice president for student affairs.

2. Suspension. The student may not register, submit course work, receive academic credit, attend classes, or remain in University housing. The student may also be denied campus visiting privileges. No suspension shall be for less than one academic quarter except that a student may be suspended solely for the remainder of a quarter in progress. In no case shall a suspension be in effect for a period longer than three consecutive quarters, and the board imposing the sanction may terminate the suspension at any time it deems such action in the best interest of the University community. No student who has been ordered suspended in a future quarter shall be eligible to receive a University degree until the period of suspension has terminated. The sanction will be permanently recorded on the student's record in the office of the vice president for student affairs.

3. Disciplinary Probation. If a student is placed on disciplinary probation status, not only must the student abide by all University rules and regulations, but any violations committed while on disciplinary

probation may result in a mandatory sanction of not less than one academic quarter of suspension. The sanction will be noted in the student's discipline file until the student's graduation. No permanent record will be kept.

D. Any sanction permitted by this system may, where applicable, be imposed upon an individual student or a student organization (which includes a group of students or a living unit). When one of the sanctions defined above is imposed upon a student organization, the hearing board must define the sanction in the decision, but to the extent that the definition in the decision does not cover a question, the above definition shall apply insofar as possible.

E. Other Sanctions. UHAS reserves the right to impose alternative sanctions instead of, or in addition to, those listed above. They may include, but are not limited to,

1. Removal from Housing. A student may be removed from a residence hall or fraternity/sorority house, and the student's contract for such housing may be rescinded for a certain period of time or permanently.

2. Relocation of Housing. A student may be required to transfer to a different residence hall or housing unit.

3. Housing Probation. Housing probation is a status placed on a student as a result of a violation of University rules, regulations, and/or policy. Any future violation that occurs while on this status may result in a sanction of not less than relocation or removal from an undergraduate residence hall or fraternity/sorority house.

4. Warning. A warning to a student states that his/her conduct violated a University rule/policy and that further misconduct, or any other violation of a University rule/policy, will result in more severe disciplinary action.

5. Restitution. Restitution requires a student to pay for damages caused by the student's misconduct or misappropriation of property.

6. Loss of Privilege. Loss of privilege is the withdrawal of the use of service(s), loss of privilege to participate in an activity, or withdrawal of privileges consistent with the offense(s).

VIII. Rehearings and Appeals

A. Rehearings. A student, group of students, or student organization complained against may request a rehearing of any case within the University Hearing and Appeals System. The rehearing will be by the board that heard the original complaint.

The student, group of students, or student organization must state the reasons for requesting the rehearing to the appropriate board. Rehearings must be based on newly discovered evidence that reasonably could have affected the decision of the hearing board. "Newly discovered evidence" is evidence that could not have been discovered and presented at the initial hearing through the exercise of reasonable diligence. The board will have a preliminary meeting with the student, group of students, or student organization requesting the rehearing and any other parties to discuss whether the reasons given provide sufficient grounds for granting a rehearing. If the board determines that the rehearing of the case should be granted, the executive secretary will place the hearing on the calendar of the board. When a rehearing has been granted, the penalty placed against the student, group of students, or student organization under the previous board decision is suspended. All rules of procedure apply to rehearings in the same manner as hearings.

B. Appeals. Any party may appeal a decision by submitting an appeal request in writing to the executive secretary.

The appeal must be taken to the office of the executive secretary by the appellant within five school days of the later date on which notice is sent to the appellant (1) of the decision of the board appealed from and (2) of the availability of the summary or record of the proceedings.

The appellant must submit reasons for requesting an appeal and the action requested. The summary or record of the original hearing must be presented in writing by the chair of the board from which the case is being appealed. The appeal will be limited to a review of the summary or record of proceedings of the prior hearing and statements of the parties or their representatives, but no witnesses will be heard and no new information will be received.

Appeals of decisions will be limited to errors in procedures, the interpretation of regulations, or the question of whether a finding or sanction appears manifestly contrary to the record.

On an appeal from the decision of a board, the University Appeals Board will (1) affirm the decision, (2) reduce the sanction imposed, (3) direct the board to dismiss the case, or (4) direct the board to rehear the case as to the finding of a violation or the sanction imposed or both. In its consideration of the appeal, the University Appeals Board may instruct the board on procedures, interpretation of regulations, or the appropriateness of findings and sanctions based on its experience and knowledge of precedent. Decisions on all appeals must be given promptly.

Appeals from actions of boards, other than final decisions, may be filed at any time prior to the final decision where delay may substantially impair the rights of an individual, group, or organization. This provision specifically includes challenges to the jurisdiction of a board over the individual, group, organization, or subject matter.

If the University Appeals Board determines, upon a review of the record

and decision in a case before it on appeal, that there has been a gross miscarriage of justice in either the findings as to violation of University rules and regulations or innocence or in the appropriateness of the sanction imposed by the board whose decision has been appealed from, the University Appeals Board may recommend to the president that it be authorized to conduct a new hearing, make its own determination of facts, and impose such sanctions as it deems appropriate. Such recommendation shall be in writing and shall specify the reasons therefore. Copies of the recommendation shall be sent to the board appealed from and to all parties to the case. Any member of the board appealed from and any party may within five days thereafter submit a written statement to the president either supporting or opposing the recommendation. The president or the president's designee shall base the decision on such recommendation upon a review of the record and decision in the case in question, the recommendation of the University Appeals Board, and all such statements filed within such five-day period. The decision of the president shall be given within a reasonable period of time and shall be in writing. Copies of the decision shall be sent to the University Appeals Board, the board appealed from, and all parties to the case. If the recommendation of the University Appeals Board is approved, the University Appeals Board in the new hearing shall give such weight to the record and decision of the board whose decision has been appealed from as the University Appeals Board deems appropriate.

IX. Amendments

Amendments that do not require a change in University statutes shall become effective either (a) upon initiative by the president of the University or (b) upon recommendation by the vice president

for student affairs after consultation with appropriate campus governance groups (the Associated Student Government, the General Faculty Committee, and the Northwestern University Staff Advisory Council) and approval by the president.

