

Northwestern University Student Handbook 2011–12



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 US 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	<i>Accommodations</i>	20
<i>Statement of Community Principles and Values</i>	4	<i>Graduation Hold</i>	20
		<i>Responsible Action Protocol</i>	20
		<i>Groups and Organizations</i>	21
		<i>Retention and Reporting of Disciplinary Records</i>	23
Rights and Responsibilities of the Northwestern Community	5		
<i>Policy Statement on Student Rights and Responsibilities</i>	6	Residence Hall and Housing Policies	24
<i>Rights and Responsibilities of Students and Authority and Responsibility of University Police</i>	7	<i>Declaration of Responsible Living</i>	24
		<i>Residence Hall Rules and Regulations</i>	24
		<i>Additional Residential Hall Policies</i>	29
Academic Conduct Policies	9	Other University Policies, Rules, and Regulations	32
<i>Academic Failure</i>	9	<i>Addresses</i>	32
<i>Academic Integrity</i>	9	<i>Alcohol</i>	32
		<i>Athletic Facilities Rules of Conduct</i>	33
Student Code of Conduct	12	<i>Bicycles</i>	34
<i>Statement of Expectations</i>	12	<i>Cable, Satellite, and IP Delivered Television</i>	35
<i>Jurisdiction</i>	12	<i>Civility, Mutual Respect, and Unacceptability of Violence on Campus</i>	35
<i>Prohibited Conduct</i>	12		
<i>Sanctions, Outcomes, and Interventions</i>	16		
<i>Parent or Family Contact</i>	18		
<i>Resolving Allegations of Misconduct</i>	18		

<i>Computer and Telecommunications</i>		<i>SafeRide</i>	48
<i>Equipment, Facilities, and Services</i>	36	<i>Sexual Assault</i>	48
<i>Computers and Networks</i>	36	<i>Sexual Harassment</i>	49
<i>Discrimination and Harassment</i>	39	<i>Shuttle Bus Service</i>	50
<i>Disruption</i>	42	<i>Student Organizations</i>	50
<i>Drugs</i>	42	<i>Study Abroad</i>	51
<i>E-mail Notification</i>	43		
<i>Family Educational Rights</i>		Formal University Disciplinary	
<i>and Privacy Act (FERPA)</i>	43	Procedures	52
<i>Financial Obligations</i>	44	<i>University Hearing and</i>	
<i>Fraternity and Sorority Recruitment</i>		<i>Appeals System</i>	52
<i>for First-Year Students</i>	44	<i>Sexual Assault Hearing</i>	
<i>Gambling</i>	45	<i>and Appeals System</i>	59
<i>Hate Crimes and Bias Incidents</i>	45	<i>Summary Suspension Procedures</i>	66
<i>Hazing</i>	45		
<i>Identification Cards (WildCARDS)</i>	46	Other University Procedures	
<i>International Students</i>	46	for Students	67
<i>Liability</i>	46	<i>Grievance Procedures for Students</i>	
<i>Library Materials</i>	46	<i>with Disabilities</i>	67
<i>Motor Vehicles</i>	47	<i>Complaints against Faculty and Staff</i>	68
<i>Noise</i>	47		
<i>Patents and Inventions</i>	47		
<i>Public Showing of Copyrighted</i>			
<i>Videos and Material</i>	47		

For a searchable pdf of this handbook, go to
www.northwestern.edu/studentaffairs/publications/media/pdfs/handbook.pdf

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.
- Social responsibility and an ethic of service to others are extended to all members of the community.

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

- 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 website, 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, subject, in appropriate circumstances, to the University's right to take actions to protect the health and safety of the University community and its members, guests, and visitors.

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 to 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. 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, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

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 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, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information;
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 or other forms of 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 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 undergraduate and graduate schools of the University 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 graduate and undergraduate, 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

Registration at Northwestern requires adherence to the University's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following types of behavior are unacceptable.

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 academic dishonesty*: (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. Due Process and 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 charges of academic dishonesty, 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 academic dishonesty 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 charges of academic dishonesty should be reported to the course instructor, to the administration

of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. (Current practice does not involve reporting to a student, but instead to the course instructor or to a member of the dean's office in the appropriate school.)

D. Sanctions

All proven cases of academic dishonesty should be penalized as appropriate under the circumstances. Sanctions other than a reduced or failing grade should 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.

(Additional sanctions may include, but are not limited to, denial of academic honors.)

For more information about academic integrity at Northwestern, please see www.northwestern.edu/provost/students/integrity.

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 current or former student, group of students, or student organization of any school (undergraduate or graduate) arising out of conduct that 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; (4) on premises subject to the jurisdiction of University Police, whether on or off University property; or (5) when the conduct has a real and substantial connection to the legitimate interests of the University or members of the University community. In addition, the conduct complained about must have occurred from the time of a student's application for admission through the actual awarding of a degree, including during the academic year, before classes begin or after classes end, during time pursuing credit away from campus (study abroad, internships, co-ops, etc.), and during periods between terms of actual enrollment, even if the conduct is not discovered until after a degree is awarded.

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 following:
 - a. Accessing, entering, or using University facilities, property, systems, or services without authorization;
 - b. Entering onto the roofs, balconies, or fire escapes of any University building or facility for any purpose except in case of an emergency;
 - c. Unauthorized presence in the University's utility tunnels or other restricted-access areas; and
 - d. 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. Misconduct related to 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. Misconduct 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. Misconduct 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;
 - e. Being in the presence of the use or misuse of illegal drugs or controlled substances in residence halls or fraternity/sorority houses; and
 - f. Other violations of the University’s drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.
10. Misconduct related to firearms, weapons, explosives, or dangerous substances and devices (including ammunition, air or pellet guns, paintball guns, slingshots, knives, weapons of any description, firecrackers, fireworks, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury, or imitations or replicas of any such items), including the following:
- a. Possession of any such item 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. Acts 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 emergency or fire safety equipment, including emergency call devices, 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. Misconduct related to University computer, network, or telecommunications systems or resources, including the following:
 - a. 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;
 - b. 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;
 - c. 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;
 - d. Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
 - e. Violation of any other University policy regarding computers, networks, or electronic communication.
 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
 - a. Civility, Mutual Respect, and Unacceptability of Violence on Campus;
 - b. Discrimination and Harassment;
 - c. Fraternities and Sororities;
 - d. Gambling;
 - e. Hate Crimes and Bias Incidents;
 - f. Hazing;
 - g. Identification Cards (WildCARDS);
 - h. Residence Hall Rules and Regulations;
 - i. Sexual Assault⁵;
 - j. Sexual Harassment;
 - k. Student Organizations; and
 - l. All other University rules, regulations, and policies.
- ⁵ Alleged violations of the sexual assault policy that involve student-against-student incidents are resolved through the Sexual Assault Hearing and Appeals System (SAHAS), which is described on pages 59–66 of this handbook.

Sanctions, Outcomes, and Interventions

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, outcomes, and interventions. These include disciplinary sanctions, housing sanctions, educational and developmental requirements, corrective and restorative outcomes, and other interventions and referrals. Sanctions and outcomes may be imposed alone or in combination and may also include any condition that must be fulfilled in lieu of an alternative or additional sanction.

Some of the most common sanctions, outcomes, and interventions 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).

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 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). A student who is excluded may not re-enter the University without acceptance of formal application by the Office of Admission and approval of the vice president for student affairs (and completion of any other conditions that may have been imposed for reentry).
2. *Suspension*: A status, imposed for a minimum of one academic quarter and a maximum of two years, 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 imposition of conditions for reenrollment or reapplication.
3. *Deferred suspension*: A status, imposed in response to repeated acts of misconduct or to incidents that may be serious enough to merit suspension but where specific mitigating factors exist, in which a student is given a specific period of time to demonstrate the ability to abide by community standards and expectations or face an immediate suspension of a designated period of time. Suspensions may also be deferred pending adherence to or completion of specific additional conditions or requirements. If a student on deferred suspension is found in violation of any

act of misconduct (or otherwise fails to comply with specified conditions or requirements), the originally defined suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to any new act of misconduct may also be taken.

