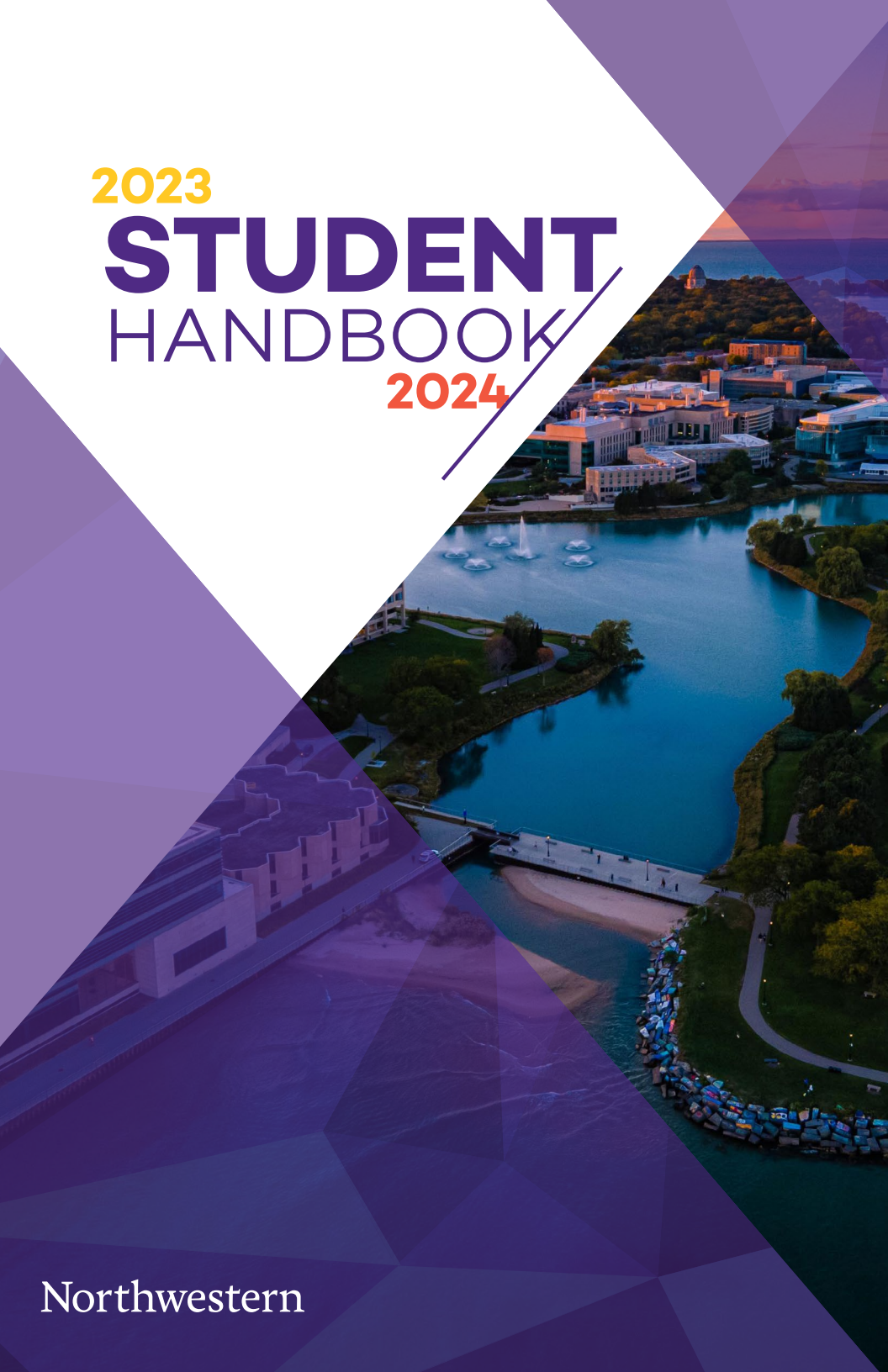


2023

STUDENT HANDBOOK

2024

Northwestern



INTRODUCTION

In the spirit of healing, we acknowledge and honor the Potawatomi, Odawa and Ojibwe Tribes, the original people of the land upon which Northwestern University stands.

Northwestern University considers you a valued member of our community. Your time here will be one of tremendous growth, exploration, and learning. A critical part of your growth is navigating the community standards that protect your rights and those of your fellow community members.

The Student Handbook was collaboratively developed by students, faculty, and staff and is reviewed each year with the input of a student review committee to ensure it reflects the changes to our community over time. Faculty and staff submit edits to assure the Handbook reflects changes in the law and University policies. The expectations outlined within its pages offer one of the most explicit expressions of our institutional values of collaboration, discovery, diversity, empathy, excellence, and stewardship.

Individually and as a University community we seek to be leaders in our communities and in the academy, but the discoveries of you, your peers, our faculty and staff have been and will be built in part because of imperfections, not despite them. Growth cannot exist without reflection on – and acceptance of – past mistakes.

Moments in the history of Northwestern, and those of our community's leaders, highlight shortcomings in our pursuit of excellence. Being a



good steward of Northwestern means reviewing and acknowledging the actions of Northwestern co-founder and Chairman of the Board (1851-1894¹) John Evans, whose “failure to fulfill his responsibility as superintendent of Indian Affairs to represent the best interests of Native people in Colorado²,” set the stage for the Sand Creek Massacre, where approximately 150 Cheyenne and Arapaho indigenous peoples, mostly women and children, lost their lives. It also means remembering Frances Willard, Northwestern’s first Dean of Women, who was a crucial part of progress in women’s rights, including the 8-hour work day and women’s suffrage, while acknowledging that her “public war of words” regarding Black suffragette Ida B. Wells’s anti-lynching campaign remains a stain on Willard’s legacy³. The students who led the 1968 Bursar’s Office Take-over are often celebrated, yet we still have work to do as an institution to fully address those requests⁴.

Our community, and in particular our students, have challenged Northwestern to continue to work towards repairing the harm of these mistakes and others. This Handbook defines the community expectations around your own behaviors as a student and the procedures Northwestern will follow to help you to learn, grow, and rectify those harmed when your choices diverge from our community standards. As you engage with the dynamic learning and social community here at Northwestern, we hope you will use the Handbook to steward you towards both your own goals and making a positive impact on our community.

¹ Leonard, Kevin B., University Archivist. ‘Evans Chairman of the Board Tenure’. Email, July 30, 2020.

² <https://www.northwestern.edu/magazine/fall2014/campuslife/john-evans-and-the-sand-creek-massacre.html>

³ <https://franceswillardhouse.org/frances-willard-and-ida-b-wells/>

⁴ <https://sites.northwestern.edu/bursars1968/>



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The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any students, prospective and/or matriculated, and North-western University. The University reserves the right to change any of the provisions, programs, rules, or regulations articulated in the Student Handbook at any time without prior notice. Specifically, the University reserves its right to change any information contained herein as part of its response to the novel coronavirus, COVID-19, or similar public health crisis at any time.



Statement of Community Values

Northwestern is a place where faculty, staff, and students engage in **COLLABORATION**, partnering to achieve success together.

- Disagreement and conflict are acknowledged in respectful discourse.
- Listening to and incorporating diverse perspectives allow us to achieve better outcomes.
- Partnering with others expands the reach of our success.

Northwestern University is a place where we learn through **DISCOVERY**, growing ourselves as we seek to enrich our community.

- Commitment to truth and knowledge is unwavering.
- Lifelong learning is expected.

Northwestern is a community where we embrace our **DIVERSITY**, affirming identity and fostering inclusion.

- Individual differences and unique perspectives are respected.
- Our common humanity is the basis for community relations.
- Unique cultural and ceremonial practices are affirmed.
- Inclusion is the foundation for decisions.

Northwestern University is a place where we connect with **EMPATHY**, building trust and respect for each other.

- Social responsibility and an ethic of care to others are extended to all members of the community.
- Accurate self-awareness is the foundation for empathy, compassion, and understanding others.
- Emotional, physical, and spiritual well-being is cultivated in academic and extracurricular life.

Northwestern is a community where we strive for **EXCELLENCE**, instilling rigor and a sense of pride.

- Missteps provide important feedback for innovation.
- Disciplined habits we build in small things lead us to excellence in our larger goals.
- Celebrating our accomplishments and resilience provides fuel for future endeavors.

Northwestern University is a community where we act with **STEWARDSHIP**, creating a better University for the future.

- Integrity, honesty, and accountability are expected.
- Pride and accountability for our past, reflection on our current endeavors, and visionary thinking helps us build a better Northwestern.

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 policies 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 policies governing conduct."

University-enacted policies 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 agreement, 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 their 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 their 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, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as "protected class") in the educational programs or activities Northwestern operates, including but limited to matters of admissions, employment, housing, or services.
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. Students have a right to be secure in their possessions provided that the items they possess are not in violation of the law or a University policy. The University will not unreasonably search or take possession of students' belongings.
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 and do not violate any University policies.
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 they do not in any way purport to represent the University.
12. Students are free to use campus facilities for meetings of recognized student organizations, subject to policies 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 policy. Policies shall be fully and clearly communicated in advance of the alleged violation. The University reserves the right to investigate and resolve reports of alleged misconduct in the situations outlined on [page 22](#) under the Student Code of Conduct. 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 their physical or emotional safety and wellbeing or for reasons relating to the safety and wellbeing of students, faculty, staff, or University property.
18. It is recognized that every member of the community has the responsibility to conduct themselves 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.







A photograph of a laboratory setting. In the foreground, a woman with long blonde hair and glasses is looking down at her work. In the background, another person is working at a similar station. The lab bench is covered with various items, including several glass jars with gold-colored lids, some containing white powdery substances. There are also white trays holding numerous small, dark, insect-like specimens on pins. A small vial with a black cap is visible on the left. The scene is lit with warm, indoor lighting, and a purple geometric overlay is present on the right side of the image.

ACADEMIC CONDUCT POLICIES

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. Additional information can be found at <https://www.northwestern.edu/provost/policies-procedures/>.

Failure in Academic Work

Per University Statutes, Article V, 2: Whenever it shall appear that any student is not making satisfactory progress in their studies, the student may be dismissed in accordance with the duly approved process of the College or School in which the student is enrolled. The student shall have been formally notified no later than the middle of the term in question that, because of unsatisfactory work in a previous term or terms, they are liable to dismissal in the event of unsatisfactory work that term. In the absence of such notification the student shall be granted an opportunity for hearing by the faculty or its committee or board before the student is dismissed.

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. The University as an institution makes collaboration and the pursuit of knowledge possible, but always promotes and evaluates individual effort and learning.

This statement broadly describes principles of student academic conduct supported by all academic programs at the University, at every level - undergraduate and graduate, and regardless of venue, including online courses and study abroad programs. 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 one's 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 examples represent some basic types of behavior that 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 or resource (including, but not limited to, generative artificial intelligence) to do one's work and submitting that work under one's own name without proper attribution; 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. Plagiarism includes, but is not limited to, the unauthorized use of generative artificial intelligence to create content that is submitted as one's own.
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; (f) recycling one's own work done in previous classes without obtaining permission from one's current instructor; or (g) 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; (b) providing false information in connection with any inquiry regarding academic integrity; or (c) providing (including selling) class materials to websites that sell or otherwise share such materials – including homework, exams and exam solutions, submitted papers

or projects, as well as original course materials (for example, note packets, Powerpoint decks, etc.). In addition to violating Northwestern's policies on academic integrity, such conduct may also violate University policies related to copyright protection.

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 academic dishonesty, 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

C. Procedures

Suspected cases 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 or grading basis 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 and warning.
3. A defined period of suspension.
4. Ineligibility for certain awards, honors and special programs.
5. Revocation of an awarded degree.
6. Expulsion from the University (noted on an official transcript).
7. Any combination of the above.

(It should be understood that there is no necessary connection between a first-time offense and a letter of reprimand. Depending on the nature of the offense, a student may be suspended or expelled as a result of a first-time offense)

E. Reportability

Sanctions that do not result in separation from the University (suspension or expulsion) are not reported by Northwestern University to external entities unless: 1) the student consents to the disclosure; or 2) disclosure is required by law.

A photograph of a large crowd of students at a sports event, many wearing purple and white athletic gear. In the foreground, a young man with glasses and a black hoodie is smiling and clapping. Next to him, another student in a purple jersey is shouting with his mouth open and arms raised. The background is filled with more cheering students. A large purple geometric shape, composed of several triangles, is overlaid on the top right portion of the image.

STUDENT CODE OF CONDUCT





STATEMENT OF EXPECTATIONS

As members of the University community, all students, groups of students, and recognized 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.

When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values. Students are encouraged to alert the police or emergency personnel; report the behavior to University officials; confront the situation as it occurs; or speak directly to the individuals involved. All emergencies should be reported by calling police through 911. For information on filing a report of concern with the Office of Community Standards, please see [page 106](#).

SCOPE OF THE CODE OF CONDUCT

The Student Code of Conduct applies to the following situations. The University reserves the right to investigate and resolve reports of alleged misconduct in all of these situations:



- Involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole (undergraduate or graduate).
- Occurring from the time of a student's application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
 - During the academic year
 - Before classes begin or after classes end
 - During time pursuing credit away from the campus (e.g., study abroad, internships, coops)
 - During periods between terms of actual enrollment
 - While on leave from the University
- Occurring either on or off campus

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions that they may visit, including during international travel.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups, and recognized student organizations.

GROUPS AND RECOGNIZED ORGANIZATIONS

Groups of students and recognized student organizations (here after referred to as “organizations”) are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to groups and organizations. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

1. Were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities;
2. Involved, were committed by, or were condoned by (actively or passively) a significant number of organization members, alumni, or guests;
3. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the group or organization;
4. Occurred at a location over which the group or organization had control at the time of the action;
5. Occurred at or in connection with an activity or event that reasonable people would associate with the group or organization;
6. Should have been foreseen by the organization or its officers, but reasonable precautions against such actions were not taken;
7. Were the result of a policy or practice of the organization;
8. Would be attributable to the organization under the group's own policies (including local or national risk management guidelines); or
9. Were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident.

Or whether:

10. One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University or emergency officials; or
11. The organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

Collective and Individual Responsibility

Groups of students and recognized student organizations, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Student Code of Conduct or other University policies as part of their role during an incident or participation in the UHAS process. See also Misconduct within the Student Conduct Process on [page 37](#).

Additionally, in cases where students are knowingly affiliating with or providing assistance to unrecognized organizations or groups, the University will use these factors to determine if Misconduct Related to Unrecognized Student Organizations or Groups may apply, see [pg. 38](#).

PROHIBITED AND RESTRICTED CONDUCT

The following behaviors are prohibited or restricted by this Student Code of Conduct. Violations of these policies, or assisting or encouraging others in the violation of these policies, may lead to disciplinary action. An attempt to commit any of these acts, as well as assisting or willfully encouraging any such act, may be considered a violation of University policy.

Alcohol, Cannabis, and Other Drugs

A caring, safe, and well-informed community [fosters an environment in which we can all live and learn](#). To that end, the Northwestern community [shares responsibility for promoting healthy behavior](#). In [supporting each individual's health and wellbeing](#), we assist students, staff, and faculty in understanding the risks associated with consuming alcohol and other drugs while seeking to [minimize the harm to self and others](#) caused by the misuse and abuse of these substances.

The following are the primary policies related to alcohol, cannabis, and other drugs that apply to Northwestern Students. Northwestern's full Policy on Drugs and Alcohol can be found here: <https://policies.northwestern.edu/docs/drugs-and-alcohol-policy.pdf>

Alcohol

Misconduct related to alcohol and alcoholic beverages, including the following:

- a. Use or possession of alcohol, or containers that previously contained 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. Severe intoxication resulting in disruptive behaviors or concern for the student's well-being, regardless of age;
- e. Driving under the influence of alcohol or while intoxicated;
- f. Possession of open containers of alcohol in public buildings, parks, beaches, highways, streets, alleys, sidewalks, parkways, and public parking lots (except as specifically authorized by legal authority); and
- g. Violations of other laws pertaining to alcohol.

The following is considered misconduct related to alcohol when a student is on campus or at an event affiliated with Northwestern or a Northwestern organization (including student organizations).

- h. Possession of kegs or other large storage devices, quantity-dispensing containers, or common sources of alcohol (except as specifically authorized by the University), regardless of age;
- i. Drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activities are prohibited, regardless of age;
- j. Use or possession of alcohol, regardless of age, in any dry or alcohol-free spaces on campus including, but not limited to, all fraternity/sorority houses, and designated areas in the residence halls and academic buildings;
- k. Possession of open containers of alcohol on University property, in University facilities, or in University vehicles or transportation (except as specifically authorized by the University). Approval for alcohol in outdoor spaces can be obtained through the Events Planning Office at Norris University Center; and
- l. The sale of alcohol on campus without explicit permission from the Events Planning Office at Norris University Center and an Evanston liquor license.

Students who live in University housing must also abide by the University Housing policies related to alcohol which can be found on [page 54](#) (as is applicable by housing type).

Students and student organizations who wish to plan an event for undergraduate students at which alcohol is available for individuals over the age of 21 should consult the [Policy Regarding Alcohol at Events for Undergraduates](#). Any undergraduate event, at which alcohol will be served, is expected to prioritize the safety and welfare of all



guests by, at minimum, following the provisions noted in the policy, which can be found on [page 70](#).

Cannabis

“Cannabis” means the parts, products, and derivatives of the plant *Cannabis sativa*, *indica*, *ruderalis* and hybrid strains, regardless of the delta-9-tetrahydrocannabinol level. Pursuant to federal law, Northwestern University prohibits the possession, use, manufacture, cultivation, distribution, and storage of cannabis for any purpose by students, faculty, staff, and visitors on all of Northwestern University’s campuses and properties and at University-sponsored events. Please consult [Northwestern’s FAQ](#) on these issues for further details.

Misconduct relating to cannabis, including the following:

- a. Possession, use, distribution or cultivation of cannabis by any individual on campus or at a University Sponsored Event;
- b. Possession, use, distribution or cultivation of cannabis by those individuals off campus under the age of 21 or above levels determined by IL State law;
- c. Severe cannabis intoxication resulting in disruptive behaviors or concern for the student’s well-being, regardless of age;
- d. Driving under the influence of cannabis;
- e. Being in the presence of the use of cannabis on campus; and
- f. Violations of other laws pertaining to cannabis.

Other Drugs

Misconduct related to illegal drugs and controlled substances (including narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance), including the following:

- a. Possession, use, or misuse of illegal drugs or controlled substances (except as expressly permitted by all levels of legal authority);
- b. Possession, use, manufacturing, or distribution of drug paraphernalia;
- c. Manufacturing or distribution of illegal drugs or controlled substances;
- 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 on campus; and



- f. Violations of other University drug policies or federal, state, and local laws pertaining to illegal drugs and controlled substances.

Resources for students experiencing alcohol and/or drug related concerns or who have alcohol and/or drug related questions can be found here: <https://www.northwestern.edu/aodresources/resources-support/>

Amnesty through Responsible Action

At Northwestern, the wellbeing of students is of primary importance. Each student plays a critical role in creating a community of care. Northwestern encourages students and student groups to ensure the well-being of others by taking responsible steps to seek assistance for individuals who are intoxicated/impaired (including themselves). When this occurs, the University honors that care by prioritizing educational and supportive responses. The University will not hold students or student groups who take such action (for them-selves or others), or for whom such action is taken, accountable for violations of the University's alcohol and other drug policies (with the exception of driving under the influence).

To be eligible for Amnesty through Responsible Action you must:

1. **CALL for help:** In medical emergencies, immediate action should be taken by calling 9-1-1 from either on or off campus. You may also activate a University Blue Light emergency phone anywhere on campus. In non-emergency situations, responding staff or emergency personnel can also be sought by contacting NUPD (847-491-3456) or, for students in residence halls, your Resident Assistant on-duty (phone number varies by building) or the Community Service Officer (CSO) in your building.
2. **STAY** with the person until responding staff or emergency personnel arrives and you have been told your assistance is no longer needed.
3. **COOPERATE** with responding staff or emergency personnel, including all requests for information and assistance.



In a situation where a student or member(s) of a student group takes responsible action (for themselves or for others) and calls, stays, and cooperates, or has such action taken for them, the responding party (e.g., NUPD, Resident Assistant) will fully document the incident. Students will be asked to provide their name, ID number, and contact information to the responding party(ies). Students and if applicable, student groups will receive a notice from the Office of Community Standards and are expected to attend a meeting with a staff member regarding the incident.