Sexual Assault Hearing and Appeals System

Northwestern University recognizes that cases alleging sexual assault pose unique problems for the standard hearing and appeals process. The nature of the alleged offense requires that safeguards exist to protect the privacy of the charging party while at the same time assuring a fair and impartial adjudication of the charges against undergraduate, graduate, and professional students who stand accused. The objectives of equity and confidentiality are intended to encourage victims of sexual assault to come forward and to enable the University to determine, as best it can, when violations have occurred and to take appropriate action.

1. Sexual Assault Defined

For purposes of these provisions pertaining to hearings in sexual assault cases, sexual assault means any intentional or knowing touching or fondling by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent. Sexual assault includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault also includes any nonconsensual acts involving sexual penetration of the sex organs, anus, or mouth. The use of alcohol and/or drugs by one or more of the parties involved will not be considered as a mitigating factor in cases of alleged sexual assault. In fact, such use may be considered as an aggravating factor if the effect of such use is deemed to have made the complaining party incapable of

giving consent. Sexual assault is an act of violence. Verbal conduct, without the requisite physical touching or fondling, will not be deemed sexual assault so as to trigger the hearing procedures defined below. However, such conduct may constitute sexual harassment as defined in University policies. Individuals to whom such conduct is directed should refer to the policy and procedures on sexual harassment.

II. Structure

A. Sexual Assault Hearing Board

1. The Sexual Assault Hearing Board will be drawn from the pool of UHAS hearing board members outlined in section I (A) on page 50. At least five undergraduate students, one graduate student, three administrative staff members, and five faculty members of the UHAS hearing pool will be trained as SAHAS hearing board members. Only those members trained in accordance with paragraph II (E) below will be called upon to sit on a SAHAS hearing board. The executive secretary will ensure an equal ratio of males and females among the hearing board members selected.

In addition, in cases involving a student or students on the Chicago campus, at least one member of the Sexual Assault Hearing Board shall be affiliated with that campus. If no such representative is chosen in the normal selection procedure detailed herein, the president of the University will appoint a tenured faculty member from the Chicago campus to serve as chair for such cases. The tenured faculty member designated as chair in accordance with paragraph II (A) (4) below will be excused from service for these cases only.

2. Each appointment will commence on June 1 and will be for a term of at least two years or until a successor is selected and trained.

3. A member whose term is concluding may be renominated for a succeeding

term and, if renominated, may be reappointed by the president of the University for such term. In the event of a vacancy prior to expiration of the designated term, a new member will be appointed by the president of the University from among three nominees presented by the vice president for student affairs, the General Faculty Committee, or the president of the Associated Student Government. The new member will be from the same group, that is, administration, faculty, or student body, as was the individual whose post has been vacated. The president, in making such appointments, will continue to ensure an equal ratio of males and females among the members.

4. The president of the University will designate a chair from among the tenured faculty members. The chair will be eligible to vote on all matters before the Sexual Assault Hearing Board. Members are required to attend all board training sessions. Members not participating in a specific hearing will not be permitted to attend that hearing.

5. Seven members will hear every case presented to the Sexual Assault Hearing Board except as otherwise provided herein. At least three males and three females will be on each hearing panel of seven members. All actions of the Sexual Assault Hearing Board, except as otherwise provided herein, shall require at least four votes in the affirmative. Notwithstanding the foregoing, when necessary to ensure a prompt hearing, a quorum of five members may hear a case presented to the Sexual Assault Hearing Board and may, with at least three votes in the affirmative, take any actions that a full panel of seven members would otherwise be empowered to take. The chair has sole discretion in determining whether a case will proceed to hearing before such a quorum. In constituting such a quorum, the executive secretary will, to the extent possible, be

sensitive to the issue of gender balance on the panel. In all cases, if a member is aware of any circumstances that would prevent his or her impartial consideration of the case before the Sexual Assault Hearing Board, that member will excuse him- or herself from participation, and another, selected by the chair, will sit in his or her stead. Upon the request of any party, the Sexual Assault Appeals Board may disqualify a member or members of the Sexual Assault Hearing Board.

6. The structure, jurisdiction, procedures, and sanctions of the Sexual Assault Hearing Board created herein will not be subject to the approval or direction of the University Appeals Board.

B. Sexual Assault Appeals Board

1. The Sexual Assault Appeals Board will be drawn from the pool of UHAS appeals board members outlined in section I (B) on pages 50–51. At least three undergraduate students, one graduate student, three administrative staff members, and three faculty members of the UHAS appeals board pool will be trained as SAHAS appeals board members. Only those members trained in accordance with paragraph II (E) below will be called upon to sit on a SAHAS appeals board. The executive secretary will ensure that at least two males and two females are included among the pool.

2. Each appointment will commence on June 1 and will be for a term of at least two years or until successors are selected and trained.

3. A member whose term is concluding may be renominated for a succeeding term and, if renominated, may be reappointed by the president of the University for such term. In the event of a vacancy prior to expiration of the designated term, a new member will be appointed by the president of the University from among nominees presented by the vice

president for student affairs, the General Faculty Committee, or the president of the Associated Student Government. The new member will be from the same group, that is, administration, faculty, or student body, as was the individual whose post has been vacated. The president, in making such appointments, will continue to ensure that at least two males and two females are included among the six members.

4. The president of the University will designate a chair from the three members. The chair will be eligible to vote on all matters before the Sexual Assault Appeals Board. Members are required to attend all board training sessions. Members not participating in a specific appeal will not be permitted to attend the hearing of that appeal.

5. Three members will hear every case presented to the Sexual Assault Appeals Board. At least one male and one female will be on each hearing panel. If a member is aware of any circumstances that would prevent his or her impartial consideration of the case before the Sexual Assault Appeals Board, that member will excuse him- or herself from participation, and another, selected by the chair, will sit in his or her stead. Upon the request of any party, the president of the University may disqualify a member or members of the Sexual Assault Appeals Board. All actions of the Sexual Assault Appeals Board will require at least two votes in the affirmative.