4. *Disciplinary probation*: A status, imposed for a specific period of time, to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by community standards and expectations. Any violations committed during the period of probation may result in more serious sanctions, including suspension for a minimum of one academic quarter.
5. *Social probation*: A status, imposed for a specific period of time, in which students or student organizations are barred from or limited in engaging in, participating in, hosting, or sponsoring social events (formal or informal) or other nonacademic activities. The purpose of social probation is to allow students to reflect on creating and sustaining socially responsible environments and behaviors and to demonstrate the ability to abide by community standards and expectations. The precise parameters of social probation may vary depending on the circumstances and will be specified in writing.
6. *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. Students are thus expected to reflect upon their decisions and to be mindful of how their future choices and actions may impact themselves, others, and the University community.
7. *Fines*: Monetary penalties imposed for violations.

8. *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 (including deferred 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 resolution procedure.

Housing sanctions may be imposed in conjunction with violations of residence hall rules and regulations, violations related to University housing facilities (including fraternity and sorority houses), or as otherwise appropriate. 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, to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by community standards and expectations. Any 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 and interventions 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 Services, alcohol or drug assessments and/or programs, community service agencies, and other University offices.
4. *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.
5. *Restitution or replacement:* Requiring a student to replace damaged property or pay for damages or costs caused by the student’s misconduct.
6. *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.

Parent or Family Contact

Contact with a student’s parents or legal guardians may occur or be required in certain circumstances in connection with a matter involving alleged student misconduct, 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) knowledge of such information is necessary to protect the health or safety of a student in connection with an emergency; or (c) the disclosure is otherwise authorized by law and University policy.

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 resolution procedure. If a particular case could invoke more than one procedure, the University shall determine in its discretion what process it will use to resolve such a case and shall notify the parties of this determination.

Administrative Resolutions and Reviews

In matters resolved through the administrative resolution process, 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.

If a student does not accept the administrative resolution (in whole or in part) proposed by the University, the student is entitled to have that resolution reviewed, generally by another University official. This is known as an administrative review. Any request for an administrative review, however, must be submitted in writing within a reasonable time as designated by the University in writing to the student.

The decision of the administrative review is final for all cases that do not involve disciplinary probation, deferred suspension, suspension, or exclusion and are not subject to resolution through University Hearing and Appeals System (UHAS) or other designated resolution procedure. If an administrative matter involves disciplinary probation, deferred suspension, suspension, or exclusion, that matter may also be reheard in its entirety through UHAS in addition to or in lieu of an administrative review. The vice president for student affairs (or his or her designee), however, 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 24–29 for details.

In appropriate situations, cases may be dismissed for lack of jurisdiction or deferred. In cases of deferral, the University refrains from taking any action on a case for a designated period of time (up to one year from the date of the incident), during which time a student may be given the opportunity to satisfy certain conditions or obligations as a means of avoiding further disciplinary processes or actions.

Referral to a Conflict 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 conflict 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, where appropriate, 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). To the extent practicable, actions, outcomes, and sanctions agreed to through these processes will be applied in substantially the same manner as sanctions or outcomes resulting from administrative resolutions or hearings. Agreements reached through a conflict resolution process are not subject to review, rehearing, or appeal through UHAS or any other designated resolution procedure.

Resolution through UHAS or SAHAS

Notwithstanding the availability of administrative resolutions and the conflict resolution procedures outlined above, the University reserves the right to refer any incident involving alleged misconduct or alleged violations of University rules,

regulations, or policies directly to the University Hearing and Appeals System (UHAS), the Sexual Assault Hearing and Appeals System (SAHAS), or other designated resolution procedure. Please see pages 52–59 for information on UHAS and pages 59–66 for information on SAHAS.

Summary, Interim, and Administrative Actions

Under certain defined circumstances, the University has the authority to summarily suspend and take other summary or interim actions to protect the safety and well-being of students and the University community, as well as to preserve the integrity of the institution. Should summary or interim action be taken, affected students will be entitled to have those matters reviewed through designated student conduct procedures. For more information, please see the sections on “Summary Suspension” (pages 66–67) and “Graduation Hold” (at right).

Additionally, the vice president for student affairs (or his or her designee) has authority under the University’s housing contract to take certain administrative actions regarding on-campus students’ housing (including removal or relocation housing) that are not subject to further review. Please see “Residence Hall Rules and Regulations” on pages 24–29 for details.

Accommodations

Students with documented disabilities may request reasonable accommodations in student conduct proceedings. Such requests should be made as far in advance as possible of any conduct proceeding and will be coordinated through the Office of Services for Students with Disabilities (847-467-5530; Scott Hall, lower level), which will work with the student and with conduct officials to implement reasonable accommodations.

Students with disabilities, just like all

other students, are required to comply with behavioral expectations set forth in the Student Code of Conduct and all other University rules, regulations, and policies.

Graduation Hold

A student may not receive a University degree while a charge or appeal of a violation of the Student Code of Conduct or other University rule, regulation, or policy is pending, and the University may further restrict or withhold the issuance of transcripts or diplomas or the transfer of academic credits during such times as well. Notice of such actions, which the University may make in its sole discretion, shall be provided in writing to the student, the Office of the Registrar, and the student’s academic dean. The restriction on graduation for a pending charge or appeal of violation is limited to cases that are sufficiently serious that disciplinary action, if taken, could result in a sanction of suspension or exclusion. The vice president for students affairs (or the vice president’s designee) or, in cases involving students not on the Evanston campus, the dean of the student’s school shall decide whether to impose a graduation hold and, if so, shall provide proper notification.

Responsible Action Protocol

At Northwestern University, the health, safety, and welfare of our students and community are paramount concerns. As such, all Northwestern students are expected to alert appropriate officials in the event of any health or safety emergency—specifically including those involving the abuse of alcohol or drugs—even if violations of the Student Code of Conduct may have occurred in connection with such an emergency.

Because the University understands that fear of possible disciplinary actions may unnecessarily deter certain requests for emergency assistance, the University

has adopted the following Responsible Action Protocol (RAP) to alleviate such concerns and promote responsible action on the part of students.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected (1) to contact emergency officials by calling 911 to report the incident, (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged policy violations by the reporting student that may have occurred prior to or contemporaneously with the emergency situation. This means that no formal University disciplinary actions or sanctions will be imposed for alcohol or drug infractions, but the incident will be documented, and educational, community, and health interventions—as well as contact with a student's parents or family—may be required as a condition of deferring disciplinary actions or sanctions. The protocol does not protect repeated, flagrant, or serious violations of the Student Code of Conduct (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Student organizations and groups, through their officers and members, are also expected to take responsible action in emergency situations, to incorporate these protocols into their training and risk management plans, and to always comply with them. A group's compliance with these protocols will be considered a mitigating

factor when determining the outcome or sanction of an incident that otherwise merits disciplinary action against the organization. Additionally, the University will deem the failure of a student group to comply with these protocols to be an especially egregious factor when determining disciplinary actions.

Failure of students or student organizations to take responsible action in an emergency situation where action is clearly warranted, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies.

For more information about the RAP, see www.northwestern.edu/student-conduct/cconduct/code/rap.html.

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 and 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 that violate University rules, regulations, or policies if such conduct occurs on the group's

premises, at events sponsored (officially or unofficially) by the organization, or when the actions or conduct are in any way related to the group or organization. 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 preventative or 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, nor is the presence or absence of any particular factor[s] determinative):

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. The actions were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident;
11. 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;
12. 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 of the Code of Student Conduct or other University rules, regulations, or policies.

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.

Retention and Reporting of Disciplinary Records

All student disciplinary files (paper and electronic formats) that involve matters resolved by the Division of Student Affairs are kept and maintained by the Office of Student Conduct and Conflict Resolution and are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy.

Disciplinary matters that result in suspension or exclusion are kept permanently and will be reported to external third parties (such as graduate schools, employers, or licensing agencies) as required or permitted by law and University policy.

Disciplinary matters that do not result in suspension or exclusion are kept until a student's graduation plus an additional amount of time as specified by law or University policy (generally seven years) but will not be reported to external third parties unless required by law.

The University may also report disciplinary matters that remain unresolved and pending at the time a student left or withdrew from the University, as required or permitted by law and University policy.

Records of pending matters are kept indefinitely; once resolved, they are kept and maintained according to the policies stated above.

Any response to a request for student disciplinary records will include a statement explaining the University's policy regarding retention and reporting of disciplinary records.

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 uninhibited access to 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 resolution 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 svr1.housing.northwestern.edu/rulesandregs.pdf.