If it is determined through this meeting that the student or student group followed all required steps to be eligible for Amnesty through Responsible Action, the student or student group will not be held accountable for an

alcohol or other drug related policy violation (with the exception of driving under the influence). The student may still be asked to complete an alcohol or other drug intervention and to complete educational activities. For example, a student may be required to participate in BASICS or alcohol and other drug education group through Health Promotion and Wellness, or may be required to seek an evaluation for substance abuse and to follow treatment recommendations. Student groups may be asked to participate in educational activities. Amnesty through Responsible Action applies only to alcohol and other drug related policies. If other policy violations occurred, or may have occurred, the student or student group will participate in the student conduct process related to those policies and may be found responsible.

In order for Amnesty through Responsible Action to apply, the student or student group must agree to timely completion of any educational assignment, recommended assessment, and/or treatment. In the event that a student who receives medical assistance fails to complete the required course of action, or exhibits a pattern of problematic behavior with alcohol, that student or student group may be subject to formal disciplinary action.

As with any incident involving alcohol, parents of students under the legal drinking age will be notified. A student group that facilitates the acquisition of alcohol may also be required to notify its advisor, provide an educational program for its members, and/or change its processes for hosting events.

Should the student or student group be found responsible for a subsequent violation of University policy, the any Amnesty through Responsible Action the student has received will be reviewed for the purposes of determining an appropriate outcome, but will not be counted as a prior violation.

In limited circumstances, multiple violations of the alcohol, cannabis, and other drugs policy, inclusive of cases that received Amnesty through Responsible Action, may prompt a higher degree of concern and action that may result in separation from the university and/or referral to a alcohol, cannabis, or other drug intervention..



Amnesty Through Responsible Action, In Summary

1. The incident will be documented by the responding party (e.g., NUPD, Resident Assistant) in an incident report submitted to the Office of Community Standards.
2. Students involved will meet with staff from the Office of Community Standards to share their account of what occurred.
3. If a student is found to be eligible for Amnesty related to alcohol or other drug misconduct:
 - a. The student will not receive any disciplinary outcomes (e.g., warning or probation).
 - b. The student may receive educational outcomes such as

participating in an alcohol or other drug intervention and/or having a parent letter sent home (as with any incident involving alcohol, parents of students under the legal drinking age will be notified.



4. If the student is not found to be eligible for Amnesty or there are additional allegations of policy violations unrelated to alcohol or drug misconduct, the student may receive both disciplinary and educational outcomes.

Destruction of Property

Destroying, damaging, defacing, or vandalizing property.

Discrimination, Harassment, and Sexual Misconduct

Discrimination, Harassment, or Sexual Misconduct related concerns can be filed directly with the [Office of Civil Rights and Title IX Compliance](#).

Disorderly Conduct

The wellbeing and orderly function of the University community depends on students and community members adopting respect and collaboration as central tenets of a healthy Northwestern. Disorderly conduct or disruptive acts are prohibited, including the following:

- a. Engaging in behavior that objectively prevents a student or group of students from benefiting from a class, program or activity.
- b. Significantly interfering with the functioning of the University.
- c. Causing or allowing excessive or disruptive noise, including but not limited to violations of residence hall quiet hours or Evanston noise ordinances.
- d. Urinating or defecating in public view or in a public space, or in any space not intended for such purpose.

Demonstration Policy

Northwestern welcomes the expression of ideas, including viewpoints that may be considered unorthodox or unpopular. The University encourages freedom of speech, freedom of inquiry, freedom of dissent, and freedom to demonstrate in a peaceful fashion. Regardless of their own views, community members share a corresponding responsibility to welcome and promote this freedom for all. They also share a responsibility to maintain an atmosphere conducive to scholarly, creative, and educational pursuits and to respect the safety and rights of all

On April 25, 2024, the University issued an addendum to the Student Handbook, [The Interim Policy for Student Demonstrations and Other Expressive Activity on the Evanston Campus](#).



individuals. In order to promote these interests and to ensure the safe and effective operation of University business, this Policy establishes the parameters community members are expected to adhere to when engaging in free expression and peaceful demonstration.

i. General Guidelines

To allow for freedom of expression and peaceful demonstration on campus while also respecting the University's operations, the following guidelines for demonstration are in place:

- A. *Rights of others.*** No community member may prevent or obstruct (or attempt to prevent or obstruct) the speech or other expression of another community member, except that Northwestern Police or other University officials may act consistent with this Policy to ensure the speech or other expression of community members is consistent with the guidelines in this Policy. Similarly, no community member may deprive (or attempt to deprive) others of participation in a University activity, threaten use of force against any community member, or otherwise interfere with the function of others within the University.
- B. *University operations.*** No community member may prevent or obstruct (or attempt to prevent or obstruct) (i) the regularly scheduled activities of the University, such as classes, research, learning, meetings, interviews, ceremonies, emergency services, or University business; (ii) co-curricular activities; (iii) University or public events; or (iv) medical center access or business. Similarly, no community member may use or occupy campus facilities so as to impede the carrying forward of such activities or events. Groups may occupy space but not in a manner that blocks movement around the campus (including but not limited to entrance to or egress from any campus building, campus facility, or University-owned and -maintained roadway or pathway) unless authorized by a University official.
- C. *Research areas.*** Demonstrations cannot take place in research areas where the presence of participants would compromise individual safety or violate laws, regulations, or Northwestern policies relating to research safety.
- D. *Signs.*** Placards, banners, and signs may not obstruct the view of those assembled or endanger other community members.
- E. *Police and other officials.*** The role of Northwestern Police during a demonstration is to maximize the safety and security of community members as well as University property. When enforcing this Policy, other Northwestern policies, or applicable law, Northwestern Police or other University officials may request community members to identify themselves and/or instruct community mem-

bers to remove placards, banners, or signs or to leave a University location. When possible participants will first be given a warning to leave or remove placards, banners, or signs, unless a life safety issue prevents that step. Community members are expected to follow these requests.

- F. **Facilities.** All events are subject to the requirements and limitations of the event's location, including [room occupancy](#). All events must comply with applicable building safety codes.

- G. **Other laws and policies.** Participants in demonstrations or protests are subject to other Northwestern policies, city ordinances, and state and federal law in addition to this Policy.

II. Event Notification and Other Advance Arrangements

- A. **Student events.** To facilitate advance planning of an event and to help protect the community, students and/or student groups are encouraged to notify [Student Organizations and Activities](#) in advance of any demonstration (see [FAQs](#) created in support of student events). Notification should be submitted at least 48 hours before the start of the event. Whenever possible, students and/or student groups should give additional advance notice, ideally two weeks or more, to best facilitate planning. Student Organizations and Activities are not authorized to deny these events.

However, when conducting such events, student organizers are expected to promote a safe environment and, to the best of their ability, ensure participants adhere to the Student Code of Conduct.

- B. **Event Support Team (EST).** Once notified of a planned demonstration, typically involving students, the University will convene the EST, which provides on-site support to assist with management of the event. The EST will actively attempt to preserve open discourse surrounding and during the event.
- C. **Resources for risk assessment.** Occasionally an invited speaker or event will raise a credible likelihood (based on prior incidents or communications of intent) that the speaker or event may prompt a demonstration or become the target of threats or violence. In these circumstances, community members planning an event are encouraged to notify [Student Organizations and Activities](#) and/or Northwestern Police as soon as is feasible to consult and conduct a risk assessment.
- D. **Reserving space.** Community members are expected to follow applicable guidelines for seeking permission to use University space to conduct demonstrations. All outdoor events and activities are subject to the requirements outlined in Northwestern's [Outdoor Event Request Portal](#).

- E. **Security.** Community members planning an event may need police presence or security, especially if there is a possibility of protest or dissent. Northwestern Police will assess and determine the safety and security needs for the event. Their assessment may result in the presence of police officers, security officers, and processes such as bag-check, event ticketing, and other steps to maximize the safety of attendees and the broader community.
- F. **Media.** Faculty or staff planning to invite journalists other than Northwestern student journalists to cover an event should contact [Global Marketing and Communications](#) in advance of the event.

III. Counter Demonstration

A protest, demonstration, or event on campus may cause further dissent, resulting in a counter demonstration. The guidelines in this Policy also apply to counter demonstrations. When such an occasion arises, it is the responsibility of the University as well as all involved to allow for freedom of expression from all individuals. University officers may designate a separate area for counter demonstration.

Consequences of Violating this Policy

If students or student organizations are suspected of violating this Policy, the matter will be referred to the appropriate office or department for follow up under University policies and procedures. There is no typical sanction associated with violations of this Policy. Each case is context specific; in determining whether a sanction is warranted, considerations include the severity of the violation of this and any other relevant policies as well as any prior misconduct.

Endangering Self or Others

Any action (or threat of action) that endangers or threatens to endanger the health, safety, or wellbeing of any person (including oneself). Severity and/or persistence may be considered.

Conduct that can amount to endangering self or others includes, but is not limited to:

- alcohol, cannabis or other drug use resulting in assessment for hospitalization or transport for hospitalization;
- alcohol distribution resulting in Severe Intoxication;
- acts that endanger human life, or threaten physical injury;
- unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger (e.g., physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).



Failure to Comply

The Student Code of Conduct and all other University policies are designed with the safety and well-being of the University community in mind. As such, students are expected to comply with the request or instruction of a University official when they are addressing policy or student code of conduct violations or concerns. This includes, but is not limited to, the following prohibited conduct:

- Failure to comply promptly with the reasonable request or instruction of a university official or emergency personnel acting in an official capacity;
- Refusing to provide identification;
- Refusing to dispose of or turn over to university authorities prohibited items;
- Failing to respond; and,
- Failing to follow temporary expectations or guidelines imposed for the purposes of safety and welfare, such as those associated with COVID-19.

Students encountering requests to comply with a University official that they believe exhibit demonstrable signs of being rooted in bias can report the incident via the [Respect NU: Bias Report Form](#). You may learn more about how the University defines bias and the Bias Incident Reporting Process on [pg 94](#).



Fire Safety

Acts that jeopardize the safety or security of the University, the University community, or any University facilities, building, or premises, including intentionally damaging or destroying property by fire or explosives;

- Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
- 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;
- 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;
- Smoking in any enclosed University facility, in any designated outdoor areas, or within 25 feet of an entrance, open window,



ventilation intake, or similar feature of any enclosed University facility; and

- e. Violations of state or local fire and fire-related ordinances.

Guest and Visitors

Knowingly allowing visitors or guests to violate this Student Code of Conduct or other University policies, or failing to monitor the behavior of visitors or guests to assure they adhere to such standards may result in student conduct action for the host(s).

Hazing

It is the responsibility of all students/student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members. Students/organizations are expected to use good judgment to determine the abilities of individual students as they relate to organization activities and requirements. If a healthy team or organization is being created and the values and purpose of the organization are being upheld, chances are the organization will not have to worry about whether or not an activity is hazing. Hazing leads to dysfunction within the organization and is ineffective at creating teamwork, respect, and unity, and it is an unproductive and hazardous custom that is forbidden by the University. For Helpful Information about Hazing, [see page 36](#).



Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off University premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; 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, or other organization, regardless of an individual's willingness to participate. Acceptance of or consent to an activity on the part of a new member or individual does not justify an individual, organization, or group's sponsorship of the activity.

Such actions and situations may include, but are not limited to, the following:

- Any physical abuse expected of or inflicted upon another, including paddling, tattooing, or branding in any form;
- Any strenuous physical activity expected of or inflicted upon another, including calisthenics or physical training as punishment;
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late night work sessions, meetings, or sleepovers;

- Physical and psychological shocks, including lineups, berating, verbal abuse, threats, and name calling;
- Sexual violations or other required, encouraged, or expected sexual activity, whether actual or simulated;
- Prolonged exposure to severe or inclement weather;
- Periods of silence or social isolation;
- Kidnapping, road trips, abandonment, scavenger hunts, or any other involuntary excursions;
- Wearing of uniforms or apparel that is conspicuous and not normally in good taste;
- Engaging in degrading or humiliating games, activities, stunts; including requiring, encouraging, or expecting individuals to carry, possess, or maintain objects or items;
- Requiring or compelling the consumption of liquid (including alcohol), food, drinks, or other substances;
- Servitude or placing another in a position of servitude, including requiring, encouraging, or expecting a new member to do the tasks of, or to do tasks for, an experienced member, or to address members with honorary or formal titles;
- Taking, withholding, or interfering with an individual's personal property;
- Falsely leading an individual or individuals to believe that they will be inducted or initiated by participating in particular activities;
- Depriving an individual of any privileges of membership or affiliation to which one is entitled;
- Removing, stealing, taking, or damaging public or private property; and
- Requiring, encouraging, or expecting individuals to participate in activities that are illegal or unlawful or are not consistent with the group's mission or values or the policies of the University, including the Student Code of Conduct.

Reporting

An individual who makes a timely good faith report of hazing and/or participates in good faith in an investigation will not be subject to disciplinary action by the University for conduct or policy violation(s) related to and revealed in the report or investigation (i.e. underage consumption of alcohol or use of drugs), unless the University determines that the violation was serious and/or placed the health or safety of others at risk. The University may follow up with good faith participants in an informal manner. This provision may also apply to student organizations/groups making a report of hazing involving individual members.

Failure of an individual in a leadership role or position of power to address and/or report an act of hazing committed against another individual may also be considered an abuse of power and a violation of this policy. Silent participation in the presence of hazing are not neutral acts; they are violations of this policy.

Any violation of this policy should be reported to the Dean of Students Office (847-491-8430), the Office of Community Standards (847-491-4582), or online at www.northwestern.edu/hazing-prevention/reporting/how-to-report/index.html

Individuals, as well as groups of students and student organizations, may face disciplinary sanctions (up to and including removal from the University) for acts of hazing. Hazing activities may also violate the Illinois Hazing Act, 720 ILCS §5/12C50, which carries criminal penalties of up to three years' imprisonment and a \$25,000 fine.

Helpful Information about Hazing

If you have questions about what could be hazing or would like to discuss tradition/practices or need assistance in improving the effectiveness of your organization's new member orientation process, please contact the Campus Life at hazingprevention@northwestern.edu.

The University is committed to removing hazing, and to that end it encourages students/student organizations to review their traditions/practices with a staff member without fear of retribution or adjudication.

Questions one can ask to determine if an activity/process might be unhealthy or even hazing:

- Would I do this in public? In front of my parents?
The university president? For local news or the school paper?*
- Is this required of all members or just new ones? Are expectations of current members less than those of new members?*
- What happens if it is not completed by a new member or a current member? Are the consequences more severe for the new member?*
- What is the purpose of this activity? Is it in line with the purpose of the group? Is it the most effective way to achieve this outcome?*
- Does this separate the new members from the rest of the group or make them feel less important?*
- Could this be potentially harmful?*
- Would I ask a member of my family, such as a younger brother or sister to be a part of this?*
- Does this process truly prepare the new member for what they need to know to be a part of the organization?*

Information Technology

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 your 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.



Misconduct within the Student Conduct Process

Misconduct related to the student conduct process (University Hearing and Appeals System) or an Office of Civil Rights and Title IX Compliance investigation, 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 as outlined in Respondent Rights and Responsibilities in UHAS on [page 105](#);
- b. Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged policy violation;
- c. Institution of a frivolous or malicious student conduct proceeding (including an appeal);
- d. Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any Northwestern community member for reporting alleged violations of policy or concern for the health or safety of a Northwestern community member, assisting another in making such a report, or

participating in an investigation or resolution of such matters;

- e. Unauthorized release or disclosure of information related to a student conduct proceeding;
- f. Failure to comply with the sanctions or outcomes imposed for violations of this code or other University policies; and
- g. Failure to comply with the interim actions or informal resolution put in place by a University administrator, including, but not limited to, failure to comply with a no-contact directive.

Misconduct Related to Unrecognized Student Organizations or Groups

To knowingly affiliate with or provide assistance to any groups, teams, or organizations that have had their University recognition withdrawn, suspended or permanently revoked by the University for disciplinary reasons or not meeting the registered student organization annual requirements is prohibited. The definition of affiliation includes joining, rushing, pledging or being involved in any activity that would normally be associated with being a member of such an organization. This applies to organizations or social clubs that were created, even under a different name by members of a de-recognized organization, in an attempt to continue its presence in the community. Students perpetuating and/or affiliating with these organizations are subject to disciplinary action.

For a list of student organizations that are currently not recognized by the University due to disciplinary reasons, visit <https://www.northwestern.edu/communitystandards/data-statistics/student-organization-conduct-status-report.html>.

Misrepresentation

Acts of fraud, misrepresentation, or dishonesty, including the following:

- a. Forgery, alteration, or misuse of University documents, records, or identification or other materials;
- b. Knowingly furnishing false, forged, or inappropriately altered information to the University, any University official, or emergency response personnel;
- c. Intentionally misrepresenting the University, any University official, your status at the University or utilizing the University's brand without permission; and
- d. Possession, use, 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, inc



- e. Intentionally initiating or causing to be initiated any false report, warning, or threat of emergency or crisis;

Unauthorized Taking

Unauthorized taking of property, including the following:

- a. Taking (e.g., stealing, theft) of property or services that do not belong to you without permission from the owner; and
- b. Knowing possession, sale, or distribution of stolen property or materials.

University Properties (Use of)

Unauthorized access to, entry to, presence in, or use of University properties, including the following:

- a. University facilities, property, systems, or services;
- b. Roofs, balconies, or fire escapes of any University building or facility for any purpose except in case of an emergency;
- c. Hosting an event in a University-owned or University-operated facility, property, or space that exceeds policies governing that space, including capacity or time restrictions; and
- d. 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.

Violations of Other Policies

Actions that violate federal, state, or local laws or ordinances or that violate other University policies may also be violations of the Student Code of Conduct.

Weapons and Related Items

Misconduct related to firearms, weapons of any description, fireworks or explosive devices, or dangerous substances and materials (see listing at www.northwestern.edu/up/docs/Weapons-on-Campus-Policy_5-14-15final.pdf), 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.

SANCTIONS

1. *The Four Types of Harm* (Karp & Armour, 2019): *In an effort to understand the context related to the three sanctioning factors related to impact – impact to the reporter, impact to the community, and the need to remedy and address those impacts – the parties and the University may choose to reflect on or consider distinct types of harm resulting from an incident.*

For more information on the four types of harm, visit <https://www.northwestern.edu/communitystandards/student-handbook/sanctions/index.html>.

2. *For student organizations, the deciding body will review the group's history for the three years prior to the incident date.*

When a student or student organization is found in violation of the Code of Conduct, any of the following principles may be considered when assigning sanctions. Sanctions should be appropriate to the policy violation(s) for which they are assigned.

- to reestablish alignment with the community standards while considering the common good, which sometimes necessitates the temporary or permanent removal of the Respondent from the University community;
- to repair the harm for those impacted by the Respondent;
- to restore the Respondent to good standing within the University community, provided the safety of the community is not jeopardized by the individual's presence; and
- to address the cause of the violation and to allow Respondents to reflect upon their actions and their impact on themselves, others, and the University community.

The following factors may be considered to guide the range and variation of sanctions:

- nature, context, and severity of an incident;
- developmental needs of the student/student organization;
- level of accountability and responsibility taken by the student/student organization;
- need to stop the misconduct and prevent its recurrence;
- impact of the conduct on the reporter when one exists;¹
- impact of the conduct on the community or the University;¹
- need to remedy and address the impact or effects of the conduct on others;¹
- disciplinary history of the student /student organization;²
- best interests of the University community, 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. Participation in high risk drinking or drug behavior, including, but not limited to, the participation in drinking games or other excessive abusive or irresponsible patterns of consumptions, are generally seen as additional aggravating factors.

Where it is reasonably believed that a violation of any University policy has been committed against any person or group because of the person's or group's race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status,

marital status, age, disability, citizenship, veteran status, genetic information, reproductive health decision making, height, weight or any other classification protected by law or policy, or because of the perception that a person or group has some such characteristic, sanctions may be enhanced up to and including separation from the University (e.g., University Suspension, Degree Revocation, Expulsion, or Group Dissolution).

Compliance with all assigned sanctions within the time allocated is mandatory. Failure to complete or comply with any assigned sanction, or failure to meet an assigned deadline (if applicable), may result in further disciplinary action, and/or the placement of a hold on a student's University account. If a student withdraws or takes a leave from Northwestern prior to the completion of their sanctions, they must complete all assigned sanctions before they will be able to re-enroll. Any of the following sanction types may be assigned.