C. Executive Secretary. The executive secretary of the University Hearing and Appeals System will also serve as the executive secretary for the Sexual Assault Hearing Board and Sexual Assault Appeals Board created herein. The executive secretary will receive all complaints, pleadings, and other communications on behalf of those boards and will set the calendar of, arrange for, and keep records

or summaries of hearings. It will be the responsibility of the executive secretary to assist complainants in the filing of complaints and students complained against in obtaining advice and/or representation. The executive secretary will maintain the records of decision of the boards and will serve to implement decisions and policies of the boards. The executive secretary will in no case recommend a decision to a board. A staff assistant designated by the executive secretary may perform any of the above functions in the name and under the supervision of the executive secretary.

D. Mediator. A mediator may be selected to assist parties in resolving complaints prior to hearings.

E. Training. All members of the Sexual Assault Hearing Board and the Sexual Assault Appeals Board are required to participate in a 12-hour education/training program organized by the executive secretary.

III. Jurisdiction

A. Sexual Assault Hearing Board. The Sexual Assault Hearing Board created under this statement will have exclusive jurisdiction over all cases alleging sexual assault, as defined in Section I, that occurred during the time when the complainant and respondent were students, and the acts complained of occurred (1) on University premises; (2) at a University activity, program, function, or sponsored event; (3) in the off-campus residence of any University student or on any street or area contiguous thereto; or (4) on premises subject to the jurisdiction of University Police whether on or off University property. Neither the jurisdiction of the University Hearing Board nor that of the Chicago Campus Hearing and Appeals System will supersede that of this Sexual Assault Hearing Board. Nothing herein shall prevent a student who believes himself or herself to be the victim of a sexual

assault from filing a criminal complaint instead of, or in addition to, a complaint under these provisions.

B. Sexual Assault Appeals Board. The Sexual Assault Appeals Board will have jurisdiction over all appeals of sexual assault cases from the Sexual Assault Hearing Board. The Sexual Assault Appeals Board is the final level of appeal in sexual assault cases except in those cases in which suspension or exclusion is ordered. In such cases, the decision will not become effective until the student(s) suspended or excluded has (have) had the opportunity to request and obtain a review of the record by the president of the University or by a vice president designated by the president to review the case.

C. Mediator. In coordination with the executive secretary, a mediator shall have jurisdiction over all complaints, subject to the agreement of all parties.

IV. Filing a Complaint

A. A student who believes him- or herself to be a victim of a sexual assault as defined herein may file a written complaint with the office of the executive secretary. All complaints alleging sexual assault must be filed within one year after the alleged assault unless exceptional circumstances prevented compliance with the one-year provision. It shall be the duty of the executive secretary, in consultation with the vice president for student affairs, to determine whether the jurisdictional and timeliness requirements of the Sexual Assault Hearing Board have been met.

B. The complaint may be filed against an individual who is enrolled at the time of the alleged sexual assault but who ceases to be enrolled as a student at any time prior to the decision of the Sexual Assault Hearing Board on the complaint. A complaint may also be filed against an individual

who has previously been enrolled as a student in a school on the Evanston or Chicago campus of the University, but who, before the completion of degree requirements, ceases to be enrolled and is not enrolled at the time of the alleged sexual assault in the same manner as against a student who is enrolled.

C. If the individual accused, within five days after notice is given of the complaint, files with the executive secretary a written assertion that the Sexual Assault Hearing Board has no jurisdiction because he or she is not now a student, then the individual will be excluded from the University and may not subsequently enroll in any school in the University on either the Evanston or Chicago campus, unless admitted through the office of the registrar of the appropriate school.

D. The Sexual Assault Hearing Board, in a case involving such an individual who submits to the jurisdiction of the Sexual Assault Hearing Board, may upon a finding of “in violation” impose any sanction that it may impose on an enrolled student, such sanction(s) to take effect either before or after the reenrollment of the individual, as directed by the board. In addition, the Sexual Assault Hearing Board may direct that the individual may not be allowed to reenroll before a specified date and may also direct that issuance of transcripts and transfer of academic credit be withheld pending reenrollment or satisfaction of other sanctions imposed.

E. The complaint must set forth the circumstances that form the basis of the allegations in sufficient detail to establish the jurisdictional prerequisites for consideration by the Sexual Assault Hearing Board. At a minimum, it must include the time and place of the alleged assault, the name(s) of the accused and his or her (their) status at the University (if known), as well as a brief

statement of the act or acts that constituted the alleged assault. A complaint lacking such specificity will be returned to the complainant for clarification by the office of the executive secretary.

F. Upon receipt of a complaint that meets the criteria established herein, the office of the executive secretary will promptly notify the accused student(s) of the charge. Notification will consist of delivery to the accused student(s) of a copy of the complaint, either personally, via campus mail, or by posting in the U.S. mail to the address(es) of said student(s) on file with the Office of the Registrar. It is the responsibility of all students to keep their addresses current with the University.

G. The complaint may be withdrawn at the option of the student filing the complaint.

V. Mediation

A. The mediation process provides an alternative to the formal hearing process. It is intended to allow the persons involved in an alleged sexual assault to discuss their respective understandings of the incident and to resolve complaints prior to hearings, where possible, through the assistance of a trained mediator. The mediator may indicate areas of agreement and may recommend a course of action. But in no event may the mediator impose an agreement or refuse to approve an agreement reached by the parties.

B. Following notification of charges against a student or group of students, the executive secretary will contact the parties charged to advise them of their rights and responsibilities and to inquire as to their willingness to enter into prehearing mediation. The mediation process will be undertaken only if all parties agree to it.

C. Once all parties have agreed to mediation, the executive secretary will assign

a mediator from the pool of trained mediators. Either party may challenge the choice of mediator for cause, and the executive secretary may then choose to assign another mediator. The executive secretary will contact both parties to set the date, time, and location of the mediation session(s). The executive secretary will assign a mediator within two weeks of the agreement to participate in mediation, and the mediation session(s) will normally be completed within two weeks of the assignment of a mediator.

D. While mediation is proceeding, the mediator may request that the hearing board grant additional time before setting the hearing calendar. The hearing board may grant such a request for a specified period of time or deny it.

E. At any time during the proceedings, should all parties to the complaint agree, mediation shall be entered into for a period of time approved by the hearing board.