Housekeeping and Safety Regulations

1. To comply with City of Evanston housing codes and to ensure the general safety and welfare in the residence halls, the University reserves the right to enter and inspect rooms for health or safety reasons, 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, except as otherwise permitted by law. Closets that are part of the room may be opened and inspected. Any hazardous conditions or violations noted during any 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 documented and approved 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 telephone 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. 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 ports in student rooms, except when damage to ports or wiring is caused by vandalism or tampering with the ports, 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 resolution 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 "Public Showing of Copyrighted Videos and Material" on pages 47–48.

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 pages 50–51.

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 on the lower level of Scott Hall). 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 resolution procedure. Violations of federal, state, and local laws may also be adjudicated by the appropriate federal, state, or local 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.

Alcohol

Northwestern University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on University property, as part of any University activities, in vehicles owned or operated by the University, or at any work site or other location at which University duties are being performed by Northwestern employees.

Students are subject to Illinois law and University policy, which prohibit 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 the Office of the Registrar's website, www.registrar.northwestern.edu/academic_records.

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 and any restrictions related to a chapter's "dry" or alcohol-free status. 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/government/city-code.

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.

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

Evanston ordinances prohibit riding bicycles on the sidewalks in the downtown business district at any time or in other districts where signs are posted. Where riding on sidewalks is permitted, cyclists are required to yield the right of way to any pedestrian, give an audible signal before overtaking or passing others, and have the bicycle under control at all times. Ordinances also prohibit operating a bicycle after dark without a white front headlight and a red rear reflector (visible from 500 feet away) or riding a bicycle in an unsafe or reckless manner or in a way that obstructs traffic. Helmets are required for riders under the age of 18, but all students are strongly encouraged to wear helmets and use other safety gear. Violations of city ordinances are subject to a fine of up to \$500. To read the complete set of Evanston ordinances regarding bicycles, see the Evanston City Code (Title 10, Chapter 9) at www.cityofevanston.org/government/city-code.

Bicycles stored or parked on campus must be registered with the University Police Department. Registration is free of charge and may be completed online at www.northwestern.edu/up/forms/registerbike.html. Bicycles that are properly registered with the police are much easier to identify and recover should they be stolen or removed.

Owners are highly encouraged to

lock and secure their bicycles at all times. Bicycles must be kept in designated areas, which include bicycle racks and bicycle storage rooms. Bikes that are locked to anything other than designated bike parking areas, including those secured to railings, stairwells, handicapped-access ramps, posts, or benches or that 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. The University shall not be responsible for any bicycles illegally secured in campus buildings or on campus property or abandoned on University property.

Students who have had an illegally parked bicycle removed should contact Facilities Management, 847-491-5201, to identify and claim it. If the bicycle is identified and claimed, a fee of \$25 (payable only by check or money order) 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 may be referred to the Division of Student Affairs for potential disciplinary action. 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.

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), Northwestern University Information Technology (NUIT) policies, and other University policy regarding computers, networks, or electronic communication. 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 website.
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 website.) 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 those 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, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information 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 perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (For more information about sexual harassment, please see page 49.)

Examples of discrimination and harassment may include

- Refusing to hire or promote someone because of the person's protected status
- Demoting or terminating someone because of the person's protected status
- Jokes or epithets about a person's protected status
- Teasing or practical jokes directed at a person based on his or her protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group

Title IX Statement

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. Northwestern has designated Title IX coordinators, listed on pages 41–42 under "Where to Get Advice and Help," to coordinate Northwestern's compliance with and response to inquiries concerning Title IX. A person may also file a written complaint with the Department of

Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.

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 discreetly, with facts made available only to those who need to know 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" on page 41.

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.

Your Responsibilities

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 these policies;

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

Vendors, Contractors, and Third Parties

The University's policies on discrimination, harassment, and 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 by a vendor, contractor, or third party that violates these policies, the community member 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.

Academic Freedom

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.

If You Believe You Have Been Discriminated Against or Harassed

- Contact one of the individuals listed under "Where to Get Advice and Help."
- Know that discrimination, harassment, and sexual harassment violate University policies.
- Don't blame yourself.
- Don't delay reporting a problem.
- Consider keeping a written, dated record of events.

If You Witness or Become Aware of Possible Discriminatory or Harassing Conduct by Others

Contact one of the individuals listed under "Where to Get Advice and Help."

If You Think You May Have Offended or Harassed Someone

- Don't assume others will tell you when they feel offended or harassed by what you say and do.
- Don't make racial or ethnic jokes, sexually oriented remarks, or comments about the appearance of others.
- Examine how others respond to what you say and do.
- Apologize as soon as possible.
- Change your behavior.

Confidential Counselors

If you wish to speak with someone who is legally privileged to keep communications confidential, you may contact a confidential counselor. For the confidential-counselor privilege to apply, a complainant must have initiated the discussion for the purpose of seeking confidential counseling, and the discussion must be conducted confidentially. After consulting with a confidential counselor, a complainant may decide to take no further action; such a decision is completely at the complainant's discretion. Seeking advice from a confidential counselor does not constitute reporting an incident.

Women's Center (Counseling Services)
2000 Sheridan Road, Evanston campus
Abbott Hall, Suite 1400, Chicago campus
847-491-2733 (Evanston)
312-503-3400 (Chicago)
r-redd@northwestern.edu

Alice Millar Chapel and Religious Center (Chaplains)
1870 Sheridan Road, Evanston campus
847-491-7256
chaplain@northwestern.edu

Counseling and Psychological Services (for students)
633 Emerson Street, Evanston campus
Abbott Hall, fifth floor, Chicago campus

847-491-2151
847-491-8100 (24 hours)

Perspectives Ltd.
(faculty and staff assistance program)
800-456-6327 (24 hours)

Where to Get Advice and Help

Office of Equal Opportunity and Access
(discrimination and harassment complaints)

Pamela Pirtle, director and Title IX coordinator for sex discrimination complaints

720 University Place, Evanston campus
847-491-7458
eeo@northwestern.edu
www.northwestern.edu/hr/eeo

University Sexual Harassment Prevention Office

(sexual harassment complaints)

Joan E. Slavin, director and Title IX coordinator for sexual harassment and sexual violence complaints involving faculty and staff

633 Clark Street, Room 2-636
Evanston campus
847-491-3745
sexual-harassment@northwestern.edu
www.northwestern.edu/sexual-harassment

Division of Student Affairs

(student-to-student complaints)

Jim Neumeister, assistant dean of students, director of student conduct and conflict resolution, and Title IX coordinator for sex discrimination, sexual harassment, and sexual violence complaints involving students

601 University Place, Suite 3
Evanston campus
847-491-4582
neumeister@northwestern.edu
www.northwestern.edu/student-conduct

Department of Athletics and Recreation
(Title IX athletics compliance issues)
Janna Blais, associate athletic director
and Title IX coordinator for athletics
compliance issues
1501 Central Street, Evanston campus
847-491-7893
j-blais@northwestern.edu

Discrimination and Harassment Prevention Advisers

In addition to the people listed above, each school or unit of the University has advisers on the faculty or staff who have been trained to answer questions about the University's discrimination and harassment policies and to receive complaints. To find an adviser, consult www.northwestern.edu/sexual-harassment/advisors.

EthicsPoint

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

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

Northwestern University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on University property, as part of any University activities, in vehicles owned or operated by the University, or at any work site or other location at which University duties are being performed by Northwestern employees.

Students are expected to comply with criminal laws and University policies regarding the sale, use, and possession of drugs, drug paraphernalia, or other controlled substances.

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 a 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 the Office of the Registrar's website, www.registrar.northwestern.edu/academic_records.

As prescribed under federal law, a student convicted of any federal or state offense involving the possession or sale of a controlled substance while enrolled and while receiving federal financial aid will be ineligible to receive such assistance for at least one year from the date of conviction. A student whose eligibility for federal financial aid has been suspended for a drug conviction may resume eligibility before the end of the designated period if the student satisfactorily completes a drug rehabilitation program that meets certain criteria or if the conviction is reversed, set aside, or otherwise rendered nugatory.

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 the Office of the Registrar's

website, www.registrar.northwestern.edu/academic_records.

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 US 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 Pan-hellenic Association member groups until winter quarter. 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.