Disciplinary Sanctions (Individual)

University Warning. Formal notice that a student's actions violated a University policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a University policy, may result in more impactful 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.

Conduct Review. Conduct Review indicates that a student's behavior is a significant violation of University policy either because the student has had one significant incident or because the student is beginning to show a pattern of concerning behavior. Conduct Review is imposed for a specific period of time to encourage students to reflect upon their choices and behavior and to demonstrate the ability to abide by University policies and expectations. During this time, any policy violations committed during this period will likely result in a heightened level of response and a more significant sanction such as disciplinary probation or separation from the University.

Though Conduct Review does not place any formal restriction on a student's privileges or activities, it may impact opportunities for which a student's disciplinary record is considered as a criterion for participation.

Disciplinary Probation. A status imposed for a specific period of time to alert the student to the fact that their behaviors are substantially inconsistent with University policy and expectation. During this time, students are asked to take active steps toward improving their decisions and behaviors and to demonstrate that they can abide by University policy and succeed as a member of the Northwestern

community. Any policy violation while the student is on disciplinary probation, will result in strong consideration of whether the student is a good fit for the Northwestern community and of whether separation from the University (i.e., suspension, expulsion) is necessary. Probation will frequently be accompanied by a Loss or Restriction of Privileges or Activities sanction (see below).

Disciplinary probation may impact other opportunities for which a student's disciplinary record is considered as a criterion for participation.

Suspension. A status, imposed for a minimum of one full academic quarter, in which students are removed from the University and may not register for classes, attend classes, submit coursework, 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 by the Dean of Students, or designee). A suspended student may also be banned, during their suspension, from entering, visiting, or being present on University property or facilities including for the purposes of work (unless specifically authorized by the Dean of Students, or designee). Suspension may also include the imposition of conditions for reenrollment. The maximum length of a suspension is two years.

Suspensions from the Pritzker School of Law are noted on student transcripts. Suspensions of those enrolled in other schools are not noted on a student's official transcript.

If a student who has been suspended does not reenroll in the University within two years of the end of the suspension term (or longer if specified), the student may not reenter the University without acceptance of a formal application by the Office of Admission and approval of the Vice President for Student Affairs, or designee (and completion of any other conditions that may have been imposed for reentry).

A student who is suspended after having satisfied all degree requirements will not be awarded their degree until the period of suspension is over and they have met all conditions for reenrollment. The student may not participate in commencement exercises until the period of suspension is over and they have been approved to reenroll.

In the event a disciplinary suspension and an academic or medical withdrawal occur simultaneously, the leaves of absence are to be effective consecutively, and not concurrently, unless otherwise determined by the Case Resolution Coordinators or panel.

Degree Revocation. A student's degree is revoked. Degree revocation includes forfeiture of all rights and responsibilities associated with the degree, and forfeiture of tuition and fees. All restrictions outlined under Expulsion also apply, including the prohibition from applying to be a student at Northwestern University in the future. Degree revocations are noted on all student transcripts.

Expulsion. Expulsion is the permanent removal of the student from the University. Expulsion includes forfeiture of all rights and degrees not conferred at the time of the expulsion, withdrawal from all courses, and forfeiture of tuition and fees. A student who has been expelled may not register for classes, submit coursework, 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 by the dean of students, or designee). A student who is expelled is also banned from entering, visiting, or being present on University property or facilities including for the purposes of work (unless specifically authorized by the Dean of Students, or designee). A student who has been expelled may never apply to be a student at Northwestern University again. A student who is expelled will have their NET ID and Northwestern email deactivated. Expulsions are noted on student transcripts.

Fine. Fines are punitive monetary costs intended to dissuade students from violating the Code of Conduct. Fines collected are used by the University to fund services and programs for students.

Financial Restitution. Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may include the cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

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. Examples include:

- Restriction on representing Northwestern University in any official capacity;
- Restriction from holding positions of leadership in any University recognized student group or organization or from being hired by University departments to serve in leadership roles;
- Restriction from attendance at University events or activities;
- Restriction on use of University resources;
- Restriction on entry or access to particular locations, premises, or events;
- Restriction on contact with another member or group of members of the University community;
- Restriction on ability to study abroad; and
- Additional conditions as deemed appropriate by the Case Resolution Coordinators/panel.

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 member of the University community.

Disciplinary Housing Sanctions (Individual or Group)

Housing sanctions may be imposed in conjunction with violations of residence hall policies, in conjunction with violations related to on-campus residential facilities (including fraternity and sorority houses), or as otherwise appropriate. Housing sanctions include the following:

Housing Warning. Formal notice that a student's actions violated a Housing policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a Housing policy, may result in more impactful 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 Housing community.

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 policies and expectations. Any violation that occurs while on this status may result in a sanction of relocation, suspension, or removal from a residential facility or fraternity/sorority house. Students may be required to resign any office or committee appointment associated with Residential Services or its affiliated student organizations. Housing Probation is typically assigned for a minimum of the rest of the quarter.

Housing Suspension. Requires a student to vacate their residence hall, residential college, or fraternity/sorority house for a specified period of time, with the understanding the student may return to a space within the housing system at the conclusion of that period. Students suspended from housing must comply with all University vacancy procedures, including properly turning in keys and checking out of the hall. All access to the residence hall, residential college, or fraternity/sorority house may be terminated and students may not be able to enter into or visit any residence hall, residential college, or fraternity/sorority house during the suspension period. Housing fees may be forfeited. Housing Suspension is typically assigned for a minimum of the rest of the quarter, and may be assigned for up to two years.

Housing Relocation. Requires a student to move to a different residential facility or housing unit. The new location and timeline for move are determined by Residential Services.

Housing Removal. Permanent removal from residence halls, residential colleges, and fraternity/sorority houses. Students removed from housing must comply with all University vacancy procedures, including properly turning in keys and checking out of the housing unit. All

access to the residence hall, residential college, or fraternity/sorority house may be terminated and students may not be able to enter into or visit any residence hall, residential college, or fraternity/sorority house. Housing fees may be forfeited.

Restriction on Guest Privileges. A student's privileges with respect to hosting guests in a residential facility may be restricted or revoked for a specified period of time.

Financial Housing Restitution. When damages are done to housing facilities, Financial Housing Restitution may be assigned. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected. When responsible individuals cannot be identified, restitution may be charged to all residents of the smallest applicable area of the housing unit, the total being divided equally. Alternately, residence hall governments may be assessed.

Disciplinary Sanctions (Group)

Group Formal Warning. Formal notice and censure that a student group's or organization's actions violated a University policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of a University policy, may result in more serious disciplinary action. Student groups and organizations 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.

Group Conduct Review. Group Conduct Review indicates that a group's behavior is a significant violation of University policy either because the group has had one significant incident or because the group is beginning to show a pattern of concerning behavior. Conduct Review is imposed for a specific period of time to encourage groups to reflect upon their choices and behavior and to demonstrate the ability to abide by University policies and expectations. During this time, any policy violations committed during this period will likely result in a heightened level of response and a more significant sanction such as group probation, suspension or dissolution.

Group Probation. A status imposed on a student group or organization for a specific period of time to alert the group to the fact that their choices and behaviors are significantly inconsistent with University policy and expectations. During this time, the group is asked to take active steps toward improving the actions of their group and to demonstrate that they can abide by University policy. Any policy violations while a group is on Disciplinary Probation will result in strong consideration of Group Suspension or Group Dissolution. Group Probation will be assigned for a minimum of three months and typically not more than two years. Probation will frequently be accompanied by a Loss or

Restriction of Privileges or Activities sanction (see [page 46](#)).

Group Suspension. This action is a total separation of the group from the University for a specified period of time. This includes total restriction on the organization and its members or supporters conducting any activity on the campuses of the University or at off-campus University-associated events that in any way promote the goals, purposes, identity, programs, membership, or activities of the organization. Group suspension is typically assigned for a minimum of the remainder of the academic year. Once the suspension period is over, if the group has met all other terms of its sanction, it will be allowed to resume activity as a recognized group.

Group Dissolution. Group Dissolution is the termination of the group or organization's recognition by the University. This action is a total separation of the group from the University. This includes total restriction on the organization and its members or supporters conducting any activity on the campuses of the University or at off-campus University-associated events that in any way promote the goals, purposes, identity, programs, membership, or activities of the organization. Once dissolved, a group or organization may only reapply for recognition once all current members have left the University community.

Fine. Fines are punitive monetary costs intended to dissuade student groups from violating the Code of Conduct. Fines collected are used by the University to fund services and programs for students. Fines for student groups and organizations will be assessed to the student group as a whole.

Financial Restitution. Restitution is monetary compensation required of student groups who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to student groups/organizations may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected. Financial Restitution for student groups and organizations will be assessed to the student group as a whole.

Loss or Restriction of Privileges or Activities. The withdrawal of the use of services or privileges as a student group or organization or the loss of the privilege to participate in an activity or event. Examples include:

- Restriction on representing Northwestern University in any official capacity;
- Restriction from participation in University-affiliated programs, events, and/or activities;
- Restriction on the group's use of University resources (e.g., ability to receive University affiliated funding, reside in University Housing)
- Restriction on the group's entry or access to particular locations, premises, or events;

- Restriction on the group's ability to host or participate in programs or events;
- Restriction on the group's ability to host programs or events with alcohol;
- Restriction in the group's co-programming with other groups or organizations on campus; and
- Additional conditions as deemed appropriate by the Case Resolution Coordinators/panel.

Educational, Interventional, and Restorative Sanctions (Individuals and Groups)

Sanctions of an educational, intervening, developmental, restorative, supportive, and sustaining nature will be used to ensure students learn the most from their actions and are best equipped to make better decisions in the future. Options include but are not limited to the following.

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 events, designing community education, or preparing an action plan.

Disciplinary Service Hours. Disciplinary service hours may be assigned, and must be completed (a) at a nonprofit organization, (b) under supervision of an employee or volunteer coordinator who is not a friend or relative of the student, and (c) without payment or other compensation for the work performed. Disciplinary service hours may, but need not, be completed for an office or department of Northwestern University. Disciplinary service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Court-mandated community service may count towards disciplinary service hours. Deadlines for disciplinary service hours may vary.

Referrals to Other Offices, Departments, Programs, or Agencies. Attendance at and completion of any educational programs, interventions, or assessments to which a student is referred. This includes referrals to on and off-campus resources for services including, but not limited to, substance-use assessments and interventions and interventions/education programs for abusive/controlling behaviors.

Mental Health/Medical Assessment and/or Treatment (individual only): Requirement that a student seeks a mental health, medical, substance use, or threat assessment from an appropriate health care professional and follows through with the recommendations of the professional.

Restorative Actions. Engaging 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 Notification. 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.

Notification to National Organization Representatives, Officers, or Advisers (group only). The organization's national representative, officers, and/or advisers may be notified of the violation for which the student organization has been found responsible.

Other Reasonable Sanctions. Any reasonable sanction may be assigned that appropriately promotes the education and development of a student or student organization, ensures safety, or otherwise furthers the mission of the Office of Community Standards.

CONDUCT RECORDS/ STUDENT STATUS

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 Community Standards 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, expulsion, or degree revocation 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, expulsion, or degree revocation 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 or specifically requested by the student.

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.

The final outcome of student organization/group conduct cases are not protected under FERPA. The Office of Community Standards publishes the final outcomes of student organization cases on the department's website. In circumstances where the resolution of a case is ongoing, information will not be shared publicly by the Office of Community Standards.

POLICY FOUNDATION

Building an effective community is facilitated primarily by residents' respect for one another and cooperation with fellow residents and hall staff. Policies and procedures are in place to ensure the successful development of our residential community and a safe and secure environment for all residents. In addition, all policies contained within, apply to residents, non-residents and guests that enter the residential facilities. Failure to comply with any University policies and procedures, including those outlined here, may result in action through the student conduct process, known as the University Hearing and Appeals System, as is outlined on [page 100](#) of this document.

During the year, Residential Services may find it necessary to update these policies and procedures to ensure the best interests of the campus community are maintained. If this situation occurs, Residential Services will notify all residents in a timely manner.



A photograph of a university campus featuring several brick buildings. In the foreground, there is a paved walkway and a grassy area with some landscaping. A large, semi-transparent purple geometric overlay, composed of various triangles, covers the upper and central portions of the image. The text 'UNIVERSITY HOUSING POLICIES AND PROCEDURES' is printed in white, bold, sans-serif capital letters across the lower part of the purple overlay.

UNIVERSITY HOUSING POLICIES AND PROCEDURES

RESPONSIBILITIES TO THE COMMUNITY

- Every community member has a role in creating and sustaining an inclusive environment. We expect you to explore your own beliefs and values, learn about people's experiences and identities, and engage in meaningful dialogue.
- As a member of this community you are empowered to have ongoing communication with your roommates and neighboring residents. This can include building meaningful relationships, navigating moments of conflict, or addressing violations of community standards. You are expected to approach community members with maturity and an intent to understand to foster open dialogue and a sense of belonging.
- Your community is your home. You are encouraged to take pride in the presentation and upkeep of this shared space. As a resident, you should take ownership of your community by properly caring for, maintaining, and respecting University property. Use your voice to uphold these standards and help others do the same.



Resident Rights

Members of the residential community at Northwestern University agree to uphold the following basic rights of all residents:

- The right to read, study, and live free from undue interference, un-reasonable noise, and other unreasonable 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 access one's room and to the residential facilities, except when there is a significant threat to health or safety or violation of University policy;
- The right to personal privacy;
- The right to have any alleged violations of policy resolved through the University Hearing and Appeals System; and
- The right to be free from physical or psychological intimidation, harassment, and/or harm.

UNIVERSITY HOUSING POLICIES AND PROCEDURES

The policies and procedures outlined below are included in the residence and board contract between student residents and Northwestern University. University housing is defined as all residence halls (undergraduate and graduate), residential colleges, and special interest communities managed by Residential Services. As such, all residents are responsible for complying with these policies and procedures in addition to the policies outlined in the Student Code of Conduct and all other University policies. Fraternity and sorority houses must also comply with these policies and procedures as outlined in their individual leases with the University. Residents are responsible for the activities that occur in their room or apartment, regardless of whether they are present or not. When policy violations occur in a room or apartment, the University may follow up with all residents of that room or apartment. The residents who are responsible for, or whose guests or visitors are responsible for the violation, will be held responsible.

In conjunction with Student Code of Conduct, all residents and their guests are expected to comply with all reasonable requests and instructions of all University officials and emergency personnel, including Residential Services staff, resident assistants, graduate resident assistants, and community service officers. This includes the expectation that residents and their guests comply with requests such as responding to correspondence and opening doors to residential rooms, suites, and public spaces when there is a need to enter to ensure the general safety and welfare of students or to follow up on suspected violations of University policies, providing valid identification, and disposing of prohibited items when requested.

For the most up-to-date version of these provisions, see the Residential Services Policies webpage:

www.northwestern.edu/living/about-us/policies/index.html

Access, Keys, and Key Cards

1. All keys and key cards (including Wildcards) are the property of Northwestern University. Residents and non-resident residential college members are prohibited at all times from giving and/ or loaning their keys/access cards to anyone for any reason. Any duplication of University keys/access cards is strictly prohibited.
2. If you become locked out of your room/suite/apartment, you may go to your area desk to borrow a temp key or access card. If you are unable to go to your area desk physically, you may call the desk to request a staff member let you into your room/suite/ apartment. Misuse of this process can result in documentation by staff and follow-up through the Community Standards process.

You may receive one (1) free lock out per quarter, after which you will be assessed a \$10.00 charge for each subsequent lock out. Failure to return a temp key or access card by the time indicated may result in additional fees. All fees/charges will be assessed to your Student Account and must be paid as indicated by Student Finance. Replacements for lost keys must be obtained from the building/area desk, and Wildcards must be replaced at the Wildcard office. If a room door key is lost, the door lock is automatically changed, for which the charge (including a new key) is \$106. If a key card is lost, or if a temporary access card isn't returned within 24 hours, there is a \$25 replacement fee. If a key is broken, it will be replaced without charge, provided all of the pieces are returned to the neighborhood desk. Damaged Wildcards must be reported to the Wildcard office to avoid a \$25 replacement fee.

3. Any student vacating University Housing for any reason—including, but not limited to, withdrawal from the University, moving to a different residence hall, or vacating the hall at the end of the academic quarter—must notify Residential Services of their check out through the communicated check-out process within 48 hours of their room change or move-out date. Failure to return any keys or access cards assigned within this time limit will be cause for the assessment of damages as specified in the residence and board contract and an improper checkout charge.
4. Students are prohibited from: entering vacated rooms, entering buildings during times when they are closed, entering other restricted areas, or entering and exiting through windows for any purpose except in case of an emergency.

Alcohol

1. Students under the age of 21 may not be present in any University housing location in which an alcohol policy violation is occurring. Students under the age of 21 are expected to leave the location in which the alcohol policy violation is occurring or notify appropriate staff members to stop the violation.
2. Residents who are 21 years of age or older may consume alcohol in the privacy of their rooms/apartments so long as the only individuals under 21 are the student's roommates (or in the case of students in graduate residence halls, family members), the event does not become public, does not create a disturbance, and the number of individuals present does not exceed double the occupancy of the sleeping quarters (e.g., four people in a double room).
3. Progressive parties involving multiple rooms or multiple floors where alcohol is present are prohibited.

4. Residents and their guests may not possess or use alcohol, regardless of age, in any common area of a University housing facility (except as specifically authorized by Residential Services).
5. Graduate students, residing in graduate housing facilities, who are over the age of 21, may consume alcohol in community lounge spaces, not including children's play areas, so long as no disturbance is created, common source containers (i.e. kegs) are not present, and all individuals consume responsibly.
6. No alcohol is permitted in any undergraduate University housing at any time during Wildcat Welcome, regardless of age.
7. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is prohibited.
8. Outside of approved alumni events, alcohol may not be sold or distributed in University housing. This prohibition includes, but is not limited to cash bars; events to which admission tickets are sold or fees are charged (e.g. entertainment charge or annual dues); fees for access to an open bar; and, parties at which alcoholic beverages are served and for which contribution or donations to offset the costs of the party are sought.

Facility Use

1. Rooms must be maintained in good sanitary condition and free of any noxious odors. A noxious odor is any aroma of such intensity that it becomes apparent to others within the community. Any odor may become noxious or offensive when it is too strong. Examples include excessive perfume, air freshener, or large amounts of dirty laundry. When the source of a noxious odor can be traced to an individual room or space, the occupants of that room may be subject to disciplinary action.
2. Rooms must be returned in the same condition as when first occupied, with ordinary wear and tear excepted. Damage to students' rooms, including costs for replacing missing furnishings, will be charged to the last known student occupants of that room. Assessments for damages are made as needed, but at least annually, by the University.
3. Students must vacate rooms at the end of the fall and spring quarters as outlined in the housing agreement, and within 48 hours from the effective date of an approved room change. During Winter Break periods, students are permitted to leave their belongings in their room. Undergraduate students with continuous housing contracts may remain in their rooms over Winter Break.

4. 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.
5. All University furnishings and fixtures must remain in the room they are assigned to at all times. Furniture in lounges and common areas must not be removed from the room they are located in.
6. Playing musical instruments in any resident's room is prohibited when the playing disturbs the community.
7. Engaging in physical activities of any kind in public spaces, outside of areas designated for physical activity (e.g. fitness centers), in the residential facilities is prohibited. Examples of prohibited activities include skateboarding, tossing a football or basketball, use of hover boards, and riding bicycles and scooters.
8. University housing facilities are restricted areas and may not be used for sale and solicitation of goods and services, for the collection of information, or to gain support for organizations or causes without permission from Residential Services. Residents must occupy their assigned spaces solely as personal residences. Students may not operate a business or other commercial enterprise, including those conducted online or via the Internet, from their residence hall room or building. Students may not use room/apartment addresses, phone numbers, data jacks, or wireless internet access for non-residential purposes. Any exception to this policy requires written approval from the Executive Director of Residential Services or designee.
9. Subletting, purchasing, or rental of rooms to another individual outside of the assigned resident is always prohibited (e.g., AirBnB, HomeAway, etc.). This can include the solicitation of room changes for compensation (i.e. cash, gift cards, vouchers, trinkets, etc.).
10. No one is permitted to place materials on, at, or under resident room doors outside of official University business or communication between known acquaintances. At no time and under no circumstances will door-to-door solicitation be permitted within University housing.
11. Residents interested in posting information or flyers in University housing, outside of canvassing, must contact the Residential Services main office for permission and public posting locations. For additional information about posting policies, see "Campus Publicity" on [page 96](#) and the "Posting Policy" on [page 61](#). Canvassing is prohibited in and around University housing except for the purposes of political canvassing outlined below. Indent for a sub-bullet section:
 - a. Solicitation is strictly prohibited in and around University housing facilities managed by Residential Services.
 - b. Any recognized student organization (registered with Student

Organizations & Activities), candidates for any elected university position, or local, state, or national candidates for elected offices may request to canvass within University housing.

c. Requests can be submitted to the Residential Experience email at residentiallife@northwestern.edu. All requests must be submitted and received at least three (3) business days (Monday-Friday) prior to the desired canvassing date.