F. The only parties who will be present at the mediation session(s) will be the persons directly involved in the incident, one representative for each party, and the mediator. During the mediation process, the mediator will ask the parties to give their versions of the incident, identify key issues, seek the parties' agreement to the issues, facilitate discussion as the parties generate solutions for each issue, and work with both parties to develop a written document that will include a statement of agreement on each issue. There can be no statement of agreement unless all parties agree with it. The agreement may include sanctions such as those defined in Section VIII. Because participation in mediation is entirely voluntary and the final result is a product of mutual agreement, this process is not appealable.

G. To promote a full and free discussion of problems underlying the alleged assault,

information given during such mediation efforts shall be privileged and may not be divulged without the consent of all parties. If such information is divulged without consent, it may not be used in any hearing or disciplinary proceeding or otherwise used against any student or group of students, whether or not they are party to the matter under consideration.

H. Upon completion of mediation efforts, whether successful or not, the parties have three days to contact the mediator and nullify the agreement. After three days, the mediator shall present a written report to the executive secretary either stating that mediation efforts were successful and outlining the nature of the resolution or stating that mediation efforts have failed. Any sanctions agreed upon by all parties in mediation will be applied in a manner identical to sanctions resulting from hearing procedures.

VI. Conduct of Hearings

A. Upon receipt of a complaint from the office of the executive secretary, a hearing will be scheduled. The hearing will be convened within one week of receipt of the complaint unless the requisite five or seven members and/or alternates are unavailable during that period, in which event the Sexual Assault Hearing Board will convene as soon thereafter as possible. If one or the other of the parties requests a postponement, the Sexual Assault Hearing Board may, by majority vote, authorize a reasonable postponement for good cause. Good cause will be interpreted to mean illness, examination, appearance in civil or criminal courts for the same offense, time for mediation, and similar grounds for requesting a postponement of the hearing. Additional requests for a postponement of the hearing time for good cause may be made by either party. Any decision to grant

such request will be made by majority vote of the Sexual Assault Hearing Board.

B. In the event that a postponement is granted pending the outcome of a criminal proceeding, the Sexual Assault Hearing Board need not be bound by the state court determination of the criminal case. Notwithstanding that fact, if a finding of guilty on a charge of sexual assault is returned against the accused student(s) in a criminal case (or if the student pleads guilty to such a charge) and no timely appeal is taken, the student(s) will be expelled from the University without further hearing before the Sexual Assault Hearing Board.

C. Any party is entitled prior to the hearing to have the names of those presenting information on behalf of the other parties.

D. All hearings of the Sexual Assault Hearing Board will be private. The private hearing will include the members of the Sexual Assault Hearing Board, the complainant, the student(s) charged, and one representative designated by each individual party. Representatives must be a member of the University community (faculty, staff, or student). Representatives cannot be a member of the bar nor the parent of either the complainant or the respondent. Individuals presenting information to the Sexual Assault Hearing Board as witnesses for the parties will be called to the hearing room to present such information and will thereafter be excused by the chair.

E. Presentation of information will be made during the hearing set by the Sexual Assault Hearing Board. The board may address questions to any party to the proceedings or to any witnesses called by the parties or the board subject to the right of examination by other parties. No individual will be required to testify against him- or herself.

F. The chair of the Sexual Assault Hearing Board or another member of the board

designated to preside at the hearing has authority to maintain order and to control the conduct of persons in the hearing room. Any individual or individuals refusing to cooperate with the instructions of the presiding officer may be referred by the Sexual Assault Hearing Board to the president of the University or to an individual designated by the president for disciplinary action.

G. Individuals appearing before the Sexual Assault Hearing Board have the responsibility to present truthful information to the board. Any individual thought to have willfully presented false or misleading information to the Sexual Assault Hearing Board may be referred to the president of the University for disciplinary action.

H. Any party to the proceeding may request assistance in obtaining advice and/or representation through the office of the executive secretary. The parties must inform the executive secretary of the name of their representative prior to the hearing. If the Sexual Assault Hearing Board deems that a party to the hearing is inadequately represented, it may at the request of that party appoint a representative.

I. The conduct of the hearing will be essentially informal. The parties or their representatives will be entitled to make presentations and to present witnesses to the Sexual Assault Hearing Board; questions may be addressed by the board to the parties and their witnesses and by the parties themselves to any individuals presenting evidence. The board will also provide all parties with the opportunity to present rebuttal testimony. Proceedings in front of the Sexual Assault Hearing Board and the Sexual Assault Appeals Board are not to be considered analogous to court proceedings, and only that degree of formality has been included in these procedures that is considered necessary to ensure a well-functioning and equitable system. There-

fore, a member of the bar may not act as a representative within the system.

J. Following the presentation of all evidence that the parties have at their disposal and after the parties and the board have had the opportunity to ask questions, the board will deliberate and decide upon a course of action. The Sexual Assault Hearing Board may not issue any finding of violation of University rules and regulations that is not grounded on sufficient evidence. Though the Sexual Assault Hearing Board is not required to follow rules of evidence, its findings may not be based on rumor, hearsay, or caprice.

K. Notice must be sent to all parties or their representatives of (1) the decision of the Sexual Assault Hearing Board immediately after the decision is reached and (2) the availability of the summary or record of proceedings immediately after it becomes available. The executive secretary will keep one copy of all decisions with the names of the parties confidential until all appeal deadlines have expired. The executive secretary also shall keep a confidential record of SAHAS proceedings for a five-year period. This record shall be available only to the SAHAS boards. No access may be had to the file of SAHAS proceedings without names except by the executive secretary or his or her designee for purposes of compiling information for presentation to the Sexual Assault Hearing or Appeals Boards or to the vice president for student affairs. If a student requests access to such information to research precedent for his or her own case, the student will address such request to the executive secretary. In no event will the names of any participants in prior hearings be released.

VII. Cooperation of Witnesses

A. A student is required to appear at Sexual Assault Hearing Board proceedings

if the student's presence is requested by the board. Any individual refusing to cooperate will be referred by the Sexual Assault Hearing Board to the vice president for student affairs for disciplinary action. The appearance and cooperation of other members of the University community are expected and may be requested by the Sexual Assault Hearing Board.

B. Parties to the proceedings may request the assistance of the Sexual Assault Hearing Board in calling witnesses to hearings. In the event that a party requests such assistance, the Sexual Assault Hearing Board will first determine whether testimony of the individual whose presence is requested will be of such relevance to the proceedings as to justify this individual being called.