In the fall quarter during Wildcat Welcome (New Student Week) and the subsequent first two weeks of classes, first-year students may not attend an event sponsored by a fraternity or sorority chapter and may not visit a fraternity or sorority house except to visit a close relative, fulfill an academic requirement, carry out official University business, or meet obligations of employment. Starting on the Sunday of the third week, first-year students are permitted to enter chapter houses unless alcohol is present or as otherwise prohibited under the rules and regulations governing fraternity and sorority chapters. Both first-year students and chapters are subject to discipline for violating this policy. Check with the Office of Fraternity and Sorority Life for additional policies and procedures.

Gambling

Illinois law and University policy prohibit 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. It is also Northwestern University policy that any event that suggests University endorsement of gambling is not permissible. Students and student organizations involved in gambling-related incidents may face legal and disciplinary actions.

Gambling includes any game of chance or skill played for money or other thing of value, but it may be permissible to offer prizes, awards, or other compensation to the actual contestants in any bona fide contest for the determination of skill. 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 or other designated University officials.

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 Student Conduct and Conflict Resolution.

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 some vending machines and copiers. 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.

Hundreds of local businesses participate in the WildCARD Advantage program by offering discounts to students on a wide range of products and services. For more information, visit www.northwestern.edu/userservices/wildcard/advantage_discounts.

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 US 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. Local ordinances on noise and related subjects are found in Title 9, Chapter 5, of the Evanston City Code, available online at www.cityofevanston.org/government/city-code.

Patents and Inventions

The University's Patent and Invention Policy, which may be found at www.research.northwestern.edu/invo/policies.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.

Public Showing of Copyrighted Videos and Material

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 copyrighted material without the appropriate performance rights not only may result in civil penalties but also could lead to criminal penalties, including imprisonment. It is also prohibited by University policy and may result in disciplinary action.

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 homes, they may not show a rented or purchased video. A Public Performance Site License is a site-based license allowing 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.swank.com/college/index.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.

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 available from 7:00 p.m. to 3:00 a.m. seven days a week when classes are in session during the academic year.

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

- Maximum of three people per ride;
- No advanced reservations; all rides are dispatched on a first-come, first-served basis;
- No transport beyond its boundaries, and no rides for less than two blocks;
- Pickups on Northwestern shuttle routes may be redirected to the shuttles;
- 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 Assault⁶

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 sexual violence and, as such, may also constitute sexual harassment. 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 (see page 49).

Students who are victims or survivors of sexual assault are strongly encouraged to seek help, guidance, or assistance from any number of outlets, both on and off campus, including

- Counseling and Psychological Services (confidential; 847-491-5121; after hours: 847-491-8100)
- Women's Center Counseling Services (confidential; 847-491-7360)
- Division of Student Affairs/Dean of Students (847-491-8431)
- Office of Student Conduct and Conflict Resolution (847-491-4883)

⁶ The Sexual Assault policy is currently under review and may be revised and updated prior to the conclusion of the 2011–12 academic year. Notifications of any changes will be communicated to students via their campus e-mail as well as posted on the website of the Office of Student Conduct and Conflict Resolution, www.northwestern.edu/student-conduct.

- Health Promotion and Wellness/
Violence Prevention and Sexual
Health Education (847-491-2146)
- Residential Life (847-491-3541)
- University Police (emergency: 911;
nonemergency: 847-491-3456)

Students who are survivors or victims of sexual assault may be entitled to accommodations with regard to their academics, housing, employment, and other University services or campus activities. To discuss or request possible accommodations, students may work with their on-campus counselors from CAPS or the Women's Center, the Office of the Dean of Students (847-491-8431), or any of the other offices listed above.

Formal complaints in which one student alleges that another student violated the sexual assault policy are resolved through the Sexual Assault Hearing and Appeals System (SAHAS). See pages 59–66 for more details.

Sexual Harassment

It is the policy of Northwestern University that no member of the Northwestern community—students, faculty, administrators, staff, vendors, contractors, or third parties—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 any of the following occurs:

- 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 by an individual 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 perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

Some examples of sexual harassment may include

- pressure for a dating, romantic, or intimate relationship
- touching, kissing, hugging, or massaging
- pressure for or forced sexual activity
- unnecessary references to various parts of the body
- remarks about a person's gender or sexual orientation
- sexual innuendoes or humor
- obscene gestures
- sexual graffiti, pictures, or posters
- sexually explicit profanity
- stalking or cyberbullying
- e-mail and Internet use that violates this policy

Sexual Violence

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion.

Additional Guidance

For additional information and guidance, please see the Discrimination and Harassment Policy on pages 39–42 of this handbook. This includes information about

- Title IX compliance
- investigation and confidentiality
- retaliation
- resolution
- your responsibilities
- what to do if you have been harassed, witnessed harassment, or may have offended someone
- confidential counselors
- where to get advice and help

Shuttle Bus Service

Northwestern University operates several shuttles for students on the Evanston and Chicago campuses. A valid WildCARD is required to ride the shuttles. Schedules are posted at all designated stops and are available at www.shuttle.northwestern.edu. For service updates, call 847-467-5284. Students can track shuttle arrivals and departures through Northwestern smart-phone applications and online at maps.northwestern.edu/mobile.

- The Evanston Loop and Campus Loop Shuttles operate in and around the Evanston campus. These shuttles are in service seven days a week during the academic year.
- The Ryan Field Shuttle operates in and around the Evanston campus and Ryan Field. This shuttle is in service on weekdays during the academic year.
- The Intercampus Shuttle operates between the Evanston campus and Chicago campus. This shuttle is in service year-round on weekdays.
- The Shop-N-Ride Shuttle operates between the Evanston campus and nearby shopping areas. This shuttle is in service on select Sundays during the academic year.
- The Chicago Express Shuttle operates between the Evanston campus and four downtown Chicago locations. This shuttle is in service on select Saturdays during the academic year.
- The Frostbite Shuttles operate in and around the Evanston campus. These shuttles are in service during the academic year on weekdays with a single-digit temperature, with a wind chill factor below zero, or during blizzard conditions.

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 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 Chaplain's Office, Athletics, or the appropriate academic department).

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

To promote health and safety and to ensure compliance with federal, state, and local laws as well as University rules and regulations, the University has developed a series of policies that recognized student organizations (as well as residence halls and residential colleges) must follow if they plan to host certain events at which alcohol will be served. These policies include specific requirements regarding compliance with laws regarding alcohol; insurance and indemnification; timelines; the execution of contracts and agreements; the responsibilities of the organization, its advisers, and the host site or vendor; and costs. Refer to www.norris.northwestern.edu/csi/operations/contracts for complete and detailed information on these policies and their requirements.

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 website 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/csi/operations/contracts.

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 resolution procedure. Sanctions for violations may include, but are not limited to, fines and community service.

Copyright Law and Public Showing of Videos and DVDs

Student organizations and groups, including residence halls and residential colleges, that wish to show copyrighted material, including movies and television shows, in a public forum are required to secure appropriate performance rights before displaying the material. For more information, see “Public Showing of Copyrighted Videos and Material” on pages 47–48.

Gambling Policy for Student Groups

See “Gambling” on page 45 of this *Student Handbook*.

Hazing Policy for Student Groups

See “Hazing” on pages 45–46 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, 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.

The *Policies and Procedures* handbook from the Student Organization Finance Office (SOFO) contains the most comprehensive outline of the guidelines, practices, and regulations governing the fiscal and business practices of student organizations. This document is available online at www.norris.northwestern.edu/wp-content/uploads/2010/09/SOFO-Policies-and-Procedures.pdf. For more information about SOFO policies and other guidelines governing student organizations, please contact the Center for Student Involvement, the Student Organization Finance Office, or the office that is responsible for advising the particular group.

Study Abroad

Before students may be approved to study abroad for credit at Northwestern, 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 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 is used in determining a student's suitability for study abroad and may also be shared with the program to which that student applies. Students who have serious or repeated disciplinary and/or academic violations may not be permitted to study abroad. A student who is placed on disciplinary probation or deferred suspension that extends into the program's term will not be permitted to study abroad.

All students studying abroad for credit also must adhere to Northwestern University rules and regulations, as explained in the *Student Handbook*. Students studying abroad 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 program 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 12–23 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 resolution 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 student conduct resolution process at Northwestern, originally established in 1969. UHAS procedures are designed to assure equity in the process of resolving alleged incidents of misconduct by undergraduate, graduate, and professional students at Northwestern. The process is one of several resolution pathways that can be used together or separately to address issues on campus.