Please Note: We highly encourage the use of social media (i.e. Facebook, Instagram, Twitter, etc.) as a primary source of advertisement for promotion of an event or organization. Promotional materials will be approved on a first come basis with consideration of the volume of requests and available space. Not all promotion requests will be approved.

12. Residents may be held accountable for behavior they allow to occur in their room or apartment, even if they are not present.
13. Students are prohibited from any unauthorized misuse, or modification, of a room, suite, building common area, and/or lounge in any University housing facility.
14. If common areas are damaged and the responsible parties are not identified, the University reserves the right to hold all residents of the floor, unit, hall, or residential area responsible for the cost of repair and/or replacement of damaged items. Any such joint allocation of charges does not constitute a disciplinary action or a determination of violation of any University policy, rule or regulation and will not appear as such on any University record.
15. Items left in common areas, such as laundry, kitchen utensils, etc. will be disposed of by Residential Services after 48 hours.
16. The removal of any amenities (e.g. video game consoles, pool tables, etc.) from common spaces at any time is prohibited.
17. In instances where a student unexpectedly leaves campus, does not communicate with Residential Services within 5 business days, and is unable to return to move out their belongings, they will be charged \$100 for abandoned property. Residential Services will share contact information and pricing from vendors who provide packing and shipping/storage services. If the student does not respond within 5 business days, the property will be considered abandoned and will be discarded and/or donated; the student will be charged an additional \$100. Students will be billed for housing until they take action or 5 business days after the initial notice from Residential Services.
18. At the conclusion of a student's housing contract, if personal property is left in an assigned room or common area, it will be

removed from that space and temporarily stored for 7 days. The student will be charged \$200 for abandoned property. Residential Services will reach out to the student to share contact information and prices from vendors who provide packing and shipping/storage services. If the student does not respond within 5 business days, the property will be considered abandoned and will be discarded and/or donated; the student will be charged and additional \$100.

Fire Safety

1. 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, including covering devices or hanging items from sprinkler pipes. Sounding a false alarm is a violation of city and state law and University policy.



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.

2. Fire exit drills for University housing are required by Illinois and Evanston law. All occupants of a building must leave during a fire alarm or exit drill and gather in the designated emergency evacuation assemble area or in a space designated by emergency personnel or hall staff that is a safe distance from the building and out of the way of the fire department. Students may not reenter a building where an alarm has sounded until given permission to do so by emergency personnel or hall staff. Residents are encouraged to complete the Emergency Evacuation Training - Residential Building training offered by myHr.
3. Under Illinois law, a person commits aggravated arson when, by means of fire or explosive, they knowingly damage, partially or totally, any building, and they know, 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. In conjunction with Student Code of Conduct, smoking, including, but not limited to, cigarettes, e-cigarettes, vaporizers, and hookahs, is prohibited in all areas of all University housing, including, but not limited to, sleeping rooms, lounges, suite living rooms, dining rooms, corridors, stairwells, courtyards, washrooms, and

within 25 feet of any entrance, open window, ventilation intake, or similar feature of a University building.

5. Residents are responsible for minimizing the risk of fire hazards by not placing any items on radiators or radiator covers. In addition, electrical outlets should not be overloaded with multiple plug adapters or extension cords.

Guests

1. 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 University housing.
2. A resident may have overnight guests, limited to one guest per resident at any one time with approval of all roommates/suitemates. Overnight guest privileges are limited to a maximum of three consecutive nights and a total of seven nights per resident per quarter. A guest is defined as any person who does not have a contract to live in a given space.
3. A resident may host non-overnight guests at any time with approval of all roommates/ suitemates. All guests who are not residents of the building must be escorted by a resident at all times and must be registered with the community service officer on duty.
4. Residents are accountable for the conduct of their guests and may be subject to disciplinary action for violations of University policy committed by their guests.

Information Technology

1. All telecommunication services in University housing—including, but not limited to, telephone and data services —are provided exclusively through Northwestern University Information Technology (Northwestern IT). Residents agree to comply with all applicable Northwestern IT policies and agree to pay all charges incurred. Wireless internet is provided to all residents in their rooms and commons spaces in all University housing facilities. Residents must provide their own computers. Operation of file or web servers is prohibited.
2. Northwestern IT 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, Northwestern IT will perform the repair and charge the cost of the repair to the person or persons responsible.

3. Pursuant to the University's Computer and Telecommunications Equipment, Facilities, and Services Policy, 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 routers 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 University housing.
4. In conjunction with the Public Showing of Copyrighted Videos and Material Policy on [page 93](#), residents may not show copyrighted videos or materials outside of their own rooms.
5. Residents are prohibited from using University email listservs for the promotion of personal business ventures and from carrying out jokes or pranks on other residents. In addition, it is prohibited to misrepresent oneself or impersonate another person or organization on a university sponsored listserv.

Non-Residents

1. Any student entering a residential community is considered a non-resident if they do not live in that community. Non-residents are held responsible for all residential policies while present in the spaces. Specifically, non-residents should be aware of the following:
 - a. Non-residents are only allowed to enter the common spaces within the residential area and are explicitly prohibited from entering the residential areas of the building unless as the escorted guest of a current resident in that community.

Occupancy

1. Only approved residents may remain in the undergraduate residence halls during break periods. Residents not approved must check out of University housing within 24 hours of their last scheduled final exam in the fall quarter. In addition, all residents must check out and remove all personal belongings from housing within 24 hours of their last scheduled final exam in June. Note that scheduled finals are not inclusive of extensions organized with academic departments. Personal items may not be stored in housing during the summer. Northwestern University will not be

responsible for any loss due to fire, theft, or other casualty.

2. 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.
3. Residents or guests may not occupy or sleep in common areas of University housing.
4. Residents may not occupy and/or use any other sleeping room aside from their University assigned bed space without permission from Residential Services.
5. Individuals should use the restrooms on the residential floors that align with their gender identity or in which they feel safest.

Restrooms: Residential Services provides both gender specific and all gender restroom options in each residential area. More information on where to find all gender restroom options throughout our residential spaces and about all gender housing options is available in the [*All Gender Housing Guide*](#).



Residents may not host an event, in a University housing room or common area, that becomes public or when the number of individuals exceeds double the occupancy of the sleeping quarters.

Posting Policy

Residential Services oversees undergraduate and graduate housing areas with designated posting areas. Flyers may be delivered to the Residential Services office located at 2122 Sheridan Rd., Suite 150, during business hours (Monday through Friday from 8:30 a.m. to 5:00 p.m.). Staff will approve and post flyers in designated locations within the buildings. Postings in residential buildings are subject to the following:

- a. Postings must be for events or activities sponsored by an organization affiliated with Northwestern University,
- b. Postings and events must not include reference to alcohol, drugs, or illegal activities,
- c. Postings must include location, date, time, and the name of the sponsoring organization or individual,
- d. Postings may be no larger than 11" x 17",
- e. Postings must have a Residential Services posting approved stamp,

- f. Postings must be for events that take place within the next month. Only one set of flyers per event will be posted.

Approved postings will be distributed by Residential Services for posting and should be submitted two weeks in advance of the event. Residential Services will not print or copy postings/flyers for distribution. A copy of the flyer may be emailed to residentiallife@northwestern.edu for approval prior to printing.

Resident Assistants, Graduate Resident Assistants, Area Councils, Residential College Board, and Residential College Executive Boards may consult with their advisors or supervisors regarding additional posting opportunities.

Please refer to <https://www.northwestern.edu/living/services/posting-policy.html> for the maximum number of copies that will be posted based on location. Residential Services is able to accept up to a maximum of 160 copies for an activity or event. Smaller amounts of copies can be distributed to subsets of buildings if desired.

Prohibited Items

1. The Evanston housing code forbids the use or storage in sleeping rooms of any appliances for cooking, preparation, or heating of food or beverages, including, but not limited to,

- a. microwaves,
- b. hot plates,
- c. crock pots,
- d. coffee pots (except for Keurig machines with self-contained heating elements),
- e. blenders,
- f. toaster ovens and toasters,
- g. water heaters,
- h. candle warmers,
- i. rice cookers,
- j. self-heating hot pots,
- k. appliances or items with warming elements

Students are also expected to abide by the expectations outlined in your housing contract related to prohibited items and to all

local ordinances.

2. The following items are also prohibited or restricted:

- a. Refrigerators (other than those provided by the University) with interiors larger than three cubic feet are prohibited.
- b. Room decorations such as:
 1. *Hanging blankets, tapestries, flags, rugs or fishnets*
 2. *Any decoration that covers more than 50 percent of the wall or window space; including peel-and-stick wallpaper*
 3. *Combustible decorations on or near heat sources such as radiators or light bulbs*
 4. *Dart Boards*
- c. Any method of affixing decorations that puts holes in or marks walls, woodwork, doors, or furnishings is prohibited, including mounting TVs or other items on the walls.
- d. No decorations, flags, banners, or other items may be hung on the exterior or draped from a window or doorway, from the ceiling, or from exposed pipes of any residence hall.
- e. Signs or posters in windows or on doors must have the approval of all roommates and are subject to the approval of the University.
- f. Candles, live holiday trees, incense, and open flames are prohibited. Students who have religious needs to burn candles are encouraged to speak to their Resident Director for accommodations.
- g. The possession or use of firearms or other weapons of any description and for any purpose is prohibited. Air soft guns, pellet guns, and other plastic guns/weapons whether real or fake are prohibited. Knives that are used for cooking purposes and pocket knives with blades less than four-inches are allowed, while all others including, hunting, combat, and switchblades are prohibited.
- h. Fireworks, explosives, and incendiary materials are prohibited. Flammable items, such as lighter fluid, charcoal, gasoline, and propane, cannot be stored in residence halls.
- i. Bicycles and motorized vehicles (bicycles, scooters, mopeds, etc.) may not be stored in any area of a residence hall other than in areas specifically designated for such use. Bicycles and motorized vehicles parked in stairwells or on ramps, attached to handrails, or otherwise impeding egress from a building will be removed at the owner's expense. Bicycles and motorized vehicles inap-

- appropriately parked in the common areas surrounding residential facilities may also be removed.
- j. No motorcycle or other motor vehicle, including hoverboards, or electronic self-balancing scooters, may be charged, operated, stored, or used inside any University housing facility, including dining facilities, or any other Northwestern University building.
 - k. The installation of air conditioners by residents is prohibited.
 - l. The building, installation, or use of “lofts,” or any structures used to increase the height, width, or length of the bed, including, but not limited to, cinder block, wooden platforms, and bed risers or extenders, is prohibited. Many sleeping rooms are equipped with furniture that has built-in bunking and lofting systems. Students must place a maintenance request to have their room furniture readjusted.
 - m. The use or possession of items containing large amounts of water that could pose a safety and facilities hazard such as aquariums, water beds or inflatables (hot tubs, pools, etc.) are prohibited.
 - n. No pets or animals of any kind (except for documented and approved service and assistance animals) are permitted in University housing at any time for any reason. Students planning to bring their service or assistance animal to reside in University housing should submit an accommodation request online through the Residential Services website: <https://www.northwestern.edu/living/current/housing-dining-accommodation-requests.html>
 - a. Any approved animals must follow all guidelines documented in the agreement completed at the time of approval. and the Service, Assistance, and Other Animals at Northwestern policy. Owners are responsible for the actions/behaviors of the animal and responsible for ensuring the animal is only present in approved locations.
 - o. During winter months (December 1st-March 30th), residents are required to keep their windows closed and locked to avoid pipes from freezing and bursting in University housing. When leaving the residence halls for winter break period, students should always plan to close and lock windows during breaks to avoid potential problems from occurring in the residence halls. Residents who leave windows open are responsible for any resulting damage.

Quiet Hours and Noise

Unreasonable noise is never acceptable in any residential facility. All residents are expected to be courteous with regard to noise at all times and to respond appropriately to requests for quiet. Quiet hours

and courtesy hours are established and enforced according to the following procedures.

- a. **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 their room with the door closed) from sleeping or studying is unreasonable.

Quiet hours run from 12:00 a.m. to 8:00 a.m. Monday through Friday and 1:00 a.m. to 10:00 a.m. Saturday and Sunday.

During finals weeks, all residents are expected to comply with 24-hour quiet hours. Quiet hours begin at 5:00 p.m. on the Friday before finals week, and end at 5:00 p.m. on the Friday at the end of finals week.

- b. **Courtesy hours.** All other times are considered courtesy hours. During courtesy hours, residents may ask another resident to lower the volume of noise of their activity if it is disturbing to their sleep or studying.
- c. **Enforcing quiet and courtesy hours.** Residents are expected to talk directly with persons causing noise and respectfully ask them to reduce the noise. If a resident does not honor a reasonable request to reduce the noise, a resident/graduate housing assistant should be contacted for assistance. Residents are responsible for ensuring that their guests abide by quiet hour policies.

RESIDENCE HALL PROCEDURES AND LOGISTICS

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 lasts three weeks to provide adequate time for students to return and for staff to account for vacancies.
2. **Room changes.** After the housing freeze, students can add themselves to the room change wait list which allows students to preference up to three buildings and room types (i.e. single or double). Students who want to live together should form a roommate group and all involved students need to submit room change requests. Before a room change is approved, students in double or triple rooms need to have completed their roommate agreement and demonstrated an effort to resolve any existing conflicts with the help of their RA and/or RD.

In general, to be eligible for space in a residential college, the student must either already live in that facility or be a non-resident member of that residential college.

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.

Mail Security

The Foster-Walker and Kemper Mail and Package Centers follow strict guidelines from the United States Government around mail delivery, specifically mail that comes from the United States Postal Service.

Each student room is assigned a mailbox with a combination lock and can learn their combination by logging into the Housing Portal. Students can learn how to use their combination lock using the directions posted near mailboxes or online (<http://bit.ly/ComboHowTo>). For additional help, students with mailboxes in 560 Lincoln, Willard, Sargent, and Allison can ask the Desk Clerk for assistance from 8:00am-4:00pm. Students with mailboxes elsewhere on campus should ask a member of the Mail & Package Center staff for assistance. If there is a problem with a combination lock, students should complete the maintenance request form on the Housing portal.

Per the U.S. Code (18 U.S.C. § 1708), “whoever...attempts so to obtain, from or out of any...letter box, mail receptacle...shall be fined under this title” which Residential Services interprets as “no person should remove mail that is not addressed to them from a mailbox that does not belong to them.” It is critical for the Mail and Package Center staff to be immediately notified of any concerns regarding mail and/or packages to assure that troubleshooting mail and packages reported lost or missing is effective.

Residential Services staff members with access to mailboxes cannot retrieve mail from inside a mailroom to deliver it by hand to a resident. The Mail and Package Center Supervisor and full-time Office Clerks can assist residents in obtaining their mail when necessary after the combination lock has been tried; these staff members will report this delivery to their supervisor.

Northwestern University Authority

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, to look into a potential violation

of policy, or to provide repair or maintenance services. Absent an emergency or imminent threat to health or safety or reasonable belief of a policy violation, no search of the contents will be made without either approval 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. 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.
3. 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.
4. 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.





OTHER UNIVERSITY POLICIES AND PROCEDURES

OTHER UNIVERSITY POLICIES AND PROCEDURES

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 policies may be resolved through the Office of Community Standards and the University Hearing and Appeals System or other designated resolution procedure.

Addresses and Telephone Numbers

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 the Profile tile in CAESAR. Changes to parent addresses must be reported to the Office of the Registrar. Instructions can be found on the Office of the Registrar website:

<https://www.registrar.northwestern.edu/records/student-information-privacy/address-change.html>

Alcohol at Events for Undergraduate Students

Community Alcohol Coalition's Philosophy Statement: A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Northwestern community shares responsibility for promoting healthy behavior. In supporting each individual's health and wellbeing, we assist students, staff, and faculty in understanding the risks associated with consuming alcohol while seeking to minimize the harm to self and others caused by the misuse and abuse of alcohol.

This policy reflects one aspect of broader coverage of issues related to alcohol that can be found in the Student Handbook. The University takes a harm reduction approach and supports strategies to mitigate the negative consequences of alcohol for students, Northwestern, and in the community, and implores students to consider the impacts of their actions in the same way.

The following provisions shall govern on-campus or off-campus undergraduate events where alcohol is present:

1. The possession, use and/or consumption of alcoholic beverages by undergraduate students must at all times be in compliance with all applicable local ordinances and laws of the State of Illinois and policies of Northwestern University, including the Student Code of Con-

duct and the prohibited use or possession of alcohol by individuals under the age of 21. Violation of this policy is grounds for discipline under Northwestern's disciplinary policies.

2. Alcohol may not be purchased using University funds (including student group funds held by SOFO, the Student Organization Finance Office) for undergraduate student events. In no case shall University funds be used for the purchase of alcohol with any intent to be served to those under the age of 21.
3. All undergraduate student events where alcohol will be available for purchase by attendees who are over 21 years of age (e.g., an event hosted at a restaurant) must be approved by the Vice President of Student Affairs. Failure to secure such approval will result in a denial of all payment and contractual requests submitted for any such event and may result in the denial of future event requests by such student organizations or organizers.
4. Exceptions to this policy may be granted for religious observance in accordance with Illinois state law. Event planners must submit the documented need for an exception, write a harm- reduction and risk management plan, be in compliance with this policy statement, and seek approval by the Assistant Vice President for Student Engagement.
5. The decision of whether to approve an undergraduate event where alcohol is available for purchase by attendees who are over 21 years of age will be based on the following factors outlined in a Risk Management plan, with harm reduction and health, safety and wellness as the guiding principles:
 - a. **Size:** What is the expected attendance at the event? What is the expected number of attendees who are over 21 years of age? What is the capacity of the venue?
 - b. **Staffing:** Will University or venue staff be overseeing the event? How many sober student monitors will be responsible for event oversight? These individuals may not consume alcohol prior to or during the event.
 - c. **Duration:** How long is the event? What is the beginning and ending time of the event? What are the alcohol service times within the event hours?
 - d. **Food/water:** What food, water and/or non-alcoholic beverages will be available for the event (snack machines are not acceptable)?
 - e. **Focus:** What is the focus of the event? Events and publicity must be centered on food and/or activities and be related to the University's mission.