C. A member of the University community whose presence has been requested by the Sexual Assault Hearing Board may present to the board reasons for testifying through an appropriate representative, for submitting a written statement, or for declining to testify. The Sexual Assault Hearing Board will weigh the importance of the reasons presented and grant or deny the request.

D. The failure of a member of the University community to comply with the Sexual Assault Hearing Board's request for cooperation may result in dismissal of the complaint if the Sexual Assault Hearing Board determines that the defense of the student(s) charged will be materially impaired by such failure to comply. The Sexual Assault Hearing Board's decision to dismiss a complaint under such circumstances must first be approved by the president of the University or the president's designee before such dismissal will be effective.

VIII. Sanctions

A. The actions of the Sexual Assault Hearing Board may include conciliatory and educational as well as punitive measures designed to lead to better understanding and mutual enlightenment of the students involved in sexual assault complaints. The Sexual Assault Hearing Board may consider removing a student complained against to a different area of University housing, including fraternity and sorority housing, pending the outcome of an appeal if the board finds that such removal is necessary for reasons relating to the safety and well-being of students.

In addition, the board can restrict a student complained against from eating in certain dining areas, attending University-sponsored activities or meetings, and/or any other nonacademic commitments, including work-study responsibilities, if necessary to prevent unwanted contact between the student complained against and the complaining student. If the parties are in the same classroom, resolution of this should be the decision of the vice president for student affairs.

If the party complained against is found to have violated sexual assault provisions, the executive secretary will provide the Sexual Assault Hearing Board with any past record of disciplinary sanctions of the party complained against.

B. The following sanctions may be imposed upon an individual student found in violation of the sexual assault policy under these procedures unless a specific difference in definition is stated in the memorandum of decision. The hearing board may include any condition that must be fulfilled by the student in lieu of an alternative or additional sanction. Violation of any such condition shall result in a mandatory sanction of not less than one academic quarter of suspension.

1. Exclusion. The student is deprived of all attributes of student status and may not register, submit written course work, receive academic credit, attend classes, or remain in University housing. The student may not reenter without acceptance of formal application by the office of admission or the registrar and approval by the vice president for student affairs. The student may also be denied campus visiting privileges. The sanction will be permanently recorded on the student's record in the office of the vice president for student affairs.

2. Suspension. The student may not register, submit course work, receive academic credit, attend classes, or remain in University housing. The student may also be denied campus visiting privileges. No suspension will be for less than one academic quarter except that a student may be suspended solely for the remainder of a quarter in progress. In no case will a suspension be in effect for a period longer than one academic year, and the Sexual Assault Hearing Board may terminate the suspension at any time it deems such action in the best interests of the University community. No student who has been ordered suspended in a future quarter will be eligible to receive a University degree until the period of suspension has terminated. The sanction will be permanently recorded on the student's record in the office of the vice president for student affairs.

3. Disciplinary Probation. If a student is placed on disciplinary probation status, not only must the student abide by all University rules and regulations, but any violations committed while on disciplinary probation may result in a mandatory sanction of not less than one academic quarter of suspension. In the event a student is on disciplinary probation for a previous sexual assault violation, the mandatory sanction so imposed will be a suspension of not less than one academic year. The sanction of disciplinary

probation will be noted in the student's discipline file until the student's graduation. No permanent record will be kept.

C. Other Sanctions. SAHAS reserves the right to impose alternative sanctions instead of, or in addition to, those listed above. They may include, but are not limited to,

1. Removal from Housing. A student may be removed from a residence hall or fraternity/sorority house, and the student's contract for such housing may be rescinded for a certain period of time or permanently.

2. Relocation of Housing. A student may be required to transfer to a different residence hall or housing unit.

3. Housing Probation. Housing probation is a status placed on a student as a result of a violation of University rules, regulations, and/or policy. Any future violation that occurs while on this status may result in a sanction of not less than relocation or removal from an undergraduate residence hall or fraternity/sorority house.

4. Warning. A warning to a student states that his/her conduct violated a University rule/policy and that further misconduct, or any other violation of a University rule/policy, will result in more severe disciplinary action.

5. Restitution. Restitution requires a student to pay for damages caused by the student's misconduct or misappropriation of property.

6. Loss of Privilege. Loss of privilege is the withdrawal of the use of service(s), loss of privilege to participate in an activity, or withdrawal of privileges consistent with the offense(s).

D. No decision of the Sexual Assault Hearing Board will be effective until all appeal and rehearing procedures have been completed. The board shall specify in its written decision the date by which a sanction must be satisfied that calls for actions to be carried out by the student(s) complained against. Failure of the student(s)

to comply with such sanctions by the date specified will result in the student(s) being automatically suspended and prohibited from obtaining a transcript or receiving a University degree until evidence of compliance is presented to and accepted by the Sexual Assault Hearing Board.

IX. Rehearings and Appeals

A. Rehearings

1. Any student(s) charged with sexual assault may request a rehearing of any case within the jurisdiction of the Sexual Assault Hearing Board. The rehearing will be by the Sexual Assault Hearing Board.

2. The student(s) must state the reasons for requesting the rehearing to the Sexual Assault Hearing Board. Rehearings must be based on newly discovered evidence that reasonably could have affected the decision of the Sexual Assault Hearing Board. "Newly discovered evidence" is evidence that could not have been discovered and presented at the initial hearing through the exercise of reasonable diligence. Upon receipt of such request, the board may schedule a meeting with the student complained against and the complainant to discuss whether the reasons given provide sufficient grounds for granting a rehearing. If the Sexual Assault Hearing Board determines that a rehearing of the case should be granted, the executive secretary will reschedule the rehearing within seven days or as soon thereafter as members of the Sexual Assault Hearing Board may be convened. When a rehearing has been granted, the penalty imposed upon the student(s) under the previous board decision is suspended. All rules of procedure apply to rehearings in the same manner as hearings.