The UHAS process is unique to this University, is designed to be learning and community centered, and is not to be considered analogous to court or legal proceedings. These procedures, therefore, only include the degree of formality or specificity that is 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 address and resolve conduct and conflicts

before UHAS procedures become necessary. Members of the University Hearing and Appeals Board should recognize that the best outcomes are those that contribute to the growth and learning of the individual and address 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 communication and resolution at all times.

I. Structure

A. University Hearing and Appeals Board

1. The University Hearing and Appeals Board is composed of undergraduate students, graduate students, faculty members, and administrative staff members. The number of members (both overall and from each constituency group) may fluctuate from time to time, but there shall always be sufficient numbers to satisfy the board's duties. Traditionally, the board has been composed of approximately 20 undergraduate students, 2 graduate students, 20 faculty members, and 10 staff members.

2. Undergraduate student members are selected through the Associated Student Government; graduate student members are selected through the dean of the Graduate School or the representative graduate student organization on the Evanston campus; faculty members shall be selected through the Office of the Provost; and administrative staff members shall be selected through the vice president for student affairs.

3. Members are required to complete all board training sessions and to uphold all ethical and behavioral standards articulated during training.

4. All members are expected to serve at least one year and shall serve until they resign, lose their status as a member of the constituency from which they were selected, or are removed for

nonparticipation or failure to comply with membership standards.

5. A panel of six to nine members will generally be appointed for the purpose of conducting hearings or appeals. Traditionally, a hearing panel is composed of three to five students, two or three faculty members, and one or two staff members, and an appeals panel is composed of three to five faculty, two or three students, and one or two staff members; specific representation on any given panel, however, may vary depending on timing, availability of members, and other considerations. A chair will be selected from each panel to preside over and manage the hearing or appeal. Decisions of panels require the affirmative vote of five members. A panel of at least three members (in which cases decisions require the affirmative vote of two members) or an independent hearing officer may hear a case or appeal when the exigencies of time, the pendency of other cases, or other extraordinary circumstances make such a procedure desirable or necessary.

6. Parties may request that members be disqualified, and members shall be disqualified—either on their own initiative or by a majority vote of the remaining members of a panel—from serving on a hearing or appeals panel from any matter in which they have an interest or relationship with the parties or the events that might reasonably raise a question of their impartiality. Members who serve on a hearing panel shall be disqualified from serving on an appeals panel that reviews the decision of that hearing panel.

B. Executive Secretary. The executive secretary shall be employed by the University to receive all complaints, pleadings, appeals, and other communications on behalf of the board or its panels; to set the calendar of, arrange for, and keep summaries of hearings and other actions; and to

take any other actions specified or authorized in these procedures. 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. The executive secretary will also maintain the records of decisions of the board, serve to implement decisions of the board, and be responsible for any other duties necessary for the orderly operation of the University Hearing and Appeals System. The executive secretary will in no case recommend a decision to the board or a panel. 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.

C. 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.

II. Jurisdiction

A. The University Hearing and Appeals System shall have jurisdiction over all cases, other than those arising because of unsatisfactory academic work or that fall within the jurisdiction of the Sexual Assault Hearing and Appeals System, that have not been resolved by the Division of Student Affairs (or other designated University officials) and that may call for the discipline of a current or former student, group of students, or student organization of any school on the Evanston campus arising out of conduct that 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; (4) on premises

subject to the jurisdiction of University Police, whether on or off University property; or (5) when the conduct has a real and substantial connection to the legitimate interests of the University or members of the University community. In addition, the conduct complained about must have occurred from the time of a student's application for admission through the actual awarding of a degree, including during the academic year, before classes begin or after classes end, during time pursuing credit away from campus (study abroad, internships, co-ops, etc.), and during periods between terms of actual enrollment, even if the conduct is not discovered until after a degree is awarded.

B. The University Hearing and Appeals System will continue to have jurisdiction over an individual over whom the University had jurisdiction at the time of the alleged act complained of but who ceases to be an enrolled student at any time prior to the final resolution of the complaint. If, at any time after notice is given of the complaint and prior to the final decision of a hearing panel, a party against whom a complaint is filed presents the executive secretary with notice of permanent withdrawal from the University, then this individual's withdrawal shall constitute a disciplinary exclusion from the University, shall be recorded in the student's permanent file in the Office of the Vice President for Student Affairs (but not on the transcript), and shall prohibit the student from subsequently enrolling in any school in the University unless admitted through the office of admissions of the appropriate school and cleared by the vice president for student affairs.

III. Complaints

A. Action will begin with the filing of a written complaint with the executive secretary. 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 the complaint shall promptly be provided to the student, group of students, or student organization complained against. Once filed, a complaint may be withdrawn at the option of the person filing the complaint.

B. All complaints must be filed within one calendar year after the alleged action referred to in the complaint occurred or after the party bringing the complaint obtained actual knowledge of the act or its consequences, unless exceptional circumstances prevented compliance with the one-year provision.

C. If a complaint includes more than one party complained against, or if two or more complaints concern the same or overlapping parties or incidents, such matters may proceed either separately or jointly at the discretion of the executive secretary and with the agreement of the parties.

IV. Hearings and Procedures

A. A hearing should be scheduled as soon as practicable following receipt of the complaint by the executive secretary, generally within two weeks. Any party may request that the hearing time be rescheduled for good reason, which may include illness, examination or other University schedules, appearance in civil or criminal courts for the same matter, time required to make investigation or prepare defense, and similar grounds. Such requests may be granted by the panel assigned to the matter (or by the executive secretary if a panel has not been assigned) or by approval of all parties. UHAS proceedings may be delayed to permit efforts to resolve the issue through an appropriate or adaptive resolution process (e.g., conciliation, mediation, restorative practice, facilitated dialogue) with the approval of all parties.

B. Any party has the right to have a representative assist or advise them throughout the UHAS process. Representatives must be a member of the University community (faculty, staff, or student) but cannot be a member of the bar nor a parent of either the complainant or the respondent. Individuals who intend to present factual information at a hearing should generally not serve as representatives.

C. Any party is entitled prior to the hearing to have the names of those presenting information on behalf of other parties, a brief description of any materials or exhibits that the other parties may present, and the names of any individuals serving as a representative to any party.

D. Any party may submit a request to the executive secretary that an investigation be authorized and completed prior to the hearing. If authorized, the individual appointed to conduct the investigation will report all findings at or before the hearing and all parties and the panel shall have the opportunity to question the investigator at the hearing.

E. All hearings will be conducted in private, unless the party complained against requests an open hearing and an open hearing would not infringe upon the privacy rights of other students or otherwise violate law or University policy, and will include the members of the hearing panel and its staff (including the executive secretary and trainees), those complaining and complained against, and their representatives. Witnesses and other individuals presenting information will be called to the hearing room only to present information and will thereafter be excused by the chair.

F. The chair of the panel has authority (with or without the input of the panel) to decide any and all procedural questions, to

maintain order, and to control the conduct of persons at the hearing.

G. Individuals appearing before a hearing panel or otherwise participating in the UHAS system have the responsibility to present truthful information.

H. If a party against whom a complaint has been filed does not appear for a hearing after receiving proper notice, the hearing may still be conducted in that party's absence and information in support of the complaint may be presented and considered.

I. The conduct of the hearing will be informal and follow procedures developed for the system and provided to the parties prior to any hearing. A hearing panel may consider and weigh, at its sole discretion, any pertinent information, records, exhibits, and written statements presented at the hearing. Formal rules of process, procedure, and evidence, including those applied in legal proceedings, are not used in UHAS procedures.

J. Hearing panels must have sufficient information to determine that a party violated University rules or regulations and to impose any sanctions or outcomes. A hearing panel may also dismiss a complaint for lacking merit or being frivolous, malicious, or retaliatory.

K. The executive secretary is responsible for making a record of the hearing and its outcomes. Deliberations will not be recorded. The record and any copies or transcriptions shall be the sole property of the University.

L. Notice of the decision of the hearing panel (including the findings as to violations and sanctions imposed) will be sent in writing to the party complained against as soon as practicable after the decision is reached. If a decision is appealed, the party will also be notified as to the availability of the written summary or record of

proceedings immediately after it becomes available. Notice of the decision may also be provided to the complainant as permitted or required by law and University policy.