- f. **Audience:** Who is the intended audience for the event? Are attendees required to be 21 years of age or older? If not, what specific measures will be taken to ensure alcohol is only available to those of legal drinking age (wrist bands, separate area for over 21, etc.)? What percentage or number of attendees are expected to be under 21?
 - g. **Location/travel:** Where is the event taking place? What is the expected transportation used to and from the event? What is the plan in case of emergency?
 - h. **Venue:** How will the venue enforce the minimum drinking age and monitor consumption? How will the venue meet Northwestern's insurance and indemnification requirements? How will the venue contractually assume all responsibility for the purchase, sale, and distribution of alcohol? If the event is on campus, alcohol service must be contracted to a Northwestern- approved caterer or vendor or compliant with bring-your-own-beverage (BYOB) check-in and distribution procedures.
 - i. **Event type:** Is this a guest-restricted, ticketed, private, or open event? Is the event occupying an entire venue, or a portion of a venue? Does the event include any activities whereby alcohol increases the risk of injury to students?
 - j. **Timing and Calendaring:** When does the event take place? Does the event conflict with other University events?
 - k. **Partnerships:** Has the event occurred before or is there a pre-existing relationship with the venue? Have the organizers worked with appropriate University offices (e.g., NUPD, HPAW, Risk Management, Campus Life) to ensure the guiding principles of health, safety, and wellness are achieved?
 - l. **Notification:** Who will be contacted in the case of an emergency at the event?
6. All approved undergraduate events with alcohol must comply with the following requirements, in addition to all applicable University policies set forth in the Student Handbook:
- a. Alcohol may only be consumed by students who are 21 or older;
 - b. A screening process shall be in place either by the venue and/or organizers to identify and turn away any students arriving at the event who are already intoxicated;
 - c. In the case of full-venue rental, no hard liquor may be served to attendees at the event;

- d. Alcohol must be sold on a per drink basis at no less than the published price open to all establishment patrons (i.e., no open bars; no free drink tickets; no pitchers or common containers; no drink specials may be part of the event);
- e. Water must be available free of charge for the duration of the event;
- f. Food must be available throughout the duration of the event. Snack machines are not acceptable;
- g. Alcohol must be purchased and served by a licensed and insured pourer who has signed the Northwestern University Undergraduate Events With Alcohol Rider;
- h. Alcohol that gets purchased and is unopened must be returned to the licensed and insured pourer, or returned to the place of purchase. It cannot be given away, even to those over 21 years of age. If opened, the contents must be disposed of on site.
- i. The venue and event organizer must ensure controls are in place to prevent the 'passing' of alcoholic drinks to underage attendees;
- j. Generally, alcohol can be served for no longer than 5 hours at events, and alcohol service should conclude at least 1 hour before the end of the event;
- k. "Drinking games" are prohibited;
- l. Advertising of events must emphasize the purpose and scope of the event and not be related to alcohol;
- m. Events occurring off-campus and outside of Evanston shall have contracted transportation for all attendees to and from the event;
- n. Organizers and organizations are prohibited from receiving payment for alcohol; all alcohol will be sold by third party vendors;
- o. The number of people in the event at any given time cannot exceed the fire capacity for the venue;
- p. Individuals responsible for overseeing an event, at a 1:25 ratio of sober monitors to participants, are prohibited from consuming alcoholic beverages prior to or during the event.

- q. Any emergencies shall be immediately reported to 911 first and second to the Dean on Call, and non-emergency incidents involving student safety or misconduct shall be reported to the Dean on Call.

An individual, group, or organization may be held responsible as representatives of the University for the actions and behaviors of its members and guests.

Athletic Facilities Policies of Conduct

The use of tobacco, electronic smoking devices, and other nicotine delivery systems is prohibited in all Northwestern athletic facilities regardless of whether there is a scheduled University athletic event.

At and during scheduled Northwestern athletic events, students are prohibited from engaging in any conduct which may be illegal, disruptive or otherwise violates Northwestern policies. Such activities may include, without limitation, throwing or projecting objects of any kind; wearing inappropriate, inflammatory, or offensive clothing that violates Northwestern discrimination or harassment policies; using disruptive or abusive language or gestures; inappropriate verbal or non-verbal behavior directed at participants; distracting other patrons or interfering with the progress of any athletic event by the use of cameras, stadium horns, radios, miscellaneous items (e.g., banners, signs, placards, etc.); or entering the floor, field, or playing surface of any athletic facility before, during, or after an athletic event without prior approval.

Any student who violates this Section may be immediately ejected from an athletic event and may be subject to corrective actions as determined by the Office of Community Standards.

Behavioral Consultation Team

Northwestern University's Behavioral Consultation Team (BCT) works to enhance campus safety and violence prevention by conducting fact-based threat assessments. The safety of individuals and the Northwestern community is the primary focus of the team and a shared goal of all members of the community. Community responsibility and engagement in the reporting process enhances campus safety and the ability to effectively respond to potentially dangerous situations.

The BCT is a multidisciplinary group that engages in early identification, conducts risk assessments, and provides interventions and supportive services with members of the University community who display aberrant, dangerous or threatening behaviors that might adversely affect the safety or well-being of the campus community.

The BCT consists of representatives trained in threat assessment from

departments across the University, including Northwestern Police, Dean of Students Office, Office of Human Resources, Counseling and Psychological Services (CAPS), Office of Civil Rights and Title IX Compliance, Office of the Provost, and Office of General Counsel. Team members meet regularly or upon demand if the situation warrants it.

Per the BCT policy, members of the Northwestern community, including faculty, staff, and students, are expected to report concerning and threatening behavior immediately. Individuals who report these behaviors will not be subjected to any acts of retaliation for reporting concerns in good faith. The University will use available resources such as University Police, the Faculty and Staff Assistance Program, Human Resources, the Division of Student Affairs/Dean of Students Office, and applicable programs and policies in responding to alleged acts/threats of violence.

For further information, contact the facilitator of Threat Assessment at 847-467-5375 or visit the website www.northwestern.edu/up/your-safety/behavioral-consultation-team/. Community members who prefer to report anonymously may do so by utilizing the [Wildcats Aware: Concerning Behavior Reporting Form](#).

Bicycles

Bicycle safety is of great importance at Northwestern. Members of the University community can register their bicycle, and receive a free helmet and light. The process can be completed on-line at <https://www.cityofevanston.org/about-evanston/getting-around/bike-evanston> or in person at the University Police station on either the Evanston or Chicago campus.

Biking in Evanston

- There are more than 2.5 miles of bicycle paths on the Evanston campus.
- A detailed bicycle map of Evanston is available at: <https://www.cityofevanston.org/about-evanston/getting-around/bike-evanston>
- Sidewalks are for pedestrians only in Evanston, and bikes must be walked if on a sidewalk.
- White headlights and red rear reflectors are required after dark in Evanston. When biking during hours of darkness, the bicycle or rider must have a lamp emitting a white light visible at least five hundred feet (500') to the front. Your bicycle must also be equipped with a red reflector visible from a distance of five hundred feet (500') to the rear.
- Bicycles parked on campus must be registered with University Police. Registration can be done at www.northwestern.edu/up/community-services/bicycle-information/bicycle-registration-and-locks.html.
- For more information on bicycle safety and the security of your bicycle, please visit www.northwestern.edu/up/community-services/bicycle-information/bicycle-safety-and-security.html

Bicycle Parking and Storage

- Bicycles must be secured to bicycle racks or in other designated storage areas.
- Bicycles parked in unauthorized places such as stairwells, railings, walkways, ramps, and benches are subject to removal at the owner's expense. Students who have had their bicycle removed may contact **847-491-5201** to arrange pick-up. There is a \$25.00 fee due at the time of pick-up, payable by check or money order only, cash is not accepted. The University will not reimburse bicycle owners for locks that are required to be cut in order to remove the bicycle. Bicycles are stored for 30 days. If not claimed after 30 days the bicycles are donated to a charitable entity.
- Residential Services offers a winter storage program on a limited basis. Contact your Resident Assistant or Resident Director to apply to participate in the program.



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 available through the Department of Human Resources.

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 policies 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 policies shall be subject to University disciplinary procedures that may include fines, restitution of funds, probation, or suspension 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 Information Technology policies, and other University policy regarding computers, networks, or electronic communication. Northwestern Information Technology policies are posted at www.it.northwestern.edu/policies, including the Rights and Responsibilities policy at <https://www.it.northwestern.edu/about/policies/responsibilities.html>.

The Northwestern Chief Information Security Officer should be notified about violations of copyright laws and Northwestern Information Technology policies, as well as about potential issues in the security of any computer systems and networks at Northwestern. Contact the Chief Information Security Officer at security@northwestern.edu.

Responsibilities of Users (from the Northwestern Information Technology 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 highspeed 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 loop holes 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 or suspension from the University.

The Northwestern Information Technology security officer should be notified about violations of copyright laws and these Northwestern Information Technology policies, as well as about potential loopholes in the security of any computer systems and networks at Northwestern. Contact the Northwestern Information Technology 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 Northwestern Information Technology. Any independently installed wireless communications equipment shall be removed from service.

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

Use of Student Residence Computer Networks

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

System and Network Use

System and network users are responsible for

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

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

Network Administration

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

Appeal of an Administrative Action

Individuals who disagree with a Northwestern Information Technology 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.

COVID-19

The health and well-being of our community is Northwestern's highest priority. As such, Northwestern University may modify expectations at any time as guidance from federal, state, and local governments and/or the University evolves. Substantive modifications will be communicated to students via email and other methods, including the University's [COVID-19 website](#).

If residing in University housing, you will review the [COVID-19 Policies for On-Campus Students](#) and follow the expectations set forth therein. Students with a disability in need of a reasonable accommodation are expected to contact AccessibleNU to go through the accommodation process.

COVID-19 vaccination will still be required for students in most clinical programs to comply with clinical site requirements. All Feinberg School of Medicine students are required to be fully vaccinated against COVID-19. For more information on all vaccination requirements, as well as additional COVID-19 guidance, please review the [Immunization Requirements by Student Group](#) and the [Feinberg School of Medicine Guidance](#).

If you have questions, you may raise them with the appropriate University office. Northwestern cannot control risks associated with COVID-19 or guarantee that the campus (including any building) is free of the virus, or that you will not be exposed to COVID-19, and that such exposure may result in illness and/or a disruption to your student experience.

Crime and Safety Information

The Department of Safety & Security is part of the Office of the Senior Vice President of Business and Finance, encompassing University Police, Transportation & Parking, Security Systems & Technical Services, and Emergency Management.

Northwestern's Annual Security Report (ASR) contains specific information on campus crime, safety and security policies and fire safety for all Northwestern University campuses. This document is created in line with requirements outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The report also outlines the University policy relative to emergency notifications for our community.

Drones (Unmanned Aircraft Systems)

In order to promote safe, responsible, and respectful operations of unmanned aircraft systems (UAS, commonly known as drones) and provide guidance to the Northwestern community on UAS operations, this policy establishes procedures and other conditions for the operation of UAS at Northwestern. All operations of UAS either (i) on or above University property or (ii) in any location, when conducted on behalf of Northwestern, must follow the procedures set forth in the Interim Policy on Unmanned Aircraft Systems. This policy may be reviewed at: www.policies.northwestern.edu/docs/interim-drones-policy-041417-final.pdf.

Email Notification

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

All students will be assigned an official University email address. All official University communications will be sent to this official University email address in order to ensure such communications reach the intended recipient. This address will be maintained in the official University email directory for each student.

The University will provide a convenient mechanism so that a student may have email forwarded from the official University email address to another email address of the student's choice. Students who choose to have email forwarded to another email address do so at their own risk. The University is not responsible for email forwarded to any other email address. A student's failure to receive or read in a timely manner official University communications sent to the student's official email 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 email is a valid mechanism for communicating with a student, and faculty may use email 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 email from their course instructors.

EthicsPoint

EthicsPoint is a confidential resource for students and other members of the University community to anonymously report concerns or activities that may be in violation of federal, state, and local laws and regulations, Northwestern policies, and/or the Faculty Handbook, Staff Handbook, or Student Handbook. EthicsPoint is managed by a third party (Navex Global), does not require use of a NetID, and is available 24 hours a day, 365 days a year. You may file a confidential, anonymous report via telephone (**866-294-3545**) or by accessing EthicsPoint [online](#).

Once submitted, EthicsPoint reports are routed to individuals in University Compliance. Reports are reviewed and routed to an appropriate office or individual based on the incident. Any required investigation or follow-up is initiated by an appropriate office or individual. Reports are handled as promptly and discreetly as possible. Northwestern's Policy on Non-Retaliation strictly prohibits retaliation against any member of its community for reporting or inquiring in good faith about what the member believes to be wrongful or unlawful activity, or for participating in an investigation or proceeding related to such activity.

EthicsPoint is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. The EthicsPoint system is a complement to those protocols, providing a means for reporting

issues when individuals are uncertain about where to report and/or for reporting issues without disclosing their identity. If you have any questions about EthicsPoint, please contact university.compliance@northwestern.edu.

EthicsPoint is not a 911 or emergency service. Do not use EthicsPoint to report events presenting an immediate threat to life or property or other emergency. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please call 911.

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/records/student-information-privacy/privacy-policy-ferpa.html. FERPA grants students the right 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 in violation of privacy 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 students under the age of 21 who violate University policies or local, state, or federal laws governing the use or possession of drugs or alcohol. Additionally, the University reserves the right to release information to an appropriate third party in connection with an emergency, if such information is necessary to protect the health or safety of the student or other persons, and to educational agencies or institutions that request records when a student seeks to enroll, or is already enrolled.

Financial Obligations

The Office of Student Finance is responsible for billing and collection of tuition, fees, and room and board charges.

As a Northwestern student, you are responsible for fulfilling your financial obligations to the University. If your account becomes overdue,

you must pay a late payment fee. In addition, you are liable for any costs associated with the collection of your unpaid bills, including, but not limited to, collection agency costs, court costs, and legal fees.

The Director of Student Finance may cancel or prevent the registration of students whose accounts are overdue. Students whose University bills are unpaid when due may not be issued their diploma or transcript or have their enrollment or degrees confirmed until all financial obligations are paid in full.

Complete financial regulations for Northwestern students can be found on the Student Finance website:

www.northwestern.edu/sfs.

Fraternity and Sorority Recruitment for First-Year Students

Northwestern University restricts first-year students from joining the Interfraternity Council, Multicultural Greek Council, National PanHellenic Council, or Panhellenic 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 or formal recruitment programs sponsored by the chapters and/or governing councils. Alcohol is not permitted at any recruitment or new member/pledge activity.

In the fall quarter during Wildcat Welcome (New Student Week) first-year students may not attend an event sponsored by an individual fraternity or sorority chapter. Additionally, during Wildcat Welcome, first-year students may not visit a fraternity or sorority house except to visit a close relative, carry out official University business, or meet obligations of employment. Starting on the first day of classes, first-year students are permitted to attend chapter-sponsored events and enter chapter houses unless University policy violations are occurring or their presence is otherwise prohibited under the policies governing fraternity and sorority chapters. Both first-year students and chapters are subject to discipline for violating this policy. Check with 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 Universi-

ty 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 any 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 Campus Life or other designated University officials.

Identification Cards (Wildcard)

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 always needed 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, Henry Crown Sports Pavilion and Aquatic Center, University athletic events, a resident of an on-campus living unit and permits one to ride the Campus shuttles.

All student Wildcards provide authorized cardholders with access to secured on-campus buildings, labs, and residence halls (as applicable).

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 <https://www.northwestern.edu/wildcard/services/wildcard-advantage-discounts.html>

A cardholder may open a personal U.S. Bank student checking account, allowing the Wildcard to be used as an automatic teller machine (ATM)/debit card. Cardholders can then make purchases wherever debit cards are accepted. For more information, please view: www.usbank.com/northwestern

Immediately report a lost or stolen card to the Wildcard Office, 847-467-NUID (6843), or e-mail wildcard@northwestern.edu. ID cards

may be replaced at the Wildcard Offices in Evanston or Chicago, for a \$25 fee (location details below). Found cards should be returned or mailed to the Wildcard office.

Evanston Campus	
Evanston Campus:	Norris University Center, 1999 Campus Dr. Underground level
Phone:	847-467-NUID (6843)
Email:	evanstonwildcard@northwestern.edu
Hours	Monday – Friday, 8:30 a.m. – 5 p.m.

Chicago Campus	
Chicago Campus:	345 E. Superior, 15th Floor
Phone:	312-503-0548
Email:	chicagowildcard@northwestern.edu
Hours	Monday – Friday, 8:30 a.m. – 5 p.m.

Policies on Student Immigration Status

International students agree to maintain and follow the regulations of their F-1 or J-1 nonimmigrant status. They should refer to the requirements described at www.northwestern.edu/international in order to remain in compliance with US immigration regulations, which govern their academic study, travel, and employment in the United States.

Involuntary Leave of Absence

Northwestern University is committed to maintaining a campus environment that supports student success, furthers academic achievement, and respects the rights and privileges of all members of the campus community. If the University receives information that a student has engaged or threatens to engage in behavior that poses a significant risk to the health and safety of themselves or others, or a significant disruption to the programs, services, or activities of the University, then the University may determine an involuntary leave of absence is necessary.

As part of this process, the University will conduct an individualized risk assessment, using current medical knowledge and the best available objective evidence, and considering whether reasonable accommodations are available to reduce or eliminate the risk. To the extent

practicable, students will be given the option to take a voluntary leave of absence before a decision is made with respect to an involuntary leave.

Students placed on an involuntary leave of absence will receive a letter with guidance on steps needed to resume studies at Northwestern. In addition, during an involuntary leave of absence, the student will be assigned an Assistant Dean from the Student Assistance and Support Service (SASS) team to provide case management and support to help the student meet the requirements for a return from leave. Students who are placed on an involuntary leave of absence may be eligible for tuition refunds for the quarter in which they are placed on leave. For more information, please review the full policy on involuntary leave of absence at <https://www.northwestern.edu/studentaffairs/dos/resources/health-and-wellness/involuntary-leave-of-absence-policy.html>

Library Materials

The libraries of Northwestern University provide information resources and services of the highest quality to sustain and enhance the university's teaching, research, professional, and performance programs. Our libraries provide settings conducive to independent learning and resources for users throughout the university and broader scholarly communities.

Students must observe policies on the use of library facilities, computers, and materials. Most University Libraries policies are posted at <https://www.library.northwestern.edu/about/administration/policies/>. These apply to all libraries on the Evanston campus and in general to those on the Chicago campus. Additional services and policies for Chicago campus locations can be found at their respective websites:

- Galter Health Sciences Library <https://galter.northwestern.edu/>
- Pritzker Legal Research Center www.library.law.northwestern.edu

Proper conduct is required in all library facilities. Specific policies include: limitations on where food and drink can be consumed; prohibition of disorderly conduct towards staff and other library users; regulations about the presence of animals; and bans on commercial activities, smoking, skateboards, and bicycles. Special permission is required for filming and photography and for the use of certain rooms and facilities.

The use of computers and digital library resources is subject to the university policies noted elsewhere in this handbook, especially in matters of copyright, privacy, and network security.

Theft, mutilation, graffiti, vandalism or any other actions that render books, periodicals, or other library materials or facilities inaccessible or unfit for use is a serious offense against the University community. Students who commit any of these offenses shall be subject to University disciplinary procedures and, if found responsible, sanctions as defined in this handbook. These offenses may also lead to police

investigation and prosecution.

More information pertaining to borrowing periods, fines, refunds, room reservations, recommendations for purchases, permissions for reproduction of images, and other library services of the University Libraries are listed on their website www.library.northwestern.edu.

Loss of Student Property

The University bears no responsibility for the loss of, 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.

Medical Leave of Absence Protocol

The purpose of a voluntary medical leave of absence (MLOA) is to provide students time away from campus for treatment of a physical or mental health condition that impairs a student's ability to function safely and successfully as a member of our community. Students can apply for a MLOA up to the eighth week of the quarter in which the student wishes to take a leave. Each leave is individualized based on the needs of the student and handled on a case-by-case basis. Students who request and obtain a voluntary MLOA during an academic quarter may be eligible for a number of benefits, including:

- Larger tuition refunds
- Later course withdrawals
- A coordinated treatment plan

For international students, depending upon the circumstances, an MLOA may provide a way to remain in the United States while maintaining legal status and receiving treatment.

Students are expected to complete all recommended treatment before submitting a request for reinstatement.

An MLOA may not be used to circumvent or supplant the procedures of the student conduct or academic integrity processes. In the event of a disciplinary suspension or suspension for academic integrity violations, and an MLOA occur simultaneously, the leave and suspension are to be effective consecutively, and not concurrently.

All MLOAs for undergraduate students, The Graduate School, and master's degree programs in the School of Communication, Medill and McCormick students are processed in the Dean of Students Office. Students can begin the process on the Dean of Students Office website, www.northwestern.edu/studentaffairs/dos/programs-services/medical-leave-of-absence/index.html.

Motor Vehicles

Policies regarding the possession, operation, and parking of motor vehicles on campus are available on the web at www.northwestern.edu/transportation-parking/evanston-parking/index.htm

Non-Enrolled Students

During any leave of absence at any time in the academic quarters - fall, winter, spring, and summer — where a student is not enrolled in at least one credit-bearing course, the student no longer has the privileges afforded to enrolled students. A student on leave is not registered for courses and is not permitted to live in University housing, use University facilities and services without permission, maintain or initiate student employment, and/or participate in any Northwestern-sponsored extra-curricular activities/registered student organization membership or leadership in ways that are not also open to the general public. Students also must adhere to academic policies per their individual school, college, and department, or any other conditions possibly placed upon a leave of absence. Students who believe they have a need to access campus resources while not enrolled may contact the Dean of Students Office for consideration of an exception.

Northwestern Police Department

The Northwestern Police Department provides service to both the Evanston and Chicago campuses 24 hours a day each day of the year. The police department is a full-service agency, employing state certified police officers, Community Service Officers (CSOs) and dispatchers. Police officers have the same authority as other police officers throughout the state of Illinois while operating within their designated jurisdiction. In addition to exercising police authority, University police officers also serve as University officials. As an official of the University they assist in assuring compliance with University policies and are expected to report alleged violations to the appropriate administrative office.