B. Appeals

1. Any party may appeal a decision by submitting an appeal request in writing to the executive secretary.

2. The appeal must be taken to the office of the executive secretary by the appellant within five school days of the later date on which notice is sent to the appellant (1) of the decision of the board appealed from and (2) of the availability of the summary or record of the proceedings. The appellant must submit reasons for requesting an appeal and the action requested. The summary or record of the original hearing must be presented in writing by the chair of the Sexual Assault Hearing Board, and the appeal will be limited to a review of the summary or record of proceedings of the prior hearing and statements of the parties or their representatives. No witnesses will be heard and no new information will be received.

3. Appeals of decisions will be limited to errors in procedures, the interpretation of regulations, or the question of whether a finding or sanction appears manifestly contrary to the record.

4. On an appeal from the decision of the Sexual Assault Hearing Board, the Sexual Assault Appeals Board will (1) affirm the decision, (2) reduce the sanction imposed, (3) direct the Sexual Assault Hearing Board to dismiss the case, or (4) direct the Sexual Assault Hearing Board to rehear the case as to the finding of a violation or the sanction imposed or both. In its consideration of the appeal, the Sexual Assault Appeals Board may instruct the Sexual Assault Hearing Board on procedures, interpretation of regulations, or the appropriateness of findings and sanctions based on its experience and knowledge of precedent. Decisions on all appeals must be given promptly.

5. Appeals from actions of the Sexual Assault Hearing Board, other than final decisions, may be filed at any time prior to the final decision where delay may substantially impair the rights of any individual. This provision specifically includes

challenges to the jurisdiction of the Sexual Assault Hearing Board over the individual.

6. If the Sexual Assault Appeals Board determines, upon a review of the record and decision in a case before it on appeal, that there has been a gross miscarriage of justice in either the findings as to violation of University rules and regulations or innocence or in the appropriateness of the sanction imposed by the Sexual Assault Hearing Board whose decision has been appealed from, the Sexual Assault Appeals Board may recommend to the president of the University that it be authorized to conduct a new hearing and make its own determination of facts and impose such sanctions as it deems appropriate. Such recommendations must be in writing and must specify the reasons therefor. Copies of the recommendation will be sent to the Sexual Assault Hearing Board and to all parties to the case. Any member of the Sexual Assault Hearing Board and any party may within five days thereafter submit a written statement to the president of the University, either supporting or opposing the recommendation. The president will base his or her decision on such recommendation upon a review of the record and decision in the case in question, the recommendation of the Sexual Assault Appeals Board, and all statements filed within such five-day period. The decision of the president will be given within a reasonable period of time and will be in writing. Copies of the decision will be sent to the Sexual Assault Appeals Board, the Sexual Assault Hearing Board, and all parties to the case. If the recommendation of the Sexual Assault Appeals Board is approved, that board in the new hearing will give such weight to the record and decision of the Sexual Assault Hearing Board as the Sexual Assault Appeals Board deems appropriate.

X. Anonymity

Summaries of hearings, records of decisions, or any other written reference to the allegations, proceedings, sanctions, or appeals will be reviewed by the executive secretary, who will delete all identifying information concerning the parties to the proceedings. The executive secretary and all participating members of the Sexual Assault Hearing or Sexual Assault Appeals Boards, including any individuals who have excused themselves, are forbidden to disclose the identity of the parties to the proceedings except to officers of the University as necessary to implement any provisions hereunder. Any of the aforementioned individuals who violate these anonymity provisions will be subject to possible sanctions through the University Hearing and Appeals System or the Chicago Campus Hearing and Appeals System, as appropriate (in the case of students), procedures specified in the *Faculty Handbook* (in the case of faculty), or the associate vice president for human resources (in the case of staff).

XI. Retaliation

No one who has filed a charge of sexual assault under these procedures shall be retaliated against for having filed such charge. Any individual who so retaliates against the charging party will be subject to possible sanctions through the Sexual Assault Hearing and Appeals System (in the case of students), procedures specified in the *Faculty Handbook* (in the case of faculty), or the associate vice president for human resources (in the case of staff). For purposes of this section, retaliation shall mean any threat, coercion, intimidation, or physical assault undertaken in response to the filing of a charge of sexual assault.

XII. Amendments

Amendments to the procedures that do not require a change in University statutes

will become effective upon initiative by the president of the University or upon recommendation by the vice president for student affairs and approval by the president.

Summary Suspension Procedures

As provided in Article V of the University Statutes, a student may be suspended pending a prompt hearing in cases in which the president, a vice president designated by the president, or in cases involving students on the Chicago campus, the dean of a school on that campus, finds that such a suspension is necessary for reasons relating to the safety and well-being of students, faculty, staff, or University property. Actions that may warrant summary suspension include, but are not limited to, the following:

1. Sale, distribution, use, or possession of illegal drugs;
2. Use or possession of dangerous weapons;
3. Theft of or damage to property;
4. Obstruction or disruption of teaching, research, administration, hearing procedures, or other University activities or of other University-authorized activities;
5. Physical abuse of any person or action that threatens or endangers the health or safety of any person.

Any student suspended pursuant to the provisions of this statement will be required to remove him/herself immediately from residence halls and/or fraternity or sorority units and will be excluded from University property unless the student's presence on campus is explicitly authorized by the vice president for student affairs. A student so suspended may request an expedited hearing before the University Hearing Board, which will schedule a hearing within three days of the request or as soon thereafter as possible.

Notwithstanding the foregoing, the University retains the right to postpone a

hearing through the University Hearing and Appeals System or other designated hearing procedure if the University determines that the student's presence in the University community would pose an unacceptable threat to the student or others or otherwise would significantly disrupt the educational or other activities of the University community. In such instances the University will advise the student of the conditions that must be met prior to the hearing through the University Hearing and Appeals System or other designated hearing procedure.

OTHER UNIVERSITY PROCEDURES FOR STUDENTS

Grievance Procedures for Students with Disabilities

Statement of Policy

It is the policy of Northwestern University not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and University commitment. It is also Northwestern University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any University program or activity. In response to a request made by a qualified student with a documented disability, the University will arrange, at no cost to the student, for the provision of educational auxiliary aids, including sign language interpreters, real-time captioners, note takers, readers, and tutors, determined by the University to be necessary to afford the student with a disability the opportunity for full participation in University programs.

Procedures

If a University student believes any University personnel have discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. If a student opts to pursue an informal complaint, he or she may later pursue a formal grievance if not satisfied with the resolution of the informal process.