M. The executive secretary will be responsible for maintaining the records pertaining to all UHAS cases, including their outcomes, in compliance with appropriate confidentiality and record-keeping requirements. The executive secretary shall also keep a confidential summary of UHAS proceedings for a five-year period, which summary shall be available only to the University Hearing and Appeals Board or to parties, upon request, to research precedent for their case. Such summaries shall not include any personally identifiable information regarding the participants in those prior cases and shall be the sole property of the University.

V. Witnesses

A. Any party or the hearing panel may arrange for witnesses to present information at the hearing. The executive secretary, at the request of any party or the hearing panel, will assist in securing the attendance of possible witnesses. The appearance and cooperation of members of the University community as witnesses are expected, and any individual refusing to cooperate without good reason will be subject to possible discipline and sanctions through an appropriate resolution procedure.

B. A witness may submit a signed, written statement in lieu of appearing in person at the hearing, unless otherwise stipulated by the hearing panel.

C. If a hearing panel determines that the absence or unavailability of a witness materially impairs its ability to hear or resolve a complaint, the panel may, at its sole discretion, proceed with the hearing,

postpone the hearing until such time as the witness is available, or take any other action it deems appropriate.

VI. Sanctions and Outcomes

A. If the hearing panel decides the party charged committed a violation of a University rule or regulation, that panel shall immediately thereafter determine the sanctions or outcomes for that party based on a consideration of the nature and seriousness of the incident(s) and violation(s) and any other pertinent factors. Additionally, any party shall be permitted the opportunity to present or address the following information, as appropriate, to the hearing panel before sanctions or outcomes are imposed: (1) character witnesses, (2) mitigating or aggravating circumstances, (3) past record of disciplinary sanctions of the party complained against, (4) recommendations regarding the sanctions or outcomes of the case, and (5) any other factors that the parties or the panel consider relevant. The executive secretary shall advise the hearing panel, prior to any deliberations on sanctions, of any past record of disciplinary actions and sanctions of the party complained against if such information was not otherwise presented during the hearing.

B. Sanctions and outcomes include (but are not limited to) those outlined in the Student Code of Conduct, specifically including exclusion, suspension, disciplinary probation, removal from or relocation of University housing, housing probation, fines, loss or restriction of privileges, and warnings, in addition to other disciplinary, educational, restorative, and supportive outcomes. Sanctions and outcomes may be imposed alone or in combination and may also include any condition that must be fulfilled in lieu of an alternative or additional sanction. When appropriate, a hearing panel should specify the date

by which a sanction or outcome must be satisfied.

VII. Rehearings and Appeals

A. Rehearings

1. A party complained against may request a rehearing of any case by submitting in writing the reasons for requesting the rehearing to the office of the executive secretary within one calendar year of the original decision of the hearing panel. The rehearing will be heard by the same panel that heard the original complaint to the extent practicable.

2. Rehearings may be based only on newly discovered evidence that reasonably could have affected the decision of the hearing panel. “Newly discovered evidence” is evidence that could not have been discovered and presented at the initial hearing through the exercise of reasonable diligence by the party. The panel will have a preliminary meeting with the party requesting the rehearing and any other parties to discuss whether the reasons given provide sufficient grounds for granting a rehearing. If the panel determines that a rehearing should be granted, the rehearing will be scheduled as soon as practicable and the sanctions or outcomes previously imposed upon the party seeking the rehearing will be suspended. Rehearings are conducted in the same manner as hearings.

B. Appeals

1. Any party may initiate the appeals process by submitting a notification of intent to appeal in writing to the executive secretary within such reasonable time as outlined in the final, written decision from the hearing panel (usually three to five business days). The executive secretary will then prepare a transcript or summary of the record of the hearing and secure an appeals panel to hear the appeal, generally within two weeks of the notice of appeal

or submission of the appellant's written appeals statement.

2. The appellant must submit a written appeals statement that includes all the reasons for requesting an appeal and the actions requested within five business days of the date on which notice is sent to the appellant of the availability of the summary or record of the proceedings. Other parties to the matter, as well as the executive secretary to the prior hearing panel, may submit written statements regarding the appeal.

3. Appeals may only be based on (a) errors in procedures that reasonably could have affected the outcome of the hearing, (b) errors in the interpretation of rules or regulations that reasonably could have affected the outcome of the hearing, or (c) a hearing panel's finding, as to a violation or sanction (or both), that was manifestly contrary to the information presented at the hearing (i.e., obviously unreasonable and unsupported by the great weight of information).

4. The appeals panel will limit its review to the summary or record of proceedings of the hearing and the statements submitted by the parties and the executive secretary regarding the appeal, but no witnesses will be heard and no new information will be received.

5. On an appeal from the decision of a hearing panel, an appeals panel may take the following actions, in whole or in part: (a) affirm the decision, (b) reduce the sanction imposed, (c) dismiss the case, or (d) direct the hearing panel to rehear the case as to the finding of a violation or the sanction imposed or both, in which case the appeals panel may also instruct the hearing panel on procedures, interpretation of rules or regulations, or the appropriateness of findings and sanctions. An appeals panel may also dismiss an appeal for lacking merit or being frivolous, malicious, or retaliatory. Additionally, if an

appeals panel determines that the decision rendered by the hearing panel represented a gross miscarriage of justice, the appeals panel can take any of the preceding actions or direct a new hearing to take place, to be heard either by a completely new hearing panel or an independent hearing officer. Decisions of an appeals panel must be given promptly in writing and constitute the final level of appeal except in cases in which suspension or exclusion is ordered.

6. In cases in which an appeals panel upholds or imposes suspension or exclusion, the affected party may request 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 president (or designated vice president) will issue a written decision regarding any such appeal, which decision shall be final. Such decision shall be rendered within a reasonable period of time, usually no longer than 90 days from the request for review.

C. If a party files with the executive secretary a notice of withdrawal from the University while any rehearing or appeal initiated by that party is pending, that party's withdrawal shall constitute a withdrawal of the rehearing or appeal, and the finding from the last decision appealed (or from which the request for rehearing was made) shall become final.

VIII. Retaliation

No one shall be retaliated against for having filed a charge under these procedures or for otherwise participating in or exercising any rights or responsibilities associated with the University Hearing and Appeals System. Any individual who so retaliates against another individual will be subject to possible discipline and sanctions through an appropriate resolution procedure. For purposes of this section, retaliation shall mean any threat, coercion, intimidation, or

physical assault undertaken or attempted, either directly or by someone acting on behalf of another, in response to the filing of a charge or for otherwise participating in or exercising any rights or responsibilities associated with the University Hearing and Appeals System. Any participant in a pending UHAS proceeding who is aware of possible retaliation or has other concerns regarding a UHAS matter should report these concerns to the executive secretary, the director of the Office of Student Conduct and Conflict Resolution, the dean of students, or the vice president for student affairs, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

IX. 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 after consultation with appropriate campus governance groups (the Associated Student Government, the Faculty Senate, and the Northwestern University Staff Advisory Council) and approval by the president.

Sexual Assault Hearing and Appeals System⁷

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.

I. Sexual Assault

A. Sexual assault is strictly prohibited and shall not be tolerated at Northwestern. 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.

B. 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.

C. 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 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.

⁷ The Sexual Assault Hearing and Appeals System policy is currently under review and may be revised and updated prior to the conclusion of the 2011–12 academic year. Notifications of any changes will be communicated to students via their campus e-mail as well as posted on the website of the Office of Student Conduct and Conflict Resolution, www.northwestern.edu/student-conduct.

II. Structure

A. Sexual Assault Hearing and Appeals Board

1. The Sexual Assault Hearing and Appeals Board is drawn from the membership of the University Hearing and Appeals Board and is composed of undergraduate students, graduate students, faculty members, and administrative staff members. The number of members (both overall and from each constituency group) may fluctuate from time to time, but there shall always be sufficient numbers to satisfy the board's duties. Traditionally, the Sexual Assault Hearing and Appeals Board has been composed of approximately eight undergraduate students, one graduate student, eight faculty members, and six staff members. Membership should, to the extent practical, include an equal ratio of males and females.

2. Prior to serving on any SAHAS matter, members are required to complete, in addition to the trainings required of UHAS membership, a 12-hour education/training program on sexual assault and the SAHAS process. Members must also uphold all ethical and behavioral standards articulated during training.

3. All members are expected to serve at least one year and shall serve until they resign, lose their status as a member of the constituency from which they were selected, or are removed for nonparticipation or failure to comply with membership standards.