Community members are encouraged to direct questions, comments or other feedback regarding the University Police Department via phone at 847-491-3456 or via the web at www.northwestern.edu/up/how-to-report/feedback-on-police-service.html.

Off-Campus Noise

Northwestern students live and engage in activities in neighboring municipalities and cities, many in Evanston. Students are expected to be responsible neighbors and abide by local noise ordinances in the municipalities and cities in which they reside or visit. Such city ordinances often limit the time, volume and type of noise which is al-

lowed within city limits (i.e., Evanston ordinances on noise and related subjects are found in [Title 9, Chapter 5, of the Evanston City Code](#)).

The University may respond with student conduct action when a student is cited for violation of a city noise ordinance or a complaint is made regarding loud, unnecessary, or unusual noise from a residence. All students living in an off-campus residence, not just the student who is cited, may be required to meet with a University official to resolve the matter.

Patents and Inventions

The University's Patent and Invention Policy, which may be found at <https://www.invo.northwestern.edu/invention-management/policies-forms/patent-invention-policy.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 Innovation and New Ventures Office, 847-467-2097, invo@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 media, including but not limited to DVDs, Blu-Rays, or streaming service (such as Hulu, Netflix, Disney+, etc.), carries with it the right to show the video outside the privacy of 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, streamed or purchased media without authorization from rights-holding agency of media. 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 questions regarding movie rights or what constitutes a legal showing on campus, see "Campus Movie Guidelines" or "Film Screenings" here <https://www.northwestern.edu/studentorgs/organization-of-ficers/policy-index/campus-movie-guidelines.html> and contact an

adviser in Student Organizations & Activities or an appropriate Residential Services official.



Respect NU - Bias Incidents

At Northwestern we are committed to maintaining an open and supportive environment, free of acts of bias, hate, discrimination, and harassment, that impede access to educational programs, activities or opportunities or diminish the dignity of any member of the University community.

Northwestern University prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, pregnancy, reproductive health decision making, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as “protected classes”).

A bias incident is an act of conduct, speech, or expression to which a bias motive related to the incident is evident as a contributing factor. Bias also attends to the ways in which power and privilege have differential impact on individuals involved based on their identity groups membership. The Bias Incident Response Team (BIRT) pays attention to how those dynamics impact those involved in the bias incident, the student experience, and the larger Northwestern community. Bias Incident Reports are reported to and reviewed by the BIRT. The Bias Incident Response system and team is an informal Northwestern system for students to report identity-based concerns that arise when interacting with a member of the Northwestern community. BIRT was created in response to feedback students gave during community forums after racial incidents that occurred in 2012.

BIRT is a non-punitive process that centers community, resources, and education within its process. BIRT does not duplicate systems that already exist within the university, rather it engages such systems through referrals. In cases where an additional response is required by university policy, law, or requested by the reporter, BIRT will route the report to the appropriate resource including the [Office of Civil Rights and Title IX Compliance](#), the relevant School, College or student affairs dean’s office, or to Human Resources.

Therefore, the University expects all community members who witness or experience an act of bias, hate, discrimination, or harassment to report these incidents to the University. When an incident is reported, the University will take reasonable steps to address the situation, such as

- Collect information and document the incident
- Provide resources and support to individuals affected by such incidents, and

- Consider the impact on the community and offer educational resources to the involved parties.
- For comprehensive information about bias incidents, including multiple avenues for reporting such events, visit the Respect NU website at www.northwestern.edu/inclusion/respectnu.

SafeRide

Safe Ride is a service provided to members of the Northwestern community as a free alternative to walking alone after dark when you feel unsafe. SafeRide is a service provided under a contract with Via Transportation. Safe Ride operates from 7:00 pm to 3:00 am seven days a week during the fall, winter, and spring quarters when classes are in session. Safe Ride drivers provide rides to and from campus within defined boundaries. Safe Ride is not intended to be a taxi. Rather, it is a safety service intended to be used in conjunction with other transportation strategies such as walking in groups, the Northwestern Shuttle Service, rideshare services, or one of the local taxi services. Visit the Safe Ride website at www.northwestern.edu/saferide/index.html

Service, Assistance, and Other Animals

Students are encouraged to review the University policy on Service, Assistance, and Other Animals at Northwestern: policies.northwestern.edu/docs/animal-policy-final-012717.pdf. Students planning to bring their service animal are encouraged to notify Residential Services so that the animal can be taken into consideration for room assignments. Students with disabilities who require an assistance animal to reside in a residence hall should submit an accommodation request online through the Residential Services website: <https://www.northwestern.edu/living/incoming-undergraduates/housing-dining-accommodation.html>.

Shuttle Bus Service

Northwestern 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 smartphone applications and online at www.northwestern.edu/uservices/gps/index.html.

Student Organizations

Student Organizations and Activities at Northwestern University have additional policies which pertain to recognized student organizations (RSOs). All RSOs are responsible for these policies when hosting events for the Northwestern community and conducting any sponsored activities. For a

complete set of policies, applications, and information on hosting any type of event for the Northwestern community and conducting any sponsored activities., go to the Office of Campus Life- Student Organizations & Activities on the third floor of Norris University Center, or online at www.northwestern.edu/studentorgs, or to the office that is responsible for advising the particular group (e.g., Fraternity and Sorority Life, Residential College Office, Residential Services, Multicultural Student Affairs, Religious & Spiritual Life, Competitive Sports or the appropriate academic department).

Student organizations must be registered via Wildcat Connection through Student Organizations & Activities annually. The RSO is responsible for the organization's Wildcat Connection pages, specifically listing the accurate president, treasurer, and advisor to ensure their group receives necessary communication to stay in good standing. The recruitment of first-year students is restricted until the first day of classes of the fall term; to apply for an exemption your group must contact Student Organizations & Activities. Registered student organizations and their members are responsible for staying knowledgeable about this information, and can find all related materials in the "Org Officers" section at www.northwestern.edu/studentorgs.

In the spirit of an engaged community, students engaged in a student organization must be enrolled in a credit bearing course; see "Non-Enrolled Students" [page 92](#) of this handbook.

Campus Publicity

It is the policy of Northwestern University that only registered 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 Dean of Students Office (Scott Hall, lower level), the Norris Events Planning and Production Office, and Student Organizations & Activities, as well as online at www.northwestern.edu/studentorgs/org-officers/campus-advertising-guide/index.html.

Student or student group violations of the campus publicity policy and/or procedures should be referred to Student Organizations & Activities. Student Organizations & Activities will resolve the matter administratively or refer the complaint to the University Hearing and Appeals System or other designated resolution procedure.

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 [page 93](#).

Gambling Policy for Student Groups

See “Gambling” on [page 88](#) of this Student Handbook.

Hazing Policy for Student Groups

See “Hazing” on [page 34](#) 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, SAFC, 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 policies. Many of these policies 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 policies governing the fiscal and business practices of student organizations. This document is available online at <https://www.northwestern.edu/norris/services/sofo/>. For more information about SOFO policies and other guidelines governing student organizations, please contact Student Organization & Activities, the Student Organization Finance Office, or the office that is responsible for advising the particular group.

Crowdfunding

As students investigate new sources of funding for projects and activities, turning to the internet for crowdfunding is an ever more relevant option. Student organizations can apply to the CATalyzer program via www.catalyzer.northwestern.edu/.

Student organizations are not authorized to participate in third-party crowdfunding platforms. Students may contact Student Organizations & Activities or SOFO for more information. Northwestern hosts its own crowdfunding platform within the Alumni Relations & Development unit. For more information, visit: catalyzer.northwestern.edu.

If a group or individual choose to use another tool, it may only be under

the following conditions:

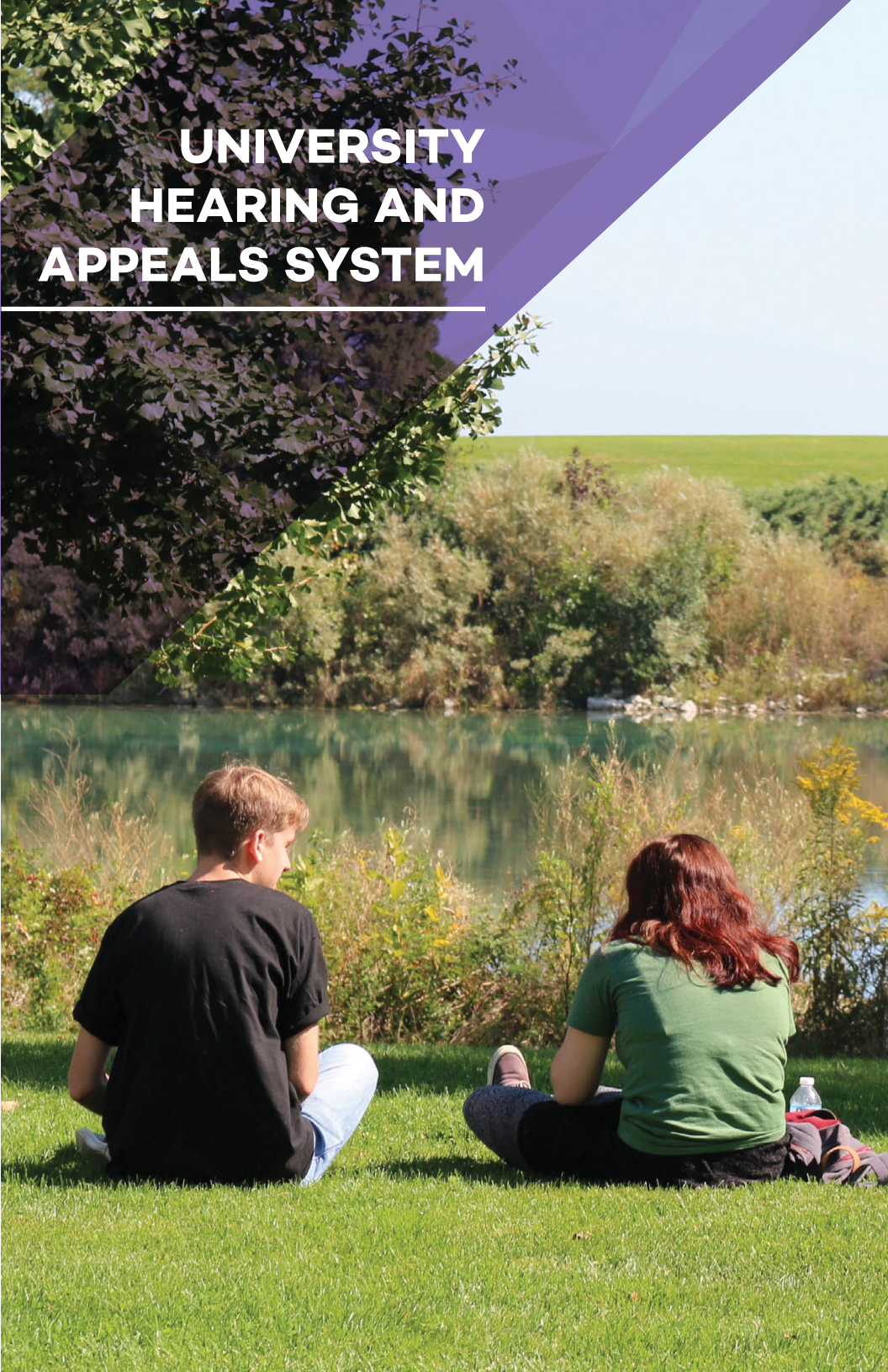
- Review the terms and conditions of the agreement, including tax issues
- Use individual name, or the name of your group or organization (not Northwestern University)
- You may identify your role at Northwestern but clearly state that you are launching the project separate from Northwestern
- You may not use any official NU images for marketing
- Do not make any statements about charitable contributions to Northwestern University

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 Global Learning Office consults with the Division of Student Affairs 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 that extends into the program's term will not be permitted to study abroad. In some cases, students denied access to study abroad due to disciplinary probation may have the opportunity to appeal.

All students studying abroad for credit also must adhere to Northwestern University policies, as explained in this Student Handbook. Students studying abroad on any program, including programs administered by Northwestern and those administered by outside institutions, who violate Northwestern policies may be subject to further disciplinary action upon returning to Northwestern. The onsite resident director, program administrator, or Northwestern University 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.

UNIVERSITY HEARING AND APPEALS SYSTEM



UNIVERSITY HEARING AND APPEALS SYSTEM

The purpose of the student conduct process is to promote integrity, civility, respect, and accountability within the University community and to provide prompt, fair, and impartial means for resolving situations in which a Northwestern student(s) or student groups/organizations are alleged to have violated a nonacademic standard or policy of the University.

This section of the Student Handbook explains the student conduct process, also known as the University Hearing and Appeals System (UHAS). This is the process used to resolve alleged violations of University policies by Northwestern students. A number of factors, including the conduct alleged, the potential sanctions, and the interest and willingness of a reporter to engage in the student conduct process will determine the specific aspects of this process that are utilized in each case. The process is detailed in this section as follows:

- **Overview** – In order to fully understand the UHAS, it is important to have an understanding of some of the foundational aspects of the system
- **Report and Initial Inquiry** – The student conduct process begins when the Office of Community Standards receives a report or a referral.
- **Interim Actions** – At times, the University may take action to ensure the safety and security of the Northwestern community and its members while resolution of a student conduct case is pending.
- **Informal Resolution** – Reporters may prefer or the University may determine that an allegation is best resolved through informal means.
- **Formal Resolution** – For non-separation level cases the University uses administrative hearings to determine responsibility for alleged policy violations and, when applicable, to assign sanctions. For separation-level hearings the University uses formal investigations and, when applicable, sanctioning panels to assign sanctions.

OVERVIEW

Office of Community Standards

The Office of Community Standards (OCS) is responsible for ensuring students honor and respect themselves, their peers, and the Northwestern community. The OCS does this by maintaining and enforcing the Student Code of Conduct and the student conduct process known as the University Hearing and Appeals System. The Office of Com-

munity Standards is responsible for resolving nonacademic student conduct matters, for ensuring student compliance with all nonacademic conduct conditions and sanctions assigned through the student conduct process, and for maintaining official nonacademic student conduct records. The Office of Community Standards designates individuals or entities to administer the student conduct process.

The Office of Community Standards fosters individual and community development through thoughtful engagement with Northwestern University's policies, expectations, and standards. We aim to build trust with our students and community partners by implementing a fair, transparent, and equitable student conduct process that acknowledges individuals' capacity to learn and grow from challenging experiences.

The Office of Community Standards values and believes in:

Collaboration

Partnering with students, faculty, staff and community members in a collegial manner that is consistently respectful, and empathic.

Community

Acknowledging the interdependence of the culture and climate of our community and the values and standards we uphold.

Developmental Growth

Educating in a manner that respects the process of growth in the individual and the community through accountability focused on reflection, restoration, skill-building, and resource connection.

Equity

Striving to ensure students understand resolution processes, inviting students to share their stories, and valuing the importance of equitable responses to student behaviors.

Humanity

Seeking first to understand. Listening and working to empathize with the experiences of those we serve, respecting one's challenges, imperfections, and resilience.

Inclusivity

Creating an inclusive climate that empowers a diverse representation of community members to inform fair, equitable processes and standards for Northwestern.

Purview

UHAS is used to resolve alleged violations of non-academic University policies by Northwestern students. Alleged violations of academic related policies are resolved through the faculties of the University's individual schools, and in accordance with the procedures adopted by each school. Cases involving allegations of violations of Northwestern's [*Office of Civil Rights and Title IX Compliance*](#) (OCR) policies by Northwestern students are resolved through the respective resolution processes as outlined in the OCR policy.

Alleged violations of University policy or professional standards not related to academic policies or Office of Civil Rights and Title IX Compliance policies by students in the School of Professional Studies, Kellogg School of Management, Pritzker School of Law, and Feinberg School of Medicine may be resolved through the faculties of the school and in accordance with the procedures adopted by each school. Where cases have been formally resolved through a school, the case will not also be resolved through UHAS. Matters that violate the Student Code of Conduct may alternatively be referred to the Office of Community Standards for resolution, when appropriate.

Definition of Roles

In the student conduct process, the person impacted by an alleged policy violation is known as the reporter. The term reporter is synonymous with the term complainant which is used in other areas of the University. The person who is alleged to have violated University policy is known as the respondent. Parties is a term that refers to the reporter and the respondent collectively. Witnesses are people who have direct or indirect knowledge related to specific aspects of a conduct case. An advisor is a support person who may be present to provide support to a reporter or respondent throughout an investigation and/or hearing.

Case Resolution Coordinators

Case Resolution Coordinators is a conduct administrator assigned to a specific case of alleged misconduct. Case Resolution Coordinators are members of the University community, usually from within the Division of Student Affairs. Case Resolution Coordinator are trained by the OCS to investigate, hear, and resolve matters of student conduct according to the policies and procedures outlined here. It is the responsibility of the OCS to ensure Case Resolution Coordinator are able to act impartially in all cases they hear. If a student is concerned about the ability of a Case Resolution Coordinator to act impartially, they can request that the Director of Community Standards review the assignment of the Case Resolution Coordinator. For an administrative hearing, this request should be made upon receipt of initial contact by the Case

Resolution Coordinator, and in all cases, prior to the beginning of the hearing.

Student Representatives in Student Organization/ Group Cases

In non-separation cases involving a student organization/group a Case Resolution Coordinator may be accompanied by a trained student representative to serve as a co-Case Resolution Coordinator. Student organizations/groups will receive notification of the name of the Student Representative prior to the hearing. If the student organization/group representative is concerned about the Student Representative's ability to act impartially or participation in the hearing, they can request that the Director of Community Standards review the assignment of the Student Representative.

Advisors

Reporters and respondents may be accompanied by one advisor throughout the student conduct process, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings or hearings. An advisor is a support person who is present to provide support to either a reporter or respondent during the student conduct process. As such, advisors may not speak, write, or otherwise communicate with an investigator, Case Resolution Coordinator, or panel and may not represent the reporter or respondent in the process. The advisor is not permitted to review any document or to attend any meeting in the absence of the Party they are assisting. Any submissions and information from the advisor will not be considered or accepted. If an advisor attempts to present information or submit documents on behalf of the Party, OCS will notify the Party and provide the Party a reasonable amount of time to submit the information or documents directly, however the OCS will not extend procedural deadlines for this reason. If the Party elects not to submit information or documents, the OCS will not consider such information in the investigation or resolution. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint.

To enhance integrity in the student conduct process, to help ensure fairness for all parties, and to ensure that the focus of the student conduct process remains the Northwestern community and its students, advisors cannot be witnesses or a party in the matter or a related matter, must be a member of the University community (faculty, staff, or student), and cannot be a family member of the reporter or respondent, or an attorney.

Advisors who do not abide by these guidelines may be excluded from the student conduct process, which will continue without the advi-

sor present. Information on advisors related to alleged violations of Northwestern's Office of Civil Rights and Title IX Compliance policies is outlined in the policies found [here](#).

Time Limitations

All reports should be made as soon as possible after the incident of alleged misconduct because the passing of time makes a review of the evidence much more difficult, and the memories of involved parties become less reliable. There is no time limit for when an incident of alleged misconduct may be reported; however, absent exceptional circumstances, the OCS typically will not investigate reports submitted over one calendar year after the occurrence of the alleged incident, over one year prior to the time the investigation was requested, or after the respondent has graduated.

Case Timelines

Though the University strives to resolve all cases in a timely manner, the typical timeline for a case varies based on the circumstances of the case. In most cases, the University investigates and resolves reports of policy violation, including initial determination of outcomes and sanctions, within 60 days of receiving a report. Extensions of time beyond this 60 day timeframe may occur for good cause including, but are not limited to, breaks in the academic calendar, the availability of the parties and witnesses (including due of leave of absence), the scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. Many cases are resolved in a much shorter time.



Privacy

The University considers all aspects of the UHAS process, including the report, to be private matters for the parties involved. All participants in a UHAS investigation or hearing will be informed that confidentiality enhances the integrity of the investigation, protects the privacy interests of the parties, and protects the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the reporter and respondent will be asked at the beginning of the investigation to keep the information related to the investigation private, to the extent consistent with applicable law. Witnesses and advisors will be asked to maintain complete confidentiality, to the extent consistent with applicable law.