Informal Procedure: It is recommended, but not required, that the student speak first

about the concerns to his or her department chair or program coordinator or to a dean in his or her school. As a result of these discussions, including the development of strategies for empowering the student to deal with the situation him- or herself or having the person who has received the grievance take it under review, a satisfactory resolution may be readily found. A student who is uncertain about filing a formal grievance may consult informally with the coordinator of services for students with disabilities or the dean of students.

Formal Procedure: A student who wishes to file a formal grievance may do so in writing over his or her signature with the dean of students. If the subject of the grievance is the actions of the dean of students, or if the dean of students has previously advised the student informally on the matter, the formal grievance should instead be filed with the director of equal employment opportunity, affirmative action, and disability services. The purpose of the review is to determine whether or not University policy has been followed and, if not, to address any resulting consequences and take appropriate corrective action. Information relevant to the matter may be requested from the involved parties. The dean of students or the director of equal employment opportunity, affirmative action, and disability services will promptly undertake an investigation and provide a written finding to the student upon completion of the review.

A student who makes use of the grievance procedure shall not be retaliated against for doing so. A student may choose another student or faculty/staff persons to accompany him/her through the steps of the procedure. A student who believes that a grievance has not been resolved to his or her satisfaction after a review is conducted may appeal the outcome to the provost.

Such appeal shall be in writing and signed by the student. The provost shall make a determination on the appeal and promptly inform the student in writing of that determination.

Complaints against Faculty and Staff

Where there exists a complaint against a member of the faculty, administration, or other staff of the University, there are established procedures for handling such complaints.

A complaint against a faculty member should be filed with the appropriate department head or dean and with the provost.

A complaint against a member of the administration or staff should be filed with the appropriate superior or department head and with the vice president having jurisdiction over the department.

In no case should such complaints be filed with the University Hearing and Appeals System, as its jurisdiction is limited to complaints against students and student organizations.

INDEX

- Academic conduct, 9–12
- Academic failure, 9
- Academic freedom, 37, 43
- Academic integrity, 9–12
 - Basic standards, 10–11
 - Faculty and administrative responsibilities, 12
 - Procedures, 11
 - Sanctions, 11–12
 - Student rights, 11
- Action that threatens or endangers (Student Code of Conduct), 13
- Addresses, student, 29
- Alcohol
 - Athletic facilities, 29
 - City of Evanston, 31
 - Family Educational Rights and Privacy Act, 39
 - Fraternities and sororities, 30, 39
 - Graduate and professional residence halls, 30
 - Hazing, 40
 - Laws regarding, 30
 - Sanctions, aggravating factor, 17
 - Sanctions, parental contact, 18
 - Sexual assault, consent and mitigation, 42, 60
 - Student Code of Conduct, 14–15
 - Student organizations' events, 45–46
 - Student responsibilities, 8
 - Undergraduate residence halls, 30
- Appeals Board (SAHAS), 62, 63, 69–70
- Appeals Board (UHAS), 50, 52–53, 59–60
- Athletic facilities rules of conduct, 29
- Authority of University Police, 8–9
- Bar nights, 47
- Bias incidents, 39–40
- Bicycles, 31
- Bill of rights of student residents, 21–22
- Cable television, 32
- Civility, 32–33
- Code of Conduct, Student, 13–21
- Commercial activity, 27
- Common areas of student residences, 29
- Community at Northwestern, 4–5
- Community principles and values, 4–5
- Complaints against faculty and staff, 73
- Computer equipment, facilities, and services, 33
- Computers (Student Code of Conduct), 16
 - Administration, 36
 - Appeal of administrative action, 36
 - System and network use, 35–36
 - Use in student residences, 35
 - Users' responsibilities, 33–35
 - Wireless policy, 35
- Conciliation Board (UHAS), 51, 53, 54
- Confidential counselors, 44
- Cooperation with police and staff (Student Code of Conduct), 14
- Copyright laws
 - Computer use and sharing files, 33–34
 - Digital Millennium Copyright Act, 34
 - File sharing (Student Code of Conduct), 16
 - Public showing of videos and DVDs, 47
- Damages to student housing, 27
- Damage to property (Student Code of Conduct), 13
- Declaration of responsible living, 21–22
 - Bill of rights, 21–22
 - Social contract, 22
- Disabilities, grievance procedures for students with, 72–73
- Disciplinary procedures, 18–19, 49–72
- Discrimination, 36–37, 43
- Dishonesty (Student Code of Conduct), 14
- Disorderly conduct (Student Code of Conduct), 13
- Disruption
 - Disruption policy, 37
 - Student Code of Conduct, 13
- Drugs and controlled substances
 - Drug policy, 37–38
 - Family Educational Rights and Privacy Act, 39
 - Sanctions, aggravating factor, 17
 - Sexual assault, consent and mitigation, 42, 60
 - Student Code of Conduct, 15
 - Student responsibilities, 8
 - Summary suspension, 71
- DVDs
 - Public showing of, 47
 - Viewing in residence halls, 27
- E-mail notification, 38
- EthicsPoint, 37, 44–45
- Executive secretary (SAHAS), 62–63
- Executive secretary (UHAS), 51
- Expectations for student conduct, 13