4. A panel of five to seven members will generally be appointed for the purpose of conducting hearings, and a panel of three members will be appointed for the purpose of conducting appeals. Each panel should, to the extent practical, be gender balanced. A chair will be selected from each panel to preside over and manage the hearing or appeal. Decisions of any hearing or appeals panel require the affirmative vote of a majority of members.

5. Parties may request that members be disqualified, and members shall be disqualified—either on their own initiative or by a majority vote of the remaining members of a panel—from serving on a hearing or appeals panel from any matter in which they have an interest or relationship with the parties or the events that might reasonably raise a question of their impartiality. Members who serve on a hearing panel shall be disqualified from serving on an appeals panel that reviews the decision of that hearing panel.

B. Executive Secretary. The executive secretary shall be employed by the University to receive all complaints, pleadings, appeals, and other communications on behalf of the board or its panels; to set the calendar of, arrange for, and keep summaries of hearings and other actions; and to take any other actions specified or authorized in these procedures. 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. The executive secretary will also maintain the records of decisions of the board, serve to implement decisions of the board, and be responsible for any other duties necessary for the orderly operation of the Sexual Assault Hearing and Appeals System. The executive secretary will in no case recommend a decision to the board or a panel. 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.

III. Jurisdiction

A. The Sexual Assault Hearing and Appeals System will have exclusive jurisdiction over all cases alleging sexual assault, as defined in Section I, that may call for the discipline of a current

or former student of any school at the University (except those students attending Northwestern University in Qatar) arising out of conduct that 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; (4) on premises subject to the jurisdiction of University Police, whether on or off University property; or (5) when the conduct has a real and substantial connection to the legitimate interests of the University or members of the University community. In addition, the conduct complained about must have occurred from the time of a student's application for admission through the actual awarding of a degree, including during the academic year, before classes begin or after classes end, during time pursuing credit away from campus (study abroad, internships, co-ops, etc.), and during periods between terms of actual enrollment, even if the conduct is not discovered until after a degree is awarded.

B. Neither the jurisdiction of the University Hearing and Appeals System nor any other formal conduct resolution procedure will supersede that of the Sexual Assault Hearing and Appeals System. 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.

C. The Sexual Assault Hearing and Appeals System will continue to have jurisdiction over an individual over whom the University had jurisdiction at the time of the alleged act complained of but who ceases to be an enrolled student at any time prior to the final resolution of the complaint. If, at any time after notice is given of the complaint and prior to the

final decision of a hearing panel, a party against whom a complaint is filed presents the executive secretary with notice of permanent withdrawal from the University, then this individual's withdrawal shall constitute a disciplinary exclusion from the University, shall be recorded in the student's permanent file in the Office of the Vice President for Student Affairs (but not on the transcript), and shall prohibit the student from subsequently enrolling in any school in the University unless admitted through the office of admissions of the appropriate school and cleared by the vice president for student affairs.

IV. Complaints

A. Action will begin with the filing of a written complaint with the executive secretary. The complaint shall specify which type(s) of sexual assault is alleged to have been violated and state briefly the circumstances that form the basis of the allegations. A copy of the complaint shall promptly be provided to the student complained against. Once filed, a complaint may be withdrawn at the option of the person filing the complaint.

B. All complaints must be filed within one calendar year after the alleged action referred to in the complaint occurred or after the party bringing the complaint obtained actual knowledge of the act or its consequences, unless exceptional circumstances prevented compliance with the one-year provision.

C. If a complaint includes more than one party complained against, or if two or more complaints concern the same or overlapping parties or incidents, such matters may proceed either separately or jointly at the discretion of the executive secretary and with the agreement of the parties.

V. *Hearings and Procedures*

A. A hearing should be scheduled as soon as practicable following receipt of the complaint by the executive secretary, generally within two weeks. Any party may request that the hearing time be rescheduled for good reason, which may include illness, examination or other University schedules, appearance in civil or criminal courts for the same matter (in which case, see section B. below), time required to make investigation or prepare defense, and similar grounds. Such requests may be granted by the panel assigned to the matter (or by the executive secretary if a panel has not been assigned) or by approval of all parties. SAHAS proceedings may be delayed to permit efforts to resolve the issue through an appropriate or adaptive resolution process (e.g., conciliation, mediation, restorative practice, facilitated dialogue) with the approval of all parties; however, any such resolution effort must be conducted by a trained facilitator and, upon successful completion of such efforts, the parties shall have three business days to revoke the agreement or outcome. If such an agreement or outcome is revoked, the matter will again be scheduled for a hearing.

B. In the event that a postponement is granted pending the outcome of a criminal proceeding, the hearing and appeals panels 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 excluded from the University, upon notice, without further hearing before a sexual assault hearing panel.

C. Any party has the right to have a representative assist or advise them throughout the SAHAS process. Representatives must

be a member of the University community (faculty, staff, or student) but cannot be a member of the bar nor a parent of either the complainant or the respondent. Individuals who intend to present factual information at a hearing should generally not serve as representatives.

D. Any party is entitled prior to the hearing to have the names of those presenting information on behalf of other parties, a brief description of any materials or exhibits that the other parties may present, and the names of any individuals serving as a representative to any party.

E. All hearings will be conducted in private and will include the members of the hearing panel and its staff (including the executive secretary and trainees), those complaining and complained against, and their representatives. Witnesses and other individuals presenting information will be called to the hearing room only to present information and will thereafter be excused by the chair.

F. The chair of the panel has authority (with or without the input of the panel) to decide any and all procedural questions, to maintain order, and to control the conduct of persons at the hearing.

G. Individuals appearing before a hearing panel or otherwise participating in the SAHAS system have the responsibility to present truthful information.

H. If a party against whom a complaint has been filed does not appear for a hearing after receiving proper notice, the hearing may still be conducted in that party's absence and information in support of the complaint may be presented and considered.

I. The conduct of the hearing will be informal and follow procedures developed for the system and provided to the parties prior to any hearing. A hearing panel may consider and weigh, at its sole discretion,

any pertinent information, records, exhibits, and written statements presented at the hearing. Formal rules of process, procedure, and evidence, including those applied in legal proceedings, are not used in SAHAS procedures.

J. Hearing panels must have sufficient information to determine that a party committed a sexual assault and to impose any sanctions or outcomes. A hearing panel may also dismiss a complaint for lacking merit or being frivolous, malicious, or retaliatory.

K. The executive secretary is responsible for making a record of the hearing and its outcomes. Deliberations will not be recorded. The record and any copies or transcriptions shall be the sole property of the University.

L. Notice of the decision of the hearing panel (including the findings as to violations and sanctions imposed) will be sent in writing to the party complained against as soon as practicable after the decision is reached. If a decision is appealed, the parties will both be notified as to the availability of the written summary or record of proceedings immediately after it becomes available. Notice of the decision will also be provided to the complainant as required by law.

M. The executive secretary will be responsible for maintaining the records pertaining to all SAHAS cases, including their outcomes, in compliance with appropriate confidentiality and record-keeping requirements. The executive secretary shall also keep a confidential summary of SAHAS proceedings for a five-year period, which summary shall be available only to the Sexual Assault Hearing and Appeals Board or to parties, upon request, to research precedent for their case. Such summaries shall not include any personally identifiable information regarding the

participants in those prior cases and shall be the sole property of the University.

VI. Witnesses

A. Any party or the hearing panel may arrange for witnesses to present information at the hearing. The executive secretary, at the request of any party or the hearing panel, will assist in securing the attendance of possible witnesses. The appearance and cooperation of members of the University community as witnesses are expected, and any individual refusing to cooperate without good reason will be subject to possible discipline and sanctions through an appropriate resolution procedure.

B. A witness may submit a signed, written statement in lieu of appearing in person at the hearing, unless otherwise stipulated by the hearing panel.

C. If a hearing panel determines that the absence or unavailability of a witness materially impairs its ability to hear or resolve a complaint, the panel may, at its sole discretion, proceed with the hearing, postpone the hearing until such time as the witness is available, or take any other action it deems appropriate.