Retaliation

Northwestern strictly prohibits retaliation against any member of its community for reporting a violation of University policy, or for partic-

ipating, in any manner, in the UHAS process. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage.

Members of the community are prohibited from engaging in actions, directly or through others, that are aimed to dissuade a reasonable party or a witness from reporting violations of University policy, or participating in an investigation or hearing. A detailed definition of retaliation and examples of retaliatory conduct are provided in the [University's Policy on Non-Retaliation](#).

The Northwestern community is strongly encouraged to report any alleged incident of retaliation under this policy to the Office of Community Standards, which shall investigate the matter and take appropriate actions to address such conduct through the UHAS process.

Respondent Rights and Responsibilities in UHAS



All who participate in the UHAS will be treated with dignity and respect and have the right not to be retaliated against for their participation. A respondent participating has the following additional rights:

- To be given timely notice of the allegations before the hearing and to have the allegations explained clearly and fully
- To a prompt, fair, and impartial investigation and resolution
- To a hearing—defined as the opportunity to be heard and to give one's account of the situation
- To be knowledgeable about the information being considered by the investigator/Case Resolution Coordinator and to have the opportunity to respond to that information
- To have the allegations resolved by Case Resolution Coordinator, panel members, and investigators who are properly trained and who are able to act impartially
- To be accompanied by an advisor, if desired (see “Advisors,” on [page 103](#))
- To be advised of the appeals process

The University expects respondents to participate fully in all aspects of the student conduct process. When the respondent is a student organization/group, the organization/group is expected to identify a representative to respond to the alleged policies of concern on behalf of the group/organization. A respondent's silence within the process will not be interpreted as evidence of responsibility for a violation of policy. If a respondent elects not to participate in any part of the process, the Office of Community Standards may proceed without the respondent's participation. Respondents will be held accountable for any outcomes issued, even if they fail to participate.

The University invites reporters and witnesses to participate fully in the student conduct process. In order for OCS to investigate a student conduct matter and/or enable a respondent to fully respond to the allegations, most situations will require the reporter's participation and that their identity be disclosed to the participants in the student conduct process. If a reporter decides not to participate, but wants student conduct action to be taken, the University will determine whether it is possible to move forward with a case without the participation of the reporter. In some cases, it will not be possible for student conduct action to be taken without the participation of the reporter. Should the reporter request anonymity or decide that they do not want student conduct action taken, the University will attempt to honor this request but, in some cases, the University may need to proceed with an investigation and/or hearing based on concern for the safety or well-being of the broader University community.

All participants also have responsibility to be completely honest at all stages of the process and with all conduct administrators, investigators, Case Resolution Coordinator, and hearing panel members. Students and others involved in the student conduct process are encouraged to be forthright and as specific as possible but may choose the extent to which they share information. Any person who knowingly makes a false statement in connection with UHAS matters may be subject to disciplinary action. This provision does not apply to a good faith report that is not substantiated or proven by a preponderance of the evidence

REPORTS AND INITIAL INQUIRY

Reports of Alleged Misconduct

The University encourages anyone with knowledge of an alleged violation of University policy to report the information to the University. Reports can be submitted in the following ways:

- Reports of alleged violations of University policy by Northwestern students can be submitted to the OCS. A link to file a report online can be found on the OCS web page (www.northwestern.edu/communitystandards/index.html). Reports can also be submitted by contacting the office at community-standards@northwestern.edu or 847-491-4582.
- Reports of alleged violations of Northwestern's Office of Civil Rights and Title IX Compliance policies by students can be made to the Office of Civil Rights and Title IX Compliance. Information on filing reports can be found on the web page: www.northwestern.edu/sexual-misconduct
- Reports of alleged bias or hate related incidents can be reported to the Bias Incident Response Team. Information on filing reports can

be found on the web page: <https://www.northwestern.edu/inclusion/respectnu/incident-report.html>

The OCS also commonly receives incident reports through University entities including but not limited to Residential Services, Northwestern University Police Department, and Office of Fraternity and Sorority Life, as well as the other law enforcement agencies.

While anonymous incident reports will be reviewed by the OCS, the University's ability to address alleged misconduct reported by anonymous sources is significantly limited; therefore, anonymous reports are discouraged.

Initial Inquiry

When a report is received, a student conduct administrator designated by the Office of Community Standards will gather information regarding the alleged incident in order to determine the appropriate means of resolution, including through meeting with the reporter and potentially with others who have knowledge of the incident. During the initial inquiry, the administrator will review all available information related to a report. Based on the information available, the level of detail known about an incident, the interest and willingness of a reporter to participate in the student conduct process, and whether the report is related to a University policy, the administrator will determine the appropriate path for each case. Available options include:

- **Close the Case:** The OCS may close cases when insufficient information exists to move forward or when the alleged misconduct—even if substantiated— would not be a violation of policy. The OCS may, in its discretion, reopen a case in the future if additional information becomes available.
- **Informal Resolution:** Informal resolution involves action taken by the University in response to a situation or report of violation of University policy when formal resolution is not desired by the reporter or when there is not enough information to proceed with a formal resolution process.
- **Formal Resolution:** The OCS may determine that there is reasonable information to suggest a policy violation may have occurred. In these cases, the OCS will refer the case to formal resolution for further investigation and formal resolution.
- **Summary Resolution:** Summary resolution involves administrative action taken when exigent circumstances require immediate action to protect the welfare and safety of the University community.

Additionally, the OCS administrator will determine whether interim actions should be taken while the case is pending. OCS Interim actions may include measures taken prior to the formal resolution to ensure the safety and security of the campus community.

INTERIM ACTIONS

Upon receipt of a report but prior to the resolution of an allegation of misconduct, the Office of Community Standards or designee(s) may take interim action (including protective measures and accommodations) to ensure the safety and security of the University community, University community members, or University property. Interim actions are all placed pending prompt hearing through UHAS. In such instances the University will typically attempt to speak with the respondent and give them an initial opportunity to respond to the allegation of policy violation prior to issuing the interim actions.

Interim actions may be applied to the reporter, the respondent or the broader University community and include (but are not limited to):

- A no contact directive placed between students or between a student and another member of the University community
- Changes in academic, work, or living arrangements
- Assistance in requesting academic allowances
- A formal request or warning that a student cease current behaviors
- Removal of privileges or suspension of activity (including attendance in a specific class)
- Issuance of a timely warning to the University community
- A forensic threat assessment or fitness for duty evaluation and required follow-through on recommendations at the decision of the Behavioral Consultation Team

Interim Relocation or Removal from Campus Housing

The University may issue an interim relocation or removal from campus housing for reasons related to the safety and wellbeing of the parties involved, the residential community, or the residence hall property. An interim relocation or removal from campus housing may be imposed by the Executive Director of Residential Services, or designee, and shall become effective immediately without prior notice. The Residential Services Executive Director & Director of Operations and Services may take the same action for students who reside in fraternity/sorority-affiliated on-campus housing.

Interim Suspension

An interim suspension of a student from the University for allegations of nonacademic misconduct (including alleged violations of the Office of Civil Rights and Title IX Compliance policies) may be imposed by the Dean of Students, or designee, in their discretion and shall become

effective immediately. Allegations that may warrant an interim suspension include, but are not limited to:

- Sale, distribution, use, or possession of illegal drugs
- Possession of dangerous weapons
- Sexual misconduct
- Theft of or damage to property
- Behavior that disrupts the educational process including but not limited to the disruption of teaching, research, administration, hearing procedures, or other University activities
- Action or threat of action that endangers or threatens to endanger the health, safety, or wellbeing of any person (including oneself) or to University property
- Fraud
- Violations of federal, state, local, or international law, such that the University could reasonably conclude that the student is not fit to be part of the University community

Any student who receives an interim suspension will be required to remove themselves immediately from the residence halls and/or fraternity or sorority residences, will not be permitted to attend class, 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 Dean of Students or designee issuing the interim action.

Any respondent who has received an interim suspension should expect a prompt and fair formal resolution to their alleged misconduct. The University will balance the need for a prompt outcome with the need to protect the integrity of the system and to ensure a fair, thorough, and equitable student conduct process and outcome.

The University retains the right to postpone a hearing and/or appeal through the UHAS if the University determines the respondent's presence in the University community would pose an unacceptable threat to the University community or would otherwise significantly disrupt the educational or other activities of the University community. In the event the University postpones a formal resolution procedure, it will advise the student of the conditions that must be met, which may include a forensic threat assessment (see "Interim Actions" above) prior to the hearing and/or appeal through the UHAS or other designated resolution procedure.

Interim Action Review

In the event the University imposes an interim action, it will provide the Respondent with notice and an opportunity to challenge the inter-

im action decision to the Dean of Students or designee. If the student wishes to challenge the interim action, the student must submit the challenge in writing within two calendar days of their receipt of the notice.

In cases involving an interim suspension, the Vice President of Student Affairs or designee will review the challenge and determine whether the interim suspension is with good cause and may continue. The Respondent may also request a review as new material information becomes available. The University also reserves the right to review these matters on an ongoing basis. In cases involving an interim action for a student organization or group, the University will automatically reevaluate interim actions and issue an updated explanation after 25 business days of the initial interim action notification.

Please note any challenge or reevaluation of interim actions will be based on both the original and any new information collected related to the safety and security implications for the parties involved and the University community. Should the Vice President of Student Affairs or designee find the sum of the information presented in a challenge insufficient to relieve the original safety and security implications that led to an interim action, the original interim action will stand. If the new information is found to relieve some or all of the original implications, the University will consider what modifications may be appropriate.

Please note interim action determinations are not directly related to findings of responsibility, and that an interim action may be lifted, amended, or stayed, and the Respondent may later still be found either responsible or not responsible for the policies of concern as determined by an investigation.

INFORMAL RESOLUTION

Informal resolution involves action taken by the University in response to a situation or report of violation of University policy when formal resolution is not desired by the reporter or when there is not enough information to proceed with a formal resolution process. An informal resolution is similar to an interim action but serves as final resolution and is not put in place pending a hearing through UHAS. Informal resolution does not result in findings related to responsibility or in sanctions. Options for informal resolution include, but are not limited to:

- A no contact directive placed between students or between a student and another member of the University community
- Changes in academic, work, or living arrangements
- An educational meeting with a student or community

- A formal advisory letter and/or request that a student cease current behaviors
- Deferred conduct action

Deferred Conduct Action

In appropriate situations, conduct cases may be deferred. When a case is deferred, the University refrains from taking any action on a case for a designated period of time (generally 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 conduct action. Sanctions may also be deferred.

FORMAL RESOLUTION

The University Hearing and Appeals System (UHAS) is not a court, legal, or trial system, and the resolution options, including formal resolution, available through UHAS are not constrained by the rules of procedure or evidence typically used in a court of law. UHAS operates under a standard of fairness, which includes an opportunity for the student(s) or student group to be notified of the alleged misconduct and the policy violations under consideration and an opportunity to be heard. As such, if a case is referred for formal resolution, the respondent will be notified of the alleged misconduct and will be given an opportunity to respond.

Depending on the circumstances and in its discretion, the Office of Community Standards may consolidate for investigation and resolution multiple incidents involving the same respondent, and/or cases in which parties have made allegations against each other.

Please note, allegations of policy violation related to the Office of Civil Rights and Title IX Compliance policies are resolved through the respective resolution policies as outlined in the OCR [policy](#).

Standard of Evidence

The Office of Community Standards uses the preponderance of the evidence standard in investigations and hearings. This means that the investigator(s) and Case Resolution Coordinator must determine more likely than not what occurred. A preponderance of the evidence means that over 50% of the information supports a finding that the misconduct occurred.

Notification

The respondent will receive notification of the allegation of misconduct typically three or more days prior to the administrative hearing. In

circumstances that require further investigation, respondents will be notified typically three or more days prior to the investigative meeting. The notification will typically include a brief description of the alleged misconduct, including the time, date, and place the incident allegedly occurred, a list of any University policies allegedly violated, and a description of the steps toward resolution. The University may modify the list of policies allegedly violated based on additional information revealed during investigation.

Acceptance of Responsibility

Acceptance of Responsibility for an Individual Student

In cases typically used for separation level matters, prior to the conclusion of an investigation, the respondent may elect to take responsibility for the prohibited conduct by contacting the Office of Community Standards via the link in their initial letter. Following the submission, the OCS may solicit additional information relating to the matter from the Respondent and any relevant parties.

OCS or designee will issue a brief outcome determination, inclusive of any information collected, summarizing the timeline and allegations and stating the respondent has accepted responsibility. The OCS will then refer the matter to a sanctioning panel. Following the determination of sanctions, a respondent may appeal the sanctions but not the finding(s) of responsibility as accepted by a Respondent. In the event a Respondent decides to accept responsibility for some but not all the allegations, the OCS will determine whether to sever the matter, sending the allegations for which the Respondent has accepted responsibility to a sanctioning panel for sanctioning and continuing with the formal resolution process for the remaining allegations. Alternatively, OCS may determine it will proceed with the formal resolution process for all allegations.

Non-Separation Level Cases for Student Organizations

Student organizations may engage in both self-governance and collaboration with the University to resolve a non-separation level complaint. When an organization accepts responsibility for the prohibited conduct or presents credible information and accepts responsibility for all charges, the case may be resolved collaboratively. OCS will determine whether a matter meets the criteria for a Collaborative Resolution Meeting by reviewing the alleged policies of concern in question and the disciplinary history of the organization. Matters that do not meet this criteria will be resolved in a Formal Non-Separation Level Meeting.

While the Collaborative Resolution Meeting is typically available for non-separation level cases, the Office of Community Standards (OCS) will consider other circumstances for proceeding with an adaptable resolution that include: the overall safety and appropriateness to utilize this process, the complexity of the violation, the organization's

motivation and ability to participate, disciplinary history, and whether or not adequate resources exist to invest in the adaptable resolution (time, staff, etc.) as well as which form of resolution may be most successful for the student organization and the University.

Once a Collaborative Resolution Meeting has been initiated by OCS, the following guidelines will occur:

- The student organization must accept responsibility for all alleged policies of concern, either as the initial reporting party, during the course of the investigation, or prior to a Formal Non-Separation Level Meeting via the link available in their initial notice letter.
- A representative from the student organization must present a proposed action plan, using the worksheet provided by OCS, to correct the behaviors, inclusive of any Headquarters actions when applicable, which must be initially evaluated by an OCS, OFSL, SOA and/or an MSA staff member prior to the informal collaborative sanctioning meeting.
- The student organization will participate in a collaborative sanctioning meeting with three individuals designated by OCS. This will include a representative from OCS, at least one Student Representative, and one university administrator. These three individuals and the representative from the student organization will discuss the proposed action plan, modify it as necessary, and determine an appropriate final action plan. The local advisor or a Headquarters representative may participate, only to speak to the stated or available action items they are able to make available for the organization. Should the advisor violate the limited nature of their participation, they may be removed.
- The action plan is not considered final until it is agreed upon by an OCS staff member. This action plan will be indicated on the student organization's conduct record, and the outcome of responsibility and action plan are not appealable.

If both parties agree to the terms of the action plan, the case is considered resolved so long as the action plan is completed, including that any designated deadlines for action items are met. If the action plan is not completed as agreed upon, the case will be referred to a Formal Non-Separation Level Meeting.

Separation Level Cases

In cases typically used for separation level matters, prior to the conclusion of an investigation, the respondent group or organization, in conjunction with their Headquarters when applicable, may elect to take responsibility for the prohibited conduct by contacting the Office of Community Standards (OCS) via the link in their initial letter. Following the submission, the OCS may solicit additional information relating to the matter from the group or organization and any relevant parties. The OCS will issue a brief outcome determination, inclusive of any in-

formation collected, summarizing the timeline and allegations and stating the responding group or organization has accepted responsibility. The OCS will then refer the matter to a Sanctioning Panel. Following the determination of sanctions, parties may appeal the sanctions imposed but not the finding(s) of responsibility as accepted by Respondent. In the event a Respondent decides to accept responsibility for some but not all of the allegations, the OCS will determine whether to sever the matter, sending the allegations for which the Respondent has accepted responsibility to a sanctioning panel for sanctioning and continuing with the formal resolution process for the remaining allegations. Alternatively, the OCS may determine it will proceed with the formal resolution process for all allegations.

Should the responding organization or group wish, the responding group or organization can submit a copy of any applicable action plans as developed by the responding organization or group, including those issued by a Headquarters when applicable, within five days of receiving the outcome determination and prior to the Sanctioning Panel, which will be shared with the Sanctioning Panel as a part of their materials for evaluation. The document should be no longer than five pages in length, inclusive of attachments.

Following the determination of sanctions, the responding group or organization may appeal the sanctions but not the finding(s) of responsibility. In the event a responding group or organization decides to accept responsibility for some but not all the allegations, the OCS will determine whether to sever the matter and send the allegations for which the responding group or organization has accepted responsibility along to a Sanctioning Panel for sanctioning.

If a finding and sanction(s) are issued by a non-Northwestern governing body (e.g., inter/national Headquarters) prior to the resolution of the UHAS formal student organization conduct process, the University may give the responding student organization or group, (inclusive of the non-Northwestern governing body) the option to follow the acceptance of responsibility process above. The Director of Community Standards or designee may then choose to either come to a mutual agreement between the University and the organization or group as to sanctions or consult with a Sanctioning Panel to determine the appropriate sanctions from the University, both based on the sanctioning factors ([pg. 40](#)). Acceptance of responsibility and the proposed University sanctions prevents the need for a full investigation through the UHAS process.

The OCS reserves the right to investigate and, as appropriate, hold any individuals accountable for their behaviors that may be related to the matter for which the responding organization or group accepted responsibility.

Withdrawal of Complaint

Prior to the completion of any investigation (as described below), the reporter may request to withdraw the complaint by contacting the Director of Community Standards in writing. The Director of Community Standards or designee will determine whether to close the case or conclude the investigation without the reporter's continued participation.

Types of Formal Resolution

Non-Separation Level Cases

Matters that do not have the potential to result in separation (i.e., suspension, degree revocation, expulsion, group dissolution) from the University will be resolved through an Administrative Hearing. An Administrative Hearing is a conversation between a respondent and a Case Resolution Coordinator. The potential of an alleged violation to result in separation from the University will be determined by the Director of Community Standards or their designee following initial inquiry.

Investigation

The Case Resolution Coordinator assigned to a case of alleged misconduct may begin by conducting an investigation into what occurred. This investigation may include, but is not limited to, reviewing documentation, speaking with the reporter, respondent, and/or witnesses; reviewing material available electronically; or requesting written statements from any person involved in the alleged incident. The scope of the investigation will vary depending on the particular facts and information available in each case.

Format of Administrative Hearings

An Administrative Hearing is structured as a discussion or conversation and is conducted in private. The Case Resolution Coordinator will review the incident report and/or findings of their investigation with the respondent and give the respondent an opportunity to respond. In all cases both the reporter and respondent will have equal opportunities to share information and have their information considered. The Case Resolution Coordinator will determine whether the respondent is responsible for the alleged policy violation(s) and, if so, will issue appropriate sanctions. At times, the Case Resolution Coordinator will communicate the outcome of the Administrative Hearing at the end of the meeting. However, at times, the Case Resolution Coordinator will need additional time to consider all of the information related to a case and will communicate the outcome with the respondent in a reasonable timeframe after the Administrative Hearing.

Notification of Outcome

Upon the conclusion of a hearing, the Case Resolution Coordinator will

promptly notify the respondent in writing of the outcome of the hearing including; the findings related to violations of policy, the rationale for these findings, the sanctions imposed, and the information regarding appeal procedures.

Administrative Appeals

The respondent has the right to request an Appeal of the outcome of an Administrative Hearing. In a case of a crime of violence, the reporter or respondent may request an appeal. Requests for Appeals must be submitted in writing via the Appeal submission form within a reasonable time as designated by the Case Resolution Coordinator in writing to the student (typically, within three calendar days of receiving the outcome of an Administrative Hearing). Appeals must be limited to fifteen (15 pages). The Director of Community Standards or another Appellate Coordinator as designated by the Director will review appeals. In cases where the Director of Community Standards served as a Case Resolution Coordinator for a case (or in which the director cannot be impartial), an Appeal will be reviewed by the Dean of Students or designee. The original finding and sanction are presumed to have been decided reasonably and appropriately, and the only grounds for appeal are as follows:

- New information discovered after resolution of the case that could not have reasonably been available at the time of resolution and is of a nature that could materially change the outcome
- Procedural errors within the student conduct process that may have substantially affected the fairness of the hearing
- An outcome (findings and/or sanctions) that was manifestly contrary to the weight of the information presented during the case (i.e., obviously unreasonable and unsupported by the great weight of information)

The full case, beyond the aspects of the case outlined in the appeal may be considered. If none of the grounds for appeal are present in the case, the outcome (findings and sanctions) of the Case Resolution Coordinator will be upheld. If any of the grounds for appeal are present in the case, the decision of the original Case Resolution Coordinator may be amended or a new outcome (findings and sanctions) may be issued. The reviewer of the appeal has final authority to determine the outcome of the case. No additional appeal can be requested or granted and all sanctions will take effect immediately. In an extraordinary circumstance, the reviewer of the appeal may refer the case back to the Case Resolution Coordinator for further review. If the case is referred back to the Case Resolution Coordinator, the reviewer of the appeal may recommend that alternate policies or sanctions be considered. Additionally, if a case is referred back to the Case Resolution Coordinator, the new decision of the Case Resolution Coordinator is considered final (no additional Appeal will be granted). Following the Appeal, a written decision will be delivered as outlined in “Notification of Outcome” on [page 120](#).

Separation-Level Cases

In matters where the Director of Community Standards, or designee has determined, based on initial inquiry, that the alleged violation(s) has the potential to result in separation from the University (i.e., suspension, degree revocation, expulsion, or group dissolution) the matter will be investigated and resolved by one or two investigators and sanctions will be assigned (if applicable) by a Sanctioning Panel. In some cases, another University office may conduct an investigation under the direction of the Office, or an outside investigator may be retained. All investigators are trained on applicable law and University's policies and procedures.

Notification

The respondent will receive notification of the allegation of misconduct typically three or more days prior to the initial investigative meeting. The notification will typically include a brief description of the alleged misconduct, including the time, date, and place the incident allegedly occurred, a list of any University policies allegedly violated, and a description of the steps toward resolution. The University may modify the list of policies allegedly violated based on additional information revealed during investigation.

Investigation

An investigation typically involves, but is not limited to, reviewing reports of the incident, meeting with students to discuss the matter, gathering additional information from witnesses and other knowledgeable individuals, and otherwise exploring the circumstances of the incident. The reporter and the respondent will both have the opportunity to speak with the investigator, to present a list of witnesses from which they suggest the investigator solicit information, and to provide a list of questions they suggest the investigator ask the other party. Reporters and respondents may only present factual witnesses and may not present character or expert witnesses. The investigator will consider the question and witness lists provided by the reporter and respondent when identifying whom they will interview and what questions they ask. The investigators may also choose to interview witnesses of their choosing.

Evaluation and Notification of Process Change

Should the OCS determine at any point in an investigation prior to the issuance of the investigative report that the matter no longer warrants consideration of separation as a potential outcome, the OSC will notify the appropriate parties that the matter will now move forward under the non-separation process. In such a case, the OCS will determine in its discretion whether to issue an investigative report based on the circumstances at issue, will issue a findings letter inclusive of a rationale for the procedural shift, and should a responsibility finding be made, determine any sanctions.

REPORT REVIEW PROCEDURES

a. Preliminary Investigative Report:

After the parties have had the opportunity to meet with investigator(s), identify witnesses, provide evidence, and suggest questions, and the investigator(s) have completed witness interviews and the gathering of evidence, the investigator(s) will prepare a preliminary report. The preliminary report will include the information provided by the reporter, the respondent, and each witness, and a copy and/or written summary of all relevant evidence collected during the investigation. The preliminary report will not contain any findings.

The respondent will be provided with an opportunity to review the preliminary report and respond in writing. Typically, the report will be provided to the respondent electronically. The respondent is expected to maintain the privacy of this document and may view but not download or distribute this document. Unauthorized distribution of this document may result in further disciplinary action.

The respondent may submit written comments, feedback, additional documentary evidence, requests for additional steps in the investigation, suggest written relevant questions for any party or witness, names of additional witnesses, or any other information they deem relevant to the investigator(s), up to twenty (20) pages, within five (5) calendar days after the preliminary report is made available for review. **The comment and feedback portion of the response is limited to five (5) pages of the twenty (20) page limit.** The Director of Community Standards or designee may, in their discretion, waive or adjust the page or time limit for the feedback.

In the event new, relevant information is provided or identified by the respondent, the information will be incorporated into the preliminary report and the respondent will be provided a second and final opportunity to review and provide feedback regarding the new information before the investigator(s) proceed with finalizing the report. The respondent may submit up to five (5) pages of feedback regarding the new information within five (5) calendar days after it is made available for review.

The respondent is permitted to review the preliminary report and second preliminary report solely for the purpose of this complaint resolution process and may not photograph or disseminate the report to the public.

b. Investigation Outcome

The investigator(s) will determine whether the preponderance of the evidence shows the respondent has violated university policy. The respondent will be notified in writing of the outcome of the investigation. The notifications will include findings related to violations of policy and the rationale for all findings.

1. Resolution of cases where no violation has been found

Respondents are informed of appeal procedures. As noted above, the University encourages the respondent to maintain privacy of all communications related to findings. In cases involving a crime of violence, the reporter will be informed of appeal procedures.

2. Resolution of cases where a violation has been found

Following notification of the outcome of an investigation, a UHAS Sanctioning Panel will be convened.

Note: In cases where the Office of Civil Rights and Title IX Compliance determined, based on initial inquiry, that the alleged violation has the potential to result in separation of a respondent from the University, and a policy violation was found following an Office of Civil Rights and Title IX Compliance investigation, the matter will be referred to the Office of Community Standards to facilitate a sanctioning process using the Sanctioning Panel format described below.

FORMAT OF SANCTIONING PANEL

Panel members are students, faculty, and staff from the University community. Student panelists are not involved in the Office of Civil Rights and Title IX Compliance matters. Panel members apply annually and are selected by the Office of Community Standards. Sanctioning Panels will typically be made up of three members. The Office of Community Standards should do its best to diversify each Panel—both in terms of social identities and affiliations within the University. No investigator, sanctioning or appellate panelist will make findings or determinations in a case in which they have a material conflict of interest or material bias. Any party who believes an investigator has a potential material conflict of interest or material bias must raise the concern to the Director of Community Standards within two (2) calendar days of discovering the perceived conflict so that the University may evaluate the concern and find a substitute, if appropriate. The Director of Community Standards or designee will determine whether a conflict of interest exists. The failure of a party to raise a concern of a conflict of interest or bias in a timely manner may result in a waiver of the issue for purposes of any appeal.

Following the delivery of the investigative report, respondents, and reporters as appropriate, will be provided a list of all potential sanctioning and appellate panel members prior to the Sanctioning Panel, and will be given the opportunity to express specific concerns about any potential panel member's material conflict of interest or material bias within 3 business days of receiving their Sanctioning Panel Memo. The Director of Community Standards or their designee will determine

whether material conflict of interest or material bias exists.

In cases where there are exigent circumstances (including but not limited to concern for the safety or security of the University community or the academic progress of a student) or in cases where context requires the case be heard within a constrained time period, trained Case Resolution Coordinators who have no prior involvement in the case can serve as sanctioning or appellate panelists.

The role of the Panel Coordinator is to ensure that the Panel follows the process set forth in this document, clarify any questions about the policies and procedures, and consult on any available sanctions and past precedent.

The Respondent will receive an opportunity to independently speak to the panel to provide input toward sanctioning. The purpose of this time is to allow the respondent to explain what sanction(s) they believe the panel should assign and the rationales for their proposals. The respondent will be given ten minutes to present a statement to the panel. The panel may then ask questions of the respondent. The respondent may choose to submit a written statement to be read to the panel in lieu of appearing at the hearing. Such written statements may not exceed five (5) pages, including attachments. In cases involving a crime of violence, the reporter will also receive an opportunity to speak with the panel. In circumstances where both parties are participating in the Sanctioning Panel, both parties will not meet with the panel together but may choose to listen to one another from a space provided by the Office of Community Standards. The reporter or respondent's decision whether to participate in the Sanctioning Panel and/or listen to the other party is completely voluntary.

Notification of Outcome

Upon the conclusion of a sanctioning panel, the Panel Coordinator will provide written notice of the sanction(s) to the respondent within seven (7) calendar days of the sanction decision. The notice will reference findings made and will include the sanction(s), a summary of the rationale, and information about the appeal process.

The respondent's academic program as well as other University programs (e.g., Athletics, offices of employment), may be notified of information related to a conduct case, including the outcome, whenever there is a legitimate educational interest to do so (for example, when a finding of responsibility impacts the respondent's participation in a University program, or as necessary to implement accommodations for a reporter). If Northwestern University is not a student's home institution (e.g., students who are studying abroad or on exchange at Northwestern), the University reserves the right to notify the student's home institution of serious violations of University policy or accommodations related to a student's enrollment at the home institution. For information on Sanctions, see [page 40](#).

Notification to the Reporter and/or alleged Victim

Pursuant to federal mandates and the Family Educational Rights and Privacy Act (FERPA), the Office of Community Standards may only offer written disclosure of the outcome of the case to a Reporter and/or alleged impacted party if the allegations constitute:

- A violation of the Office of Civil Rights and Title IX Compliance policies; and/or
- A crime of violence (alleged or attempted commission of the following offenses: arson, assault offenses, burglary, criminal homicide, manslaughter, murder, destruction/damage/vandalism of property, kidnapping/abduction, robbery, sexual assault, dating or domestic violence or stalking), as defined by FERPA.

The disclosure may include:

- the findings for each alleged violation;
- the sanction(s) imposed on the Respondent that directly relate to the reporter and/or alleged Victim. In a case related to alleged sexual assault, stalking, dating or domestic violence, the notification of sanction to the Complainant will also include the rationale and all sanctions imposed on the Respondent, not just those directly related to the Complainant; and/or
- appeal rights, if applicable.

Appeals

The respondent has the right to request an Appeal of the findings and, if sanctions are imposed, a determination of sanctions. In a case of a crime of violence the reporter or respondent may request an appeal. Requests for Appeals must be submitted in writing via the Appeal Submission Form within a reasonable time as designated by the conduct administrator in writing to the student (typically, within ten calendar days of their receipt of the outcome). Appeals must be limited to fifteen (15 pages). The Director of Community Standards will convene an Appellate Panel to review appeals. In cases where the Director of Community Standards served as an investigator (or in which the director cannot be impartial), an Appellate Panel will be convened by the Dean of Students or designee. The original finding and sanction are presumed to have been decided reasonably and appropriately, and the only grounds for appeal are as follows:

- New information discovered after resolution of the case that could not have reasonably been available at the time of the resolution of the case and is of a nature that could materially change the outcome
- Procedural errors within the student conduct process that may have substantially affected the fairness of the hearing
- An outcome (findings and/or sanctions) that was manifestly contrary to the weight of the information presented during the case (i.e., obviously unreasonable and unsupported by the great weight of information)

The Appeal is not a rehearing of the case; it is a written statement specif-

ically stating the grounds for the appeal and any supporting information. In cases involving crimes of violence and multiple parties, the non-appealing party will be able to review the request for appeal and will be given an opportunity to submit a written response to the Appellate Panel within the same time designated for the request for appeal. A written response is limited to fifteen (15) pages. The appealing party will be able to review the response.

Similar to the original investigation, the Appeal and response to the Appeal may not include any character or expert witness statements. The Appeal is solely conducted via written statements. Neither party will be allowed to request an in-person meeting with the Appellate Panel. In an extraordinary circumstance, the Appellate Panel may request an in-person meeting with the reporter and respondent. Should the Appellate Panel request a meeting with one party, a meeting will also be requested with the other party.

The Appellate Panel will review the Appeal, the investigator's report, and the case record. The Appellate Panel may consult in confidence with other members of the University community in order to substantiate the grounds for appeal or to seek clarification of issues raised in the Appeal. (Examples might include, but are not limited to, consulting the investigator(s) for the case on the specifics of the findings or consulting a panel coordinator about the student conduct process.)

The Appellate Panel may review the full case, beyond the aspects of the case outlined in the request for Appeal. If the Appellate Panel does not find that any of the grounds for appeal are present in the case, the Panel will uphold the outcome (findings and sanctions) of the Investigators/Sanctioning Panel. If the Appellate Panel finds that any of the grounds for appeal are present in the case, they may amend the decision of the original Investigators/Sanctioning Panel or may issue a new outcome (findings and sanctions). The Appellate Panel has final authority to determine the outcome of the case. No additional appeal or review can be requested or granted and all sanctions will take effect immediately. In an extraordinary circumstance, the Appellate Panel may refer the case back to the Investigators or Sanctioning Panel for further review. In this case, the Appellate Panel may recommend that alternate policies or sanctions be considered. Additionally, if a case is referred back to the Investigators/Sanctioning Panel, the new decision of the Investigators/Sanctioning Panel is considered final (no additional Appeal will be granted).

A written decision will be delivered by the Office of Community Standards within a reasonable amount of time, typically seven calendar days, following receipt of the Appellate Panel's review.

Disclosure of Appeal Outcome

If an Appeal is filed regarding the outcome of a case, the final outcome of the appeal(s) will be made to any appropriate parties beyond the Respondent, consistent with the terms outlined for disclosure of the

original decision ([p. 121](#)). The disclosure may include, at minimum:

- Findings for each ground on which the Appellant appealed;
- Any alterations to sanction(s) that impact the respective party; and
- Information if the case was referred back to the investigators.

Appellate Panel

Appellate Panel members will be trained annually by the Office of Community Standards. The Appellate Panel will be made up of administrators and academic leaders who represent the Division of Student Affairs and the Office of the Provost. In non-OCR cases, the Appellate Panel may also include one appointed student panelist. Three members of the Appellate Panel must be involved in each appeal decision, and decisions are made by a majority vote. In times of exigent circumstances, a conduct administrator or panel member who has had no previous involvement in the case can be assigned by the OCS to fill in for a member of the Appellate Panel to ensure expediency of the decision. The Director of Community Standards or designee will be privy to all Appellate Panel discussions to ensure compliance with the UHAS procedures.

Record of Student Conduct Proceedings

Records of student conduct proceedings (i.e., hearings, investigations, sanctioning panels) are kept by the Office of Community Standards. Any party involved is welcome to take written notes during interviews and hearings, but audio or video recordings and typed transcripts by the parties are not allowed. Any exception to this policy is the sole discretion of the Director of Community Standards. Deliberations by conduct administrators or panels are never recorded by means of audio or videotaping and no transcripts are kept, and the University does not allow for the recording or transcribing of these proceedings.

Also to help protect the privacy interests of the parties, while the reporter and the respondent are in possession of the investigative report, they are not permitted to duplicate it or in any way retain a copy (including electronically) at the conclusion of the case. If a reporter or respondent wishes to view any portion of the student conduct case record, they may schedule an appointment to view the information in the Office of Community Standards. Copies of such records are not provided to the reporter or the respondent and cannot be made by the reporter or respondent. Any exception to this policy is in the sole discretion of the OCS. Conduct case records are only shared in accordance with FERPA and other University records policies.

SUMMARY RESOLUTIONS

Summary resolution involves administrative action taken when exigent circumstances require immediate action to protect the safety of the University community. These actions take the place of formal reso-

lutions through the UHAS system, are considered final, and are not subject to further review or appeal.

Relocation or Removal from Housing

The Executive Director of Residential Services, or designee, has the authority to take administrative actions regarding the housing of students who live on campus, including relocating a student to a new room or residence hall or removing a student from on-campus housing. The Associate Vice President of Student Auxiliary Services or designee has the authority to take administrative actions regarding the housing of students who live in fraternity/sorority-affiliated on-campus housing, including relocating a student or removing a student from fraternity/sorority-affiliated on-campus housing. These actions are considered final and are not subject to further review.

ADDITIONAL INFORMATION ABOUT UHAS

Status of a Student/Group Pending Administrative Review or Appeal

Until a final resolution is determined, the status of a student/group will not change unless interim restrictions have been imposed to protect the health and safety of the student/ group or the University community. A student with disciplinary action pending, however, may not participate in commencement exercises until their case is resolved. A student currently on leave, suspended, or withdrawn from Northwestern who has a pending disciplinary matter is not eligible to seek reenrollment or readmission until that matter is resolved.

Effect of Withdrawal

If at any time after the University receives a report and prior to the final decision in a case, a respondent withdraws from the University, the respondent should expect the university to bring the case to resolution. If a good faith effort to participate in the appropriate process is not exhibited by the respondent, the university may elect to resolve the matter without that student's participation.

If a party withdraws from the University while any appeal initiated by that party is pending, that party's withdrawal shall constitute a withdrawal of the appeal, and the finding from the last decision shall become final.

Disciplinary Hold

At any time after the filing of a report, the Office of Community Standards may place a student conduct hold on the academic and/or financial records of any student pending the outcome of proceedings or to enforce a student conduct sanction. A student conduct hold may prevent, among other things, registration, enrollment, matriculation, the release of transcripts, and graduation and the awarding of a degree.

Violations of the Law and the Student Code of Conduct

Students may be accountable to both legal authorities and to the University for acts that violate local, state, or federal laws. (Students are encouraged to seek advice of legal counsel when they face criminal charges.) Disciplinary action through the UHAS concurrent with criminal action does not subject a student to “double jeopardy.”

The University operates under different policies, procedures, and standards and thus is not bound by the findings of a court of law. If the court’s outcome satisfies the University’s interests, such outcome may be recorded on the student’s student conduct record without invoking the University student conduct process. Should any criminal proceeding result in a felony conviction, as a result of an incident on or off campus, the Vice President for Student Affairs reserves the right to summarily expel a student. This action is considered final and is not subject to further review.

University disciplinary action will normally proceed during the pendency of a criminal or civil action. Legal action may similarly proceed during pendency of a student conduct case and is not subject to restrictions placed by the University. A student may request, however, that the University student conduct process be placed on hold until criminal actions are resolved. The Director of Community Standards or designee, will decide whether this request will be granted. In such a case, interim restrictions may be imposed. The University reserves the right to proceed with the student conduct process at any point. The granting of any hold is at the full and sole discretion of the University.

Accommodations for Students with Disabilities

It is the policy of Northwestern University not to discriminate against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as “protected class”) in

the educational programs or activities Northwestern operates, including but not limited to in matters of admissions, employment, housing, or services. 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.

The majority of accommodations and services for students with disabilities are coordinated by Accessible NU (ANU), which has locations on both the Evanston and Chicago campuses. For more information, visit www.northwestern.edu/accessiblenu/ or contact the office at **847-467-5530** or **847-467-5533** (teletypewriter).

Procedures

Northwestern University does not discriminate or permit discrimination on the basis of disability in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. The Director of Equal Opportunity and Access has been designated as the Section 504 coordinator and coordinates compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and applicable federal and state regulations. The coordinator may be contacted at Section 504 Coordinator, Office of Civil Rights and Title IX Compliance, 1800 Sherman, Evanston campus, **847-491-7458**, fax **847-467-0698**, eeo@northwestern.edu.

Northwestern University has adopted internal grievance procedures providing for prompt, equitable, and impartial resolution of grievances alleging any action prohibited by the ADA or Section 504. These procedures apply to reports of discrimination or harassment on the basis of disability by staff, faculty, students, applicants for both University employment and academic admission, vendors, contractors, and third parties.

For the complete Grievance Procedure, including information about filing a grievance, investigation and resolution of grievances, confidentiality, and other topics, please see www.northwestern.edu/equal-opportunity-access/respond/disability-grievance.html.

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 dean and/or with the Office of Human Resources. A complaint against a member of the administration or staff should be filed with the appropriate superior and/or the Office of Human Resources.

Discrimination, Harassment, or Sexual Misconduct related cases concerning members of the faculty, staff, or third-parties can be filed directly with the [Office of Civil Rights and Title IX Compliance](#).



OCR POLICIES



Office of Civil Rights and Title IX Compliance

Northwestern is committed to fostering an environment in which all members of our community are safe, secure, and free from prohibited discrimination, harassment, and sexual misconduct in any form. Discrimination, Harassment, or Sexual Misconduct related concerns are addressed by the [*Office of Civil Rights and Title IX Compliance*](#).

Additional Information about the Policies and Procedures for the Office of Civil Rights and Title IX Compliance can be found [*here*](#).

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator.

University Title IX Coordinator

Contact: Emily Babb, Associate Vice President

Location: Office of Civil Rights and Title IX Compliance, 1800 Sherman Ave, Suite 4-500, Evanston, IL

Phone: 847-467-6165

Email: ocr@northwestern.edu