- Faculty, complaints against, 73
- False IDs (Student Code of Conduct), 14
- Family Educational Rights and Privacy Act (FERPA), 18, 30, 38–39
- File sharing (Student Code of Conduct), 16
- Financial obligations, 39
- Firearms (Student Code of Conduct), 15
- Fire safety (Student Code of Conduct), 15–16
- Fireworks (Student Code of Conduct), 15
- Fraternity and sorority recruitment, 39
- Fraud (Student Code of Conduct), 14
- Fraudulent IDs (Student Code of Conduct), 14
- Free expression, 37, 43
- Gambling, 39, 48
- Grievance procedures for students with disabilities, 72–73
- Groups and organizations (Student Code of Conduct), 19–21
 - Collective and individual responsibilities, 21
 - Organizational sanctions, 21
- Guests
 - Residence halls, 21, 25
 - Student Code of Conduct, 16
- Guns (Student Code of Conduct), 15
- Harassment, 36–37, 43–45
- Hate crimes, 39–40
- Hazing, 40
- Hearing Board (SAHAS), 61–62, 63, 65–67
- Hearing Board (UHAS), 50, 52
- Hearing boards, special (UHAS), 51–52, 53
- Identification cards, 40–41
 - False or fraudulent (Student Code of Conduct), 14
- International students, 41
- Internet, 27, 43
 - see also* Computers and networks
- Inventions, 41–42
- IP delivered television, 32
- Jurisdiction in student conduct, 13, 52, 63
- Knives (Student Code of Conduct), 15
- Laws, federal, state, and local (Student Code of Conduct), 16
- Liability, 41
- Library materials, 41
- Lounges in student residences, 29
- Misrepresentation (Student Code of Conduct), 14
- Motor vehicles, 41
- Movies
 - Public showing of, 47
 - Viewing in residence halls, 27
- Moving out of student housing, 27
- Mutual respect, 32–33
- Networks, 33–36
 - Administration, 36
 - Appeal of administrative action, 36
 - System and network use, 35–36
 - Use in student residences, 35
 - Users' responsibilities, 33–35
 - Wireless policy, 35
- Noise
 - Noise policy, 41
 - Residence halls, 27–28
 - Student Code of Conduct, 13
- Patents, 41–42
- Physical abuse (Student Code of Conduct), 13
- Police, University, 7–9
 - Authority of, 8–9
 - Responsibility of, 9
- Policy statement on student rights and responsibilities, 6–7
- Posting policies, 27
- Prohibited student conduct, 13–16
- Publicity
 - Residence halls, 27
 - Student organizations, 47
- Public showing of videos and DVDs, 47
- Quiet hours, 27–28
 - see also* Noise
- Residence hall and housing policies, 21–29
 - Commercial activity, 27
 - Common areas, 29
 - Declaration of responsible living, 21–22
 - Moving out, 27
 - Quiet hours, 27–28
 - Room changes, 28
 - Rommmates, 28–29
 - Rules and regulations, 22–27
 - Videos and DVDs, 27
- Residence hall rules and regulations, 22–27
- Resolving allegations of misconduct, 18–19
- Responsibilities of University Police, 9
- Responsible living, declaration of, 21–22
 - Bill of rights, 21–22
 - Social contract, 22
- Rights and responsibilities of Northwestern community, 5–9
- Rights and responsibilities of students, 6–8
- Room changes, 28
- Roommates, 28–29
- SafeRide, 42
- Sanctions and outcomes for student conduct
 - Sexual Assault Hearing and Appeals System, 68–69
 - Student Code of Conduct, 16–18
 - University Hearing and Appeals System, 57–59

- Satellite television, 32
- Sexual assault, 42–43, 60–61
- Sexual Assault Appeals Board, 62, 63, 69–70
- Sexual Assault Hearing and Appeals System (SAHAS), 60–71
 - Amendments, 71
 - Anonymity of parties, 71
 - Appeals, 69–70
 - Appeals Board, 62, 63, 69–70
 - Executive secretary, 62–63
 - Filing complaints, 63–64
 - Hearing Board, 61–62, 63, 65–67
 - Hearings, 65–67
 - Jurisdiction, 63
 - Mediation, 64–65
 - Rehearings, 69
 - Retaliation, 71
 - Sanctions, 68–69
 - Structure, 61–63
 - Training for boards, 63
 - Witnesses, cooperation of, 67
- Sexual Assault Hearing Board, 61–62, 63, 65–67
- Sexual harassment, 43–45
 - Academic freedom, 43
 - Advice and help, 44
 - Confidential counselors, 44
 - Confidentiality, 43
 - EthicsPoint, 44–45
 - Investigation, 43
 - Prevention advisers, 44
 - Resolution, 43
 - Retaliation, 43
 - Sources of advice and help, 44
 - Student responsibilities, 44
 - Vendors, contractors, and third parties, 44
- Smoking (Student Code of Conduct), 15–16
- Social contract for student residents, 22
- Staff, complaints against, 73
- Student Code of Conduct, 13–21
 - Expectations, statement of, 13
 - Groups and organizations, 19–21
 - Jurisdiction, 13
 - Prohibited conduct, 13–16
 - Resolving alleged misconduct, 18–19
 - Sanctions and outcomes, 16–18
- Student conduct systems, abuses (Student Code of Conduct), 14
- Student information, release of, 38–39
- Student organizations, 19–21, 45–48
 - Alcohol at off-campus events, 45–46
 - Bar nights, 47
 - Business practices, 48
 - Campus publicity, 47
 - Contracts, 48
 - Copyright law for public showing of videos and DVDs, 47
 - Fiscal responsibility, 48
 - Gambling, 48
 - Student Code of Conduct, 19–21
 - Under-21 bar policy, 46–47
- Student records, 38–39
- Student rights and responsibilities, 6–8
- Study abroad, 48–49
- Suites in student residences, 29
- Suspension procedures, summary, 71–72
- System and network use, 35–36
- Telecommunications equipment, facilities, and services, 33
- Unauthorized entry or use of facilities (Student Code of Conduct), 13
- Urinating in public (Student Code of Conduct), 13
- University Appeals Board (UHAS), 50, 52–53, 59–60
- University Hearing and Appeals System (UHAS), 49–60
 - Amendments, 60
 - Appeals, 59–60
 - Appeals Board, 50, 52–53, 59–60
 - Conciliation, 54
 - Conciliation Board, 51, 53, 54
 - Executive secretary, 51
 - Filing complaints, 53–54
 - Hearing Board, 50, 52
 - Hearings, 54–56
 - Jurisdiction, 52–53
 - Rehearings, 59
 - Sanctions, 57–59
 - Special hearing boards, 51–52, 53
 - Structure, 50–52
 - Witnesses, cooperation of, 56–57
- University Hearing Board (UHAS), 50, 52
- Videos
 - Public showing of, 47
 - Viewing in residence halls, 27
- Violence on campus, unacceptability of, 32–33
- Visitors
 - Residence halls, 21, 25
 - Student Code of Conduct, 16
- Weapons (Student Code of Conduct), 15
- WildCARD, 40–41
- Wireless policy, 35

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