VII. Sanctions and Outcomes

A. If the hearing panel decides the party charged committed a sexual assault, that panel shall immediately thereafter determine the sanctions or outcomes for that party based on a consideration of the nature and seriousness of the incident(s) and violation(s) and any other pertinent factors. Additionally, any party shall be permitted the opportunity to present or address the following information, as appropriate, to the hearing panel before sanctions or outcomes are imposed:

- (1) character witnesses, (2) mitigating or aggravating circumstances, (3) past record of disciplinary sanctions of the party complained against, (4) recommendations

regarding the sanctions or outcomes of the case, and (5) any other factors that the parties or the panel consider relevant. The executive secretary shall advise the hearing panel, prior to any deliberations on sanctions, of any past record of disciplinary actions and sanctions of the party complained against if such information was not otherwise presented during the hearing.

B. Sanctions and outcomes include (but are not limited to) those outlined in the Student Code of Conduct, specifically including exclusion, suspension, disciplinary probation, removal from or relocation of University housing, housing probation, fines, loss or restriction of privileges, and warnings, in addition to other disciplinary, educational, restorative, and supportive outcomes. Sanctions and outcomes may be imposed alone or in combination and may also include any condition that must be fulfilled in lieu of an alternative or additional sanction. When appropriate, a hearing panel should specify the date by which a sanction or outcome must be satisfied.

C. In addition, the executive secretary or a hearing panel may recommend that the vice president of student affairs or his/her designee (1) move a student complained against to a different area of University housing, including fraternity and sorority housing, (2) restrict the student from eating in certain dining areas, attending University-sponsored activities, events, or meetings, or participating in any other non-academic commitments (including campus employment or work-study responsibilities), or (3) work with appropriate University officials to secure accommodations or changes in academic requirements pending the outcome of a hearing or appeal if any such actions are necessary for reasons relating to the safety and well-being of students or to prevent unwanted contact between the student complained against and the complaining student.

VIII. Rehearings and Appeals

A. Rehearings

1. A party complained against may request a rehearing of any case by submitting in writing the reasons for requesting the rehearing to the office of the executive secretary within one calendar year of the original decision of the hearing panel. The rehearing will be heard by the same panel that heard the original complaint to the extent practicable.

2. Rehearings may be based only on newly discovered evidence that reasonably could have affected the decision of the hearing panel. "Newly discovered evidence" is evidence that could not have been discovered and presented at the initial hearing through the exercise of reasonable diligence by the party. The panel will have a preliminary meeting with the party requesting the rehearing and any other parties to discuss whether the reasons given provide sufficient grounds for granting a rehearing. If the panel determines that a rehearing should be granted, the rehearing will be scheduled as soon as practicable and the sanctions or outcomes previously imposed upon the party seeking the rehearing will be suspended. Rehearings are conducted in the same manner as hearings.

B. Appeals

1. Any party may initiate the appeals process by submitting a notification of intent to appeal in writing to the executive secretary within such reasonable time as outlined in the final, written decision from the hearing panel (usually three to five business days). The executive secretary will then prepare a transcript or summary of the record of the hearing and secure an appeals panel to hear the appeal, generally within two weeks of the notice of appeal or submission of the appellant's written appeals statement.

2. The appellant must submit a written appeals statement that includes all the

reasons for requesting an appeal and the actions requested within five business days of the date on which notice is sent to the appellant of the availability of the summary or record of the proceedings. Other parties to the matter, as well as the executive secretary to the prior hearing panel, may submit written statements regarding the appeal.

3. Appeals may only be based on (a) errors in procedures that reasonably could have affected the outcome of the hearing, (b) errors in the interpretation of rules or regulations that reasonably could have affected the outcome of the hearing, or (c) a hearing panel's finding, as to a violation or sanction (or both), that was manifestly contrary to the information presented at the hearing (i.e., obviously unreasonable and unsupported by the great weight of information).

4. The appeals panel will limit its review to the summary or record of proceedings of the hearing and the statements submitted by the parties and the executive secretary regarding the appeal, but no witnesses will be heard and no new information will be received.

5. On an appeal from the decision of a hearing panel, an appeals panel may take the following actions, in whole or in part: (a) affirm the decision, (b) reduce the sanction imposed, (c) dismiss the case, or (d) direct the hearing panel to rehear the case as to the finding of a violation or the sanction imposed or both, in which case the appeals panel may also instruct the hearing panel on procedures, interpretation of rules or regulations, or the appropriateness of findings and sanctions. An appeals panel may also dismiss an appeal for lacking merit or being frivolous, malicious, or retaliatory. Additionally, if an appeals panel determines that the decision rendered by the hearing panel represented a gross miscarriage of justice, the appeals panel can take any of the preceding actions

or direct a new hearing to take place, to be heard either by a completely new hearing panel or an independent hearing officer. Decisions of an appeals panel must be given promptly in writing and constitute the final level of appeal except in cases in which suspension or exclusion is ordered.

6. In cases in which an appeals panel upholds or imposes suspension or exclusion, the affected party may request 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 president (or designated vice president) will issue a written decision regarding any such appeal, which decision shall be final. Such decision shall be rendered within a reasonable period of time, usually no longer than 90 days from the request for review.

C. If a party files with the executive secretary a notice of withdrawal from the University while any rehearing or appeal initiated by that party is pending, that party's withdrawal shall constitute a withdrawal of the rehearing or appeal, and the finding from the last decision appealed (or from which the request for rehearing was made) shall become final.

IX. Confidentiality

The executive secretary and all participating members of the Sexual Assault Hearing and Appeals Board, including any individuals who have excused themselves, are forbidden to disclose the identity of the parties to the proceedings or any details or information regarding the incident or proceedings except to officers of the University as necessary to implement any provisions of this system or the business of the University or otherwise in conformity with law or University policy. Any individuals who violate these confidentiality provisions will be subject to possible

sanctions through the appropriate resolution process.

While the University requests all parties to maintain the confidentiality of its sexual assault proceedings, unless otherwise agreed by the charging party, federal regulations prohibit the University from interfering with the charging party's redisclosure of the final determination of any sexual assault proceeding and any sanction that is imposed against the accused.

X. Retaliation

No one shall be retaliated against for having filed a charge under these procedures or for otherwise participating in or exercising any rights or responsibilities associated with the Sexual Assault Hearing and Appeals System. Any individual who so retaliates against another individual will be subject to possible discipline and sanctions through an appropriate resolution procedure. For purposes of this section, retaliation shall mean any threat, coercion, intimidation, or physical assault undertaken or attempted, either directly or by someone acting on behalf of another, in response to the filing of a charge or for otherwise participating in or exercising any rights or responsibilities associated with the Sexual Assault Hearing and Appeals System. Any participant in a pending SAHAS proceeding who is aware of possible retaliation or has other concerns regarding a SAHAS matter should report these concerns to the executive secretary, the director of the Office of Student Conduct and Conflict Resolution, the dean of students, or the vice president for student affairs, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

XI. 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, the University may suspend a student (or take any other appropriate action up to and including suspension) pending a prompt hearing in cases in which the president, a vice president designated by the president, or in cases involving students on a campus outside of Evanston, the dean of a school on that campus, finds that such suspension or other action is necessary for reasons relating to the safety and well-being of students, faculty, staff, or University property. Actions that may warrant summary suspension or action 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 emotional well-being, health, or safety of any person (including oneself).

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 and University events unless the student's presence on campus or at University events is explicitly authorized by the University official taking the summary action.

A student subject to summary suspension or other action may request an expedited hearing through the University

Hearing and Appeals System (or other designated resolution procedure), which will schedule a hearing within three days of the request or as soon thereafter as possible; but the University retains the right to stipulate that any suspension or action imposed under this procedure remain in effect during the resolution or appeal process or until a final resolution and/or all appeal procedures have been exhausted. Unless the University specifically decides otherwise, a student shall have 90 days to request a hearing; failure to request a hearing within this time shall constitute a disciplinary exclusion from the University, which exclusion shall be recorded in the student's permanent file in the Office of the Vice President for Student Affairs (but not on the transcript) and shall prohibit the student from subsequently enrolling in any school in the University unless admitted through the office of admissions of the appropriate school and cleared by the vice president for student affairs.

Notwithstanding the foregoing, the University retains the right to postpone a hearing and/or appeal through the University Hearing and Appeals System or other designated resolution 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 make every attempt to speak with the student and give the student an initial opportunity to respond to the concerns. In the event that the University postpones a formal resolution procedure, it will advise the student of the conditions that must be met prior to the hearing and/or appeal through the University Hearing and Appeals System or other designated resolution 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, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information 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.

Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

